



<b>Title:</b>	<b>Constitution of the Council (Part 3Ca: Leader and Deputy Leaders' Responsibilities)</b>
<b>Owner:</b>	<b>John Teasdale</b>
<b>Date of version:</b>	<b>21<sup>st</sup> March 2022</b>
<b>Review due:</b>	<b>May 2022</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>



## 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
- Programme Management
- 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

### 2 DEPUTY LEADER (FINANCE)

- Financial Management, Treasury Management and Accounts
- Internal Audit (outsourced)
- Risk Management
- Communications function and Public Relations
- Corporate Procurement
- ICT

### 3 DEPUTY LEADER (LEISURE, AMENITIES AND TOURISM)

Leisure Centres Contract Management including Sports and Health Development  
Markets  
Open Spaces and contract management  
Greenhouse Centre  
Cemeteries  
Facilities Management  
  
Strategic Tourism

### 4 DEPUTY LEADER (COMMUNITY AND REGULATORY SERVICES)

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)  
Community centres- (including Neighbourhood Working  
Councillors' Community Fund  
Safeguarding & Counter-Terrorism  
Brewhouse and Arts Development  
Civic Function Suite

### 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.