

## **SECTION 3E: OFFICER DELEGATION SCHEME (EXECUTIVE FUNCTIONS)**

### **INTRODUCTION**

- (a) This officer delegation scheme sets out the executive functions delegated to officers by the Leader under his/her Executive Arrangements<sup>1</sup>.
- (b) The fact that a function stands delegated to an officer under these arrangements shall not preclude the Executive Board, from exercising the function directly.
- (c) An officer may consider that a delegated authority should not be exercised and that it should be referred to the Executive Board for determination.
- (d) An appropriate Executive Member may request that an officer refrains from exercising a delegated authority in respect of a particular matter and refer it instead to the Executive Board, for a decision.
- (e) The Executive Board may determine to reserve decisions about particular matters to itself.
- (f) In addition to the delegations set out in this scheme, the Executive Board can arrange for further delegations on specific matters.
- (g) Unless expressly indicated, the fact that a function has been delegated to an officer under this scheme does not require that officer to give the matter his/her personal attention. The officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the officer specified under this scheme will remain responsible for any decision taken pursuant to such arrangements.
- (h) Delegations set out in this scheme will be read in conjunction with all provisions of the Council's Constitution, and decisions taken by officers in accordance with this scheme will be taken in accordance with all relevant rules and protocols.
- (i) In taking decisions in relation to executive functions officers will ensure that they:
  - take appropriate advice in relation to legal and financial considerations;
  - make appropriate arrangements for assessing the impact of the decision in relation to equalities; and
  - undertake appropriate consultation

---

<sup>1</sup> Council functions are delegated by Full Council and are set out in the Officer Delegation Scheme (Council (non-executive) Functions). The executive functions delegated by the Leader should be construed in a broad and inclusive fashion to include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of those functions. They should not however be understood to include any Council function.

## *Officer Delegation Scheme (Executive Functions)*

### **GENERAL DELEGATIONS TO OFFICERS**

The Chief Executive, the Deputy Chief Executive, Assistant Chief Executive (Citizens and Communities), Directors and City Solicitor are authorised<sup>2</sup> to carry into effect without reference to the Executive Board or to any of its committees, matters of day to day management and administration and, in particular, the following functions:

#### **1) FINANCIAL**

- a) To incur expenditure and to generate and collect income in line with Financial Regulations, Contract Procedure Rules and within approved revenue and capital estimates.
- b) In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Deputy Chief Executive at the first opportunity.

#### **2) PROCUREMENT**

- a) To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules.
- b) To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.
- c) Subject to the approval of the City Solicitor and the Deputy Chief Executive, to sign certificates under the Local Government (Contracts) Act 1997 in relation to contracts<sup>3</sup>.

#### **3) GENERAL**

##### **a) Community Right to Challenge<sup>4</sup>**

- i) In consultation with the Chief Officer PPPU and Procurement, to make a decision on an expression of interest under community right to challenge.

---

<sup>2</sup> Save where the Leader or a relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>3</sup> This function delegated only to:-

- 1) Statutory Chief Officers (Deputy Chief Executive, Director of Childrens Services, Director of Adult Social Services and Director of Public Health);
- 2) Non-Statutory Chief Officers (Assistant Chief Executive (Citizens and Communities), Director of City Development, Director of Environment and Housing and City Solicitor); and
- 3) Deputy Chief Officer (Chief planning Officer) in accordance with the Local Authority (Contracts) Regulations 1997/2862.

This function is not to be sub-delegated

<sup>4</sup> See Executive Board 17<sup>th</sup> October 2012 Minute Number 89

## *Officer Delegation Scheme (Executive Functions)*

### **b) Data Protection, Human Rights, Surveillance Activities, Freedom of Information**

- i) To implement and ensure compliance with:
  - the rules on data protection, human rights, surveillance activities, and freedom of information<sup>5</sup>;
  - the Council's policies on these matters; and
  - guidance and advice from the SIRO<sup>6</sup> on these matters.
- ii) To designate officers with specific responsibilities for these matters.
- iii) To advise the SIRO of any new types of data processed, of new ways of processing personal data and of any new persons or organisations to whom data is given.

### **c) Media**

- i) To issue statements to the press and other news media about their delegated functions within the Council's adopted Budget and Policy Framework<sup>7</sup>.

