



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 AND ECONOMIC GROWTH PORTFOLIO

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
Town Centre Regeneration Programme
Stewardship of Capital Regeneration Monies
Economic Development
Regeneration
Brownfield Strategy
Local Enterprise Partnerships
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, TREASURY MANAGEMENT AND COMMUNICATIONS

Financial Management, Treasury Management and Accounts
Internal Audit (outsourced)
Risk Management
Communications function and Public Relations
Digital working
Corporate Procurement
Programme Management
Electoral Registration and Elections
ICT
Equalities
Democratic Services
Councillor Support
Resilience and Emergency Planning