

Enclosure No 3



<b>Title:</b>	<b>Constitution of the Council (Part 3Ca: Leader and Deputy Leaders' Responsibilities)</b>
<b>Owner:</b>	<b>Angela Wakefield</b>
<b>Date of version:</b>	<b>24<sup>th</sup> June 2019</b>
<b>Version:</b>	<b>7.0</b>
<b>Review due:</b>	<b>May 2020</b>
<b>Approved by Head of Service:</b>	<b>Andy O'Brien</b>
<b>Date of Equality Impact Assessment:</b>	<b>29<sup>th</sup> October 2013</b>

<b>Date sent to officer responsible for website:</b>	<b>25<sup>th</sup> June 2019</b>
<b>Date sent to officer responsible for Learning and Development:</b>	<b>25<sup>th</sup> June 2019</b>
<b>Date sent to officer responsible for CMIS:</b>	<b>25<sup>th</sup> June 2019</b>

**Adopted by Full Council on 24<sup>th</sup> June 2019**



## ALLOCATION OF EXECUTIVE FUNCTIONS BY THE LEADER OF THE COUNCIL

### 1 LEADER OF THE COUNCIL

Overall responsibility for all Council functions  
Policy Framework, including Corporate Plan and ensuring priority led budgeting  
Corporate Plan Performance Management  
Resilience and Emergency Planning  
Councillor Support  
Corporate Health & Safety  
County Council relations  
Equalities  
Human Resources, Payroll, Democratic and Legal Services  
Electoral Registration and Elections  
Assets and Estates Management  
Financial Management, Treasury Management and Accounts  
Internal Audit (outsourced)  
Risk Management  
Programme Management  
Communications function and Public Relations  
Corporate Procurement  
ICT

### 2 DEPUTY LEADER (LEISURE, CULTURE AND TOURISM)

Arts and Brewhouse Development  
Sports and Health Development  
Leisure Centres Contract Management  
Markets  
Open Spaces and contract management  
Greenhouse Centre  
Cemeteries  
Civic Function Suite and Facilities Management

Strategic Tourism

**3 DEPUTY LEADER (REGENERATION AND PLANNING POLICY)**

Town Centre Regeneration Programme  
Stewardship of Capital Regeneration Monies  
Economic Development  
Regeneration  
Brownfield Strategy  
Local Enterprise Partnership  
Planning Policy  
Planning and Development Control (Executive Functions only)  
Local Land Charges

**4 DEPUTY LEADER (REGULATORY AND COMMUNITY SUPPORT)**

CCTV  
Off Street Car Parking  
Environmental Health (including: pollution, food safety, housing standards and commercial)  
Dog re-homing  
Licensing (Executive Functions only)  
Enforcement  
Climate Change Adaption  
Private Sector Housing  
Disabled Facilities Grants  
Partnerships (including LSP, Safer Neighbourhood panels, community safety, health and well being)  
Neighbourhood Working (including community centres)  
Neighbourhood Development Fund/Councillors' Community Fund  
Safeguarding & Counter-Terrorism

## 5 DEPUTY LEADER (ENVIRONMENT AND HOUSING)

Waste Management and Recycling  
Street Cleansing  
Public Toilets  
Building Control  
Borough Council Drainage and Sewerage Functions  
Housing Strategy and Homelessness  
Housing Benefits  
Customer Services  
Collection and recovery of Council Tax, Business Rates and Other Income

## 6 DEPUTY LEADERS WITHOUT PORTFOLIO

The Leader may appoint Deputy Leaders Without Portfolio who shall not be able to exercise any executive function individually.