



Title:	Constitution of the Council (Part 3Ca: Leader and Cabinet Member Responsibilities)
Owner:	John Teasdale
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Review due:	Annually as required
Approved by Head of Service:	Andy O'Brien

ALLOCATION OF EXECUTIVE FUNCTIONS BY THE LEADER OF THE COUNCIL

1 LEADER OF THE COUNCIL

- Overall responsibility for all Executive functions
- Policy Framework, including Corporate Plan and ensuring priority led budgeting
- Corporate Plan Performance Management
- Corporate Health & Safety
- County Council relations (Staffordshire Leaders Board)
- Legal Services
- Assets Management
- Estates Management
- Human Resources
- Payroll
- Planning Policy
- Planning and Development Control (Executive Functions only)
- Local Land Charges

2 CABINET MEMBER FOR TOURISM AND CULTURAL DEVELOPMENT

- Brewhouse and Arts Development
- Leisure Centres Contract Management including Sports and Health Development (outsourced)
- Markets
- Civic Function Suite
- Off Street Parking
- Licensing (Executive Functions only)
- Strategic Tourism

3 CABINET MEMBER FOR COMMUNITIES AND HOUSING STANDARDS

- Housing Strategy and Homelessness
- Housing Benefits
- Universal Credit migration to the Department for Work and Pensions

Customer Services
Telephony
Collection and Recovery of Council Tax and Business Rates
Private Sector Housing
Landlord Licensing
Disabled Facilities Grants
Partnerships (including LSP, Safer Neighbourhood panels, community safety, health and well-being)
Parish Council Forum
Voluntary Sector Forum
Community Centres (including Neighbourhood Working)
Councillors' Community Fund
Safeguarding & Counter-Terrorism
Environmental Health (including pollution, food safety, housing standards and commercial)
Environmental Enforcement
CCTV Fixed and Mobile

4 CABINET MEMBER FOR ENVIRONMENT & CLIMATE CHANGE

Climate Change Adaption
Waste Management and Recycling
Street Cleansing
Public Toilets
Building Control
Borough Council Drainage and Sewerage Functions
Open Spaces and Contract Management
Greenhouse Centre and In Bloom Awards
Cemeteries
Facilities Management

5 CABINET MEMBER FOR FINANCE AND TREASURY MANAGEMENT

Financial Management, Treasury Management and Accounts

Internal Audit (outsourced)
Risk Management
Digital working
Corporate Procurement
Programme Management
Electoral Registration and Elections
ICT
Equalities
Democratic Services
Councillor Support
Resilience and Emergency Planning

6 CABINET MEMBER FOR REGENERATION, BUSINESS SUPPORT & MARKETING

Town Centre Regeneration Programme
Stewardship of Capital Regeneration Monies
Economic Development
Regeneration
Brownfield Strategy
Communications function and Public Relations
Marketing
Business Support