### **d) Authorising Officers**

- i) To authorise officers possessing such qualifications as may be required by law or in accordance with the Council's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the Council (however described) and to issue any necessary certificates of authority.

### **e) Corporate Procedures**

- i) To take any action remitted to him/her under corporate procedures.<sup>8</sup>

### **f) Local Choice Functions (see Section 1, Part 3 of the Constitution)**

- i) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000.
- ii) To obtain particulars of persons interested in land.

### **g) Budget and Policy Framework**

- i) To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework.

---

<sup>5</sup> Contained within the following: Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000 and subsidiary legislation

<sup>6</sup> The Council's SIRO (Senior Information Risk Owner) is the Deputy Chief Executive

<sup>7</sup> The Budget and Policy Framework is defined in Article 4 of the Constitution.

<sup>8</sup> Where, under approved procedures, a function stands remitted to a committee or sub-committee or officer post that has not been re-established, the Chief Executive shall be authorised to determine by whom that function shall be discharged pending the review of such procedures.

#### **4) EMPLOYMENT**

##### **a) Miscellaneous Employment Issues**

- i) To deal with employment issues in accordance with agreed procedures and the relevant national conditions of service as modified or extended by any local or national agreements.

##### **b) Changes to Staffing Structures**

- i) Decisions can be taken in relation to restructures<sup>9</sup> except where the decision:
  - involves changes to existing National or Local Agreements and policies; and/or
  - cannot be achieved within delegated powers in respect of budgets
- ii) Decisions in respect of restructures which involve changes to existing agreements or policies and/or which have budgetary implications as set out in 4(b)(i) above are delegated to the Deputy Chief Executive and are subject to consultation with the City Solicitor and other appropriate parties.

##### **c) Workforce Development**

#### **5) WAYS OF WORKING**

##### **a) Partnerships**

- i) To engage in partnerships with organisations in public, private, and voluntary sector
- ii) To promote and influence partnership working with organisations across the city

##### **b) Functions on Behalf of an NHS Body**

- i) To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within their remit.

##### **c) Provision of Statutory Returns**

- i) To provide such statutory returns as are necessary within the Director's remit.

---

<sup>9</sup> Decisions in relation to restructures are subject to:-

- appropriate professional advice being sought;
- prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions; and
- appropriate consideration of pay and grading requirements.

**The Chief Executive is authorised<sup>1</sup> to discharge any function of the Executive not otherwise delegated to a Director including the following functions in relation to <sup>2</sup>**

**1) Functions in relation to elections including:-**

- a) The registration of electors;
- b) Elections and referenda in relation to local matters, including:-
  - i) reviews of polling districts, places and stations;
- c) Assisting with and responding to consultation in relation to boundary reviews of all types, including:-
  - i) parliamentary constituency reviews;
  - ii) electoral reviews;
  - iii) principal area boundary reviews;
  - iv) structural reviews; and
- d) Community governance reviews.

**2) Civic and ceremonial functions of the Council including:-**

- a) Provision of support to the Lord Mayor;
- b) Ceremonial occasions; and
- c) Authorisation of use of Council's Crest.

**3) Devolution and local freedoms including:-**

- a) Delivery of devolved powers and freedoms, including those received through the city deal and growth deal, in conjunction with the LEP;
- b) Liaison with:-
  - i) West Yorkshire Combined Authority and Leeds City Region bodies;
  - ii) Central government departments; and
  - iii) Core Cities.

**4) City Region functions including:-**

- a) the Council's interface with Leeds City Region partners, the Local Enterprise Partnership and other city regions.

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.



**The Deputy Chief Executive is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

- 1) Setting, supporting and monitoring the council's financial strategy.**
- 2) Ensuring effective financial management and controls<sup>3</sup>, including:-**
  - a) managing the Council's borrowing and investment requirements;
  - b) managing and monitoring the Council's revenue budget and capital programme;
  - c) preparation of the Council's financial accounts;
  - d) managing the Council's tax affairs;
  - e) collecting council tax and business rates, and collecting other money that is owed to the council;
  - f) administration of pensions;
  - g) insurance for the council; and
  - h) internal audit.
- 3) Setting, supporting and monitoring the council's policies and procedures for managing:-**
  - a) budgets (including closure of the accounts);
  - b) human resources (including health and safety);
  - c) information and communications technology;
  - d) information governance;
  - e) procurement and purchasing;
  - f) projects and programmes;
  - g) performance and service improvement; and
  - h) risk and business continuity.
- 4) Corporate communications services, including:-**
  - a) the council's communications strategy and policy;
  - b) internal and external communications;
  - c) international relations; and
  - d) press and media relations.
- 5) The council's corporate planning and policy development services, including coordination of the Best Council Plan**
- 6) The council's city-wide resilience and emergency planning functions**

