

The Deputy Chief Executive

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration², the Deputy Chief Executive³ is authorised to discharge any function⁴ of the Executive in relation to:

- a) making arrangements for the proper administration of the authority's financial affairs⁵;
- b) the provision of financial services⁶;
- c) human resources management;⁷
- d) information and communications technology;
- e) procurement and purchasing;
- f) corporate planning and policy development;
- g) performance management;
- h) service improvement and transformation;
- i) international and external relations;
- j) communications strategy and policy;
- k) press and media relations;
- l) knowledge and information management;

¹ An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

² The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

³ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

⁴ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements

⁵ The Deputy Chief Executive has responsibility for these arrangements as Section 151 Officer

⁶ "financial services" includes the budget management (including preparation, monitoring and closure of the accounts), treasury management (including the making payment and borrowing of loans); the management, monitoring and control of the capital programme; taxation arrangements, revenue collection of council tax and national non-domestic rates, internal audit, creditor payments, debt recovery, pensions and the council's insurance arrangements.

⁷ Including organisational development and health and safety

Officer Delegation Scheme (Executive Functions)

- m) risk management and business continuity;
- n) civil contingency planning;
- o) the provision of services relating to building maintenance, catering, cleaning, transport (including fleet services and passenger transport services), and school crossing patrols;
- p) civic and community buildings, office accommodation and facilities management⁸;
- q) Best City partnership collaboration; and
- r) Civic Enterprise Leeds⁹.

⁸ 'facilities management' includes day-to-day routine property maintenance, and corporate energy procurement.

⁹ Approval of commercial activity to include the approval of business cases as and when required for the exercise of trading powers, subject to consultation with the appropriate Members.