



<b>Title:</b>	<b>Constitution of the Council (Part 3Ca: Leader and Cabinet Member Responsibilities)</b>
<b>Owner:</b>	<b>John Teasdale</b>
<b>Date of version:</b>	<b>12<sup>th</sup> December 2022</b>
<b>Review due:</b>	<b>Annually as required</b>
<b>Approved by Head of Service:</b>	<b>Andy O'Brien</b>



## 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