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>3</sup> The Deputy Chief Executive has responsibility for these arrangements as Section 151 Officer

*Officer Delegation Scheme (Executive Functions)*

**7) Civic Enterprise Leeds services including:-**

- a) business support, facilities management, and similar services for the council and its civic and community buildings and office accommodation; and
- b) trading these services to schools and other external partners (including the approval of business cases as and when required for the exercise of trading powers)<sup>4</sup>.

**8) Community Infrastructure Levy spending relating to Strategic Fund.**

---

<sup>4</sup>Subject to consultation with the appropriate Members.



**The Assistant Chief Executive (Citizens and Communities) is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

**1) Integrated locality working and its associated citywide support and delivery functions including:-**

- a) Community Committees;
- b) Area Leadership Teams;
- c) Neighbourhood Improvement Boards;
- d) Parish and Town Councils;
- e) Locally devolved functions;
- f) Multiagency working in neighbourhoods;
- g) Cohesion and integration;
- h) Community centres;
- i) Administration of the well-being and youth activity fund budgets<sup>3</sup>;
- j) Migration;
- k) Volunteering;
- l) Consultation and engagement;
- m) Relationships with the Third Sector;
- n) Commissioning of Third Sector infrastructure; and
- o) Community Infrastructure Levy spending relating to the Neighbourhood Fund.

**2) Equalities.**

**3) The council's corporate customer services functions including:-**

- a) The telephone contact centre;
- b) Digital access including the council's website and e-services;
- c) Community hubs covering provision of the Councils:-
  - i) One Stop Centre Services;
  - ii) Community based housing management and advice services;
  - iii) Front line community library services and mobile library services; and
  - iv) Local job-shop provision; and
- d) Interpretation and translation services.

**4) Registrars functions including:-**

- a) Registration of births, deaths, marriages and civil partnerships; and
- b) Provision of civic weddings, civil partnerships and citizenship ceremonies.

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>3</sup> This function to be used in the respect of delegations to community committees (as set out in the Community Committee Executive Delegation Scheme) to allow urgent decisions relating to the use of the annual capital and revenue allocation to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.

*Officer Delegation Scheme (Executive Functions)*

**5) Licensing functions including:-**

- a) Taxi and Private hire licensing functions and related enforcement activities;
- b) The administration and enforcement of licences for entertainment, gambling and the sale of alcohol; and
- c) Miscellaneous licences.

**6) Local Land Charges functions including:-**

- a) Maintenance of the Local Land Charges Register; and
- b) Responsibility for processing local authority searches.

**7) Welfare and benefits services including:-**

- a) Welfare rights;
- b) Housing benefit, including recoverability of overpayments, and education benefit services;
- c) Local Council Tax Support and recoverability of excess Council Tax Support payments;
- d) Local hardship schemes;
- e) Financial and social inclusion initiatives; and
- f) Commissioning of credit union and Leeds advice consortium services.

**8) Council tax processing and billing arrangements including:-**

- a) Annual billing;
- b) Discount schemes including single person discounts;
- c) Administration of s13 decisions; and
- d) Empty property charges.

**The Director of Children's Services is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

**1) Safeguarding, Specialist and Targeted Services**

**a) Preventative Services including:-**

Taking account of the benefits of prevention and early intervention and the importance of co- operating with other agencies to offer early help to children, young people and families to:-

- i) Understand local need; and
- ii) Secure provision of services.

**b) Safeguarding and Child Protection including:-**

- i) Leading on multiagency arrangements to ensure that resources are coordinated and deployed in safeguarding vulnerable children;
- ii) Provision of safeguarding training to ensure that staff are equipped to recognise and address child abuse;
- iii) Acting as corporate parents for looked after children;
- iv) Provision of placements for looked after children; and
- v) Implementing planned transition for young people leaving care.

**c) Assessment and Care Management including:-**

- i) Assessment of children who may have social care needs; and
- ii) Co-ordination, management and review of care package to meet assessed needs.

