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| Title: | Constitution of the Council (Part 3Ca: Leader and Cabinet Member Responsibilities) |
| Owner: | John Teasdale |
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| Approved by Chief Officer: | 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
Asset Management and Estates Management
Human Resources, payroll, equalities and fair employment
Communications function and Public Relations
Improving local democracy and consultation including community forums and citizens panels
Programmes and Transformation team: digital working; corporate procurement (including using local firms); electoral registration and elections; democratic services and councillor support; and resilience and emergency planning ICT

2 CABINET MEMBER FOR TOURISM AND CULTURAL DEVELOPMENT

Leisure Centres Contract Management including Sports and Health Development (outsourced)
Future consideration of insourcing council services and municipal enterprise working
Brewhouse and Arts Development
Civic Function Suite
Markets
Protecting Heritage and Strategic Tourism and Marketing of the Borough

3 CABINET MEMBER FOR COMMUNITIES AND REGULATORY SERVICES

Housing Strategy and Homelessness
Private Sector Housing and Landlord Licensing
Disabled Facilities Grants

Environmental Health (including pollution, food safety, housing standards and commercial)

Licensing (Executive Functions only) including support to the Taxi Trade

Environmental Enforcement and Tackling Envirocrime

Fixed and Mobile CCTV

Partnerships (including NHS, LSP, health and well-being)

Voluntary Sector Forum

Community Centres (including Neighbourhood Working)

Councillors' Community Fund

Community Safety including Safeguarding and Counter-Terrorism

Support for the Cost of Living crisis including ensuring the 'Right to Food'

4 CABINET MEMBER FOR ENVIRONMENT & CLIMATE CHANGE

Climate Change Adaption and Green New Deal

Off Street Parking including Electric Vehicle Charging

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

Parish Council Forum

Cemeteries

Facilities Management

5 CABINET MEMBER FOR FINANCE AND TREASURY MANAGEMENT

Financial Management, Treasury Management and Accounts (Revenue and Capital)

Section 106 Monies

Internal Audit (outsourced)

Risk Management

Housing Benefits and Council Tax Support

Telephony

Collection and Recovery of Council Tax and Business Rates including Sundry Debts

6 CABINET MEMBER FOR REGENERATION

Town Centre Regeneration – Burton upon Trent and Uttoxeter
Economic Development and Business Support – including building a fairer local economy
UK Shared Prosperity Fund administration
Brownfield Strategy

7 CABINET MEMBER FOR PLANNING POLICY

Planning Policy
Planning and Development Control (Executive Functions only)
Local Land Charges