



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
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)
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 AND DEVELOPMENT

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 and Commuted s106 monies
Planning Policy
Planning and Development Control (Executive Functions only)
Local Land Charges