**d) Complex Needs including:-**

- i) Provide and commission services to meet the need of children with complex needs.

**e) Residential and Respite Care including:-**

- i) Provision and commissioning of residential placements; and
- ii) Provision and commissioning of respite care.

**f) Support For Carers including:-**

- i) Provision or commissioning of training, advice and practical help for carers.

**g) Youth Offending Services including:-**

- i) Provision of education for children in custody; and
- ii) Safeguarding arrangements for children in custody.

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

## **2) Learning, Skills and Universal Services**

### **a) Early Years Provision including:-**

- i) Provision of information, advice and assistance to parents and prospective parents;
- ii) Provision of children's centres;
- iii) Promotion of child care to ensure sufficient good quality child care to support working parents;
- iv) Promotion of high quality early years provision;
- v) Provision of free education for three and four year olds and all disadvantaged two year olds; and
- vi) Support to early years providers meeting requirements of Early Years Foundation Stage statutory framework.

### **b) Access to education including:-**

- i) Promote a diverse supply of strong schools, including:-
  - Encouraging good schools to expand and,
  - Where there is a need for a new school, seeking proposals for an Academy or Free School
- ii) Ensure fair access to all schools for every child, including:-
  - Provision of appropriate information to parents; and
  - Compliance with the statutory School Admissions and School Admissions Appeal Codes;
- iii) Provision of suitable home to school transport arrangements; and
- iv) Make arrangements for children outside mainstream education or missing education.

### **c) Special Educational Needs including:-**

- i) Provide and commission education services to meet the need of children with special educational needs; and
- ii) Funding provision for children with statements of special educational needs.

### **d) Promotion of educational excellence including:-**

- i) Support to maintained schools delivering national curriculum;
- ii) Development of robust school improvement strategies;
- iii) Support of school to school collaboration;
- iv) Improvement of poorly performing schools;.
- v) Establishing a schools forum; and
- vi) Maintaining a scheme for financing maintained schools and related provision of information.

### **e) Development of active citizens including:-**

- i) Promotion of access to educational and recreational leisure time activities for improvement of well-being and personal and social development of children; and
- ii) Promotion of children's participation in public decision making.

**3) Information, education and training including:-**

**a) Provision of education relating to young people aged 16-19**

**b) provision of information, advice and guidance including:-**

- community settings; and
- school settings;

**c) Reduction and removal of barriers to learning and employment including:-**

- community settings; and
- school settings;

**d) Apprenticeships;**

**e) vocational training and allied services for persons over compulsory school age including:-**

- commissioning and delivery of adult (19 plus) community learning
- influencing learning and training providers to ensure provision meets employers' needs; and
- working with learning and training providers to develop and deliver provision to meet emerging labour market needs; and

**f) Employment support services including:-**

- the promotion of arrangements to assist persons to obtain employment
- the promotion of arrangements to enable employers to meet their workforce needs; and
- the promotion of arrangements to support citizens in disadvantaged communities to enter and remain in employment.

**4) Child Poverty including:-**

Establish local co-operation arrangements to reduce child poverty, including:-

- a) Preparation and publication of a local child poverty needs assessment; and
- b) Preparation of a local child poverty strategy.



**The Director of Adult Social Services is authorised<sup>1</sup> to discharge the following functions<sup>2</sup> through the commissioning and provision of services to support adults<sup>3</sup>**

**1) Promotion of well-being including:-**

- a) Integration and personalisation of health and social care services across the city for the benefit and health and well-being of Leeds citizens;
- b) Promotion of the principle of well-being; and
- c) Consideration of supplier lead service innovation.

**2) Information, advice and advocacy including:-**

- a) Provision of information about available services;
- b) Provision of advice to potential service users; and
- c) Arrangement of independent advocacy to support participation in, or understanding of, the care and support system.

**3) Prevention and Recovery:-**

To take steps to prevent, reduce or delay the need for care and support for all people including:-

- a) Preventative Services:-
  - i) Provision or arrangement of community and home based services to adults with less intensive needs; and
- b) Re-Ablement Services:-
  - i) Provision or arrangement of early intervention time-limited services to meet the immediate requirements of adults with short-term social care needs.

**4) Safeguarding including:-**

- a) Co-ordination of multiagency arrangements to ensure that resources are deployed in safeguarding vulnerable adults;
- b) Delivery of safeguarding training; and
- c) To promote and enable identification of and appropriate action for vulnerable adults at risk of abuse or neglect.

**5) Assessment and eligibility**

- a) Assessment, support planning and review including:-
  - i) Assessment of adults who appear to need care and support;
  - ii) Identification of outcomes within the care and planning process that will establish the cornerstone of the subsequent support plan;
  - iii) Provision of a Personal Budget for persons with eligible needs;
  - iv) Co-ordination, management and review of care and support arrangements to meet eligible needs;

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>3</sup> "Adults" includes any vulnerable person over the age of 18; whether vulnerable by reasons of mental health problems, learning disabilities, physical or sensory impairment, because they are older people or because they are carers.

## *Officer Delegation Scheme (Executive Functions)*

- v) Assessment of social care needs of carers; and
- vi) Arrangement and funding of services to meet the care and support needs of adults who are detained in prison or who are resident in approved premises; and
- b) Self-Directed Care
  - i) Provision of assistance to adults to self-direct their support (including assistance with direct payments, individual service funds and trust funds).

### **6) Diverse and High Quality Services**

To commission or provide<sup>4</sup> directly care and support services that meet people's needs including:-

- a) Support to live at home:-
  - i) Supported and other accommodation, including extra-care;
  - ii) Assistance to enable access to other accommodation, including extra-care;
  - iii) Equipment and adaptations;
  - iv) Home care and community meals services;
  - v) Day support and care services;
  - vi) Short breaks;
  - vii) Community alarm service and assistive technology;
  - viii) Carers services; and
  - ix) *Shared Lives* service;
- b) Residential and Nursing Care:-
  - i) Residential placements, including specialist provision for people with mental health needs and dementia; and
  - ii) Nursing placements, including specialist provision for people with dementia.

### **7) Charging and financial assessments including:-**

- a) To undertake financial assessment; and
- b) Provision of deferred payments.

---

<sup>4</sup> Including arrangements to ensure continuity of care in the event of provider failure



**The Director of Public Health is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

**1) Commissioning of Public Health Services including:-**

- a) Sexual Health Services (Mandatory);
- b) NHS Health Check Assessments (Mandatory);
- c) National Child Measurement Programme (Mandatory);
- d) Smoking Cessation Services;
- e) Weight Management Services;
- f) Mental Health Services;
- g) Alcohol and Drug Misuse Services;
- h) Healthy Child Programme (5-19);
- i) Health Visiting and Family Nurse Partnerships (0-5);
- j) Nutrition;
- k) Physical Activity;
- l) Oral Health; and
- m) Accident and Injury Prevention.

**2) Promotion of Health and Wellbeing including:-**

- a) Development and Implementation of Programmes and Campaigns including:-
  - i) Cancer and Long Term Conditions Prevention;
  - ii) Accidental Injury Prevention;
  - iii) Workplace Health;
  - iv) Seasonal Mortality;
  - v) Seasonal Exclusion;
  - vi) Best Start;
  - vii) Behaviours and Lifestyles; and
  - viii) Wider Determinants of Health.

**3) Health Protection including:-**

- a) Communicable and Infectious Disease Control;
- b) Vaccination and Immunisation Programmes;
- c) Oversight of National Screening Programmes including:-
  - i) NHS screening programmes, both cancer and non-cancer; and
  - ii) ante-natal and children's screening programmes;
- d) Emergency Planning Resilience;
- e) Response to Environmental hazards which include:-
  - i) Air quality; and
  - ii) Severe weather; and
- f) Assessment of risks posed by violent and sexual offenders.

**4) Public Health advice including:-**

- a) Provision of advice to the three Leeds Clinical Commissioning Groups (Mandatory).

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

*Officer Delegation Scheme (Executive Functions)*

**5) Functions of Responsible Authority including:-**

- a) Responses under the Licensing Act 2003, e.g. making representations about licensing applications.

**6) Publication of the annual report on the health of the local population<sup>3</sup>.**

---

<sup>3</sup> In accordance with The National Health Service Act 2006 section 73B(5) the Director of Public Health must prepare this report (this responsibility is reflected in Article 12) and section 73B(6) the local authority must publish it.

**The Director of City Development is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

**1) Asset Management including:-**

- a) strategic management and development of the Council's land and property portfolio;
- b) disposals and acquisitions both freehold and leasehold<sup>3</sup>;
- c) valuations and appropriations;
- d) architectural and design services; and
- e) any other dealings with land or any interest in land.

**2) Functions relating to the Council's register of Assets of Community Value.**

**3) Regeneration including:-**

- a) development of regeneration frameworks;
- b) implementation of plans to promote the regeneration of specific areas; and
- c) management of the Housing Growth Team with specific responsibility for private housing development and the affordable housing programme.

**4) Economic Development including:-**

- a) business support;
- b) the Council's markets service; and
- c) management of the city centre.

**5) Inward investment including:-**

- a) tourism and the visitor economy.

**6) Highways and Transportation including:-**

- a) the authority's role as a highways authority;
- b) maintenance of highway assets of roads, bridges, retaining walls, street lighting and associated infrastructure;
- c) design and delivery of major and minor highway schemes;
- d) development of the Council's transport policy (including parking policy<sup>4</sup>);
- e) flood and water management including land drainage activities; and
- f) the making of agreements for the execution of highways works under S278 Highways Act 1980.

**7) Culture including:-**

- a) museums and galleries; and
- b) arts and events.

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>3</sup> To deliver the Council's Capital receipts Programme and support housing growth.

<sup>4</sup> The Director of City Development's delegations do not cover parking enforcement which falls within the delegations of the Director of Environments and Housing.

*Officer Delegation Scheme (Executive Functions)*

**8) Library and information service including:-**

- a) Development of the library service across the city;
- b) Management of central library including front line staff; and
- c) Library volunteers and 'At home';

**9) Sport and Active Lifestyles including:-**

- a) leisure centres and community sports facilities<sup>5</sup>.

**10) Planning Services including:-**

- a) management of the planning service<sup>6</sup>;
- b) building control;
- c) safety at sports grounds;
- d) street naming and numbering;
- e) building conservation and urban design;
- f) contaminated land; and
- g) obtaining of information as to interests in land.

---

<sup>5</sup> The Director of City Development's delegations do not cover golf courses and outdoor pitches in parks which falls within the delegations of the Director of Environments and Housing.

<sup>6</sup> Excluding specific decisions on planning applications, the development of planning policy including the Council's Core Strategy which are delegated to the Chief Planning Officer.

**The Chief Planning Officer is authorised<sup>1</sup> to discharge the following functions in relation to <sup>2</sup> the authority's role as Local Planning Authority<sup>3</sup> including:-**

**1) Development Plan functions including:-**

- a) Preparation, monitoring and review of the Development Plan, (including the Core Strategy, Site Allocation Plan, Aire Valley Leeds Area Action Plan and Natural Resources & Waste Development Plan Document).

**2) Planning Policy and Guidance functions including:-**

- a) Preparation and review of other planning policy and guidance notes (including Supplementary Planning Documents).

**3) Neighbourhood Planning functions.**

**4) Conservation Area functions including:-**

- a) Designation and review of Conservation Area Appraisals and Management Plans.

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>3</sup> The Chief Planning Officer's delegations do not cover those functions delegated to the Director of City Development in relation to Planning Services.



**The Director of Environment and Housing is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

**1) Community Safety including:-**

- a) CCTV;
- b) Reduction of crime and disorder;
- c) Tackling anti-social behaviour; and
- d) Tackling domestic violence.

**2) Public Health Protection and Control of Statutory Nuisance including:-**

- a) rubbish accumulations and fly-tipping;
- b) domestic, commercial and industrial noise, fumes and odours;
- c) air quality management; and
- d) other forms of pollution harmful to public health.

**3) Environmental Health and Consumer Protection including:-**

- a) food hygiene and safety;
- b) health and safety at work<sup>3</sup>;
- c) monitoring and control of infectious diseases;
- d) private water supply monitoring; and
- e) animal health and welfare<sup>4</sup>.

**4) Streetscene and Environmental Management including:-**

- a) street cleaning;
- b) litter bin provision and maintenance;
- c) gully cleaning;
- d) provision and cleaning of public conveniences;
- e) graffiti removal; and
- f) dog control and dog warden service.

**5) Car Parking including:-**

- a) Operation and maintenance of on and off street car parking provision;
- b) Decriminalised parking functions including:-
  - i) issuing of parking contravention notices; and
  - ii) camera operated bus lanes;
- c) Provision of commercial and residential parking permits; and
- d) monitoring and enforcement of disabled 'blue badge' parking use.

**6) Sustainable Energy and Carbon Reduction including:-**

- a) Formulation and implementation of sustainable energy and carbon reduction policies for the city.

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>3</sup> other than in relation to Leeds City Council staff or activities

<sup>4</sup> including livestock markets and animal breeding and boarding establishments

*Officer Delegation Scheme (Executive Functions)*

**7) Waste including:-**

- a) Development and implementation of a municipal waste policy;
- b) refuse collection; and
- c) waste disposal.

**8) Cemeteries, crematoria, burial grounds and mortuaries including:-**

- a) The authority's role as burial authority;
- b) Provision, management and maintenance of public burial grounds and crematoria;
- c) Provision of burial and cremation services for the public; and
- d) contribution to the regional mortuary service serving West Yorkshire.

**9) Parks and countryside including:-**

- a) Creation, management and enhancement of green spaces<sup>5</sup>;
- b) Creation, management and enhancement of related visitor attractions and facilities;
- c) Public rights of way;
- d) Woodland and tree management;
- e) Provision of educational events and programmes; and
- f) Grass cutting and grounds maintenance.

**10) Countryside management including:-**

- a) provision and maintenance of footpaths and bridleways;
- b) management of the public rights of way network including legal recording, enforcement and maintenance activities;
- c) provision and maintenance of landscaping schemes; and
- d) management of designated conservation sites.

**11) Landlord Functions (funded by the Housing Revenue Account):-**

- a) Council Housing Management, including:-
  - i) Tenant involvement;
  - ii) Lettings & rent collection;
  - iii) Repairs & maintenance;
  - iv) Housing Revenue Account investment (to maintain existing and provide new council housing); and
  - v) Housing PFI projects

---

<sup>5</sup> Including parks & city centre beds, nature reserves & woodlands, playgrounds, allotments



**12) Housing Functions (funded by the General Fund)**

- a) Condition and Occupation of Housing, including:-
  - i) Private and voluntary sector rental housing (including enforcement and licensing);
  - ii) Empty property strategy; and
  - iii) Partnerships with Housing Associations and other key stakeholders.
  
- b) Other Housing Services, including:-
  - i) Housing advice;
  - ii) Homelessness;
  - iii) Gypsies & travellers;
  - iv) Emergency & temporary accommodation;
  - v) Energy efficiency & fuel poverty; and
  - vi) Adaptations.



**The City Solicitor is authorised<sup>1</sup> to discharge the following functions in relation to<sup>2</sup>**

**1) Legal Services including:-**

- a) Provision of legal advice and related support services;
- b) Functions relating to the role of Solicitor to the Council including:-
  - i) taking any action intended to give effect to a decision of the Executive (taken under the Leader's executive arrangements);
  - ii) the commencement, defence, withdrawal or settlement of proceedings; and
  - iii) the authorisation of Council officers to conduct legal matters in court.

**2) Democratic Services including support to elected members in their responsibilities, particularly in respect of:-**

- a) The Leader of Council;
- b) Councillors via group support offices;
- c) The full Council meeting;
- d) Executive Board;
- e) Committees appointed by full Council;
- f) Scrutiny of the Executive;
- g) Training and development of councillors; and
- h) Management and oversight of the Members' Allowances Scheme.

**3) Supporting the corporate governance of the council, particularly in respect of:-**

- a) The requirements of the Members' Code of Conduct;
- b) Compliance with access to information requirements;
- c) Upkeep of the constitution; and
- d) Preparation of the Annual Governance Statement.

---

<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.



**SECTION 3B (b): EXECUTIVE MEMBERS  
Oversight of Officer Executive Delegations**

This document should be read in conjunction with the Officer Delegation Scheme (Executive Functions) which provides greater detail as to the scope of the functions of each Director.

| POST   | DECISION MAKING OVERSIGHT   |
|--|---|
| <p><b>Leader of Council and Executive Member for Economy and Culture</b></p> <p><b>Councillor J Blake</b></p>            | <p><b>Chief Executive</b></p> <p>3) Devolution and local freedoms.</p>  |
|  | <p><b>Deputy Chief Executive</b></p> <p>1) Setting, supporting and monitoring the council's financial strategy.</p>   |
|  | <p><b>Director of City Development</b></p> <p>5) Inward investment; and<br/>7) Culture.</p>   |
| <p><b>Deputy Leader and Executive Member for Children and Families<sup>1</sup></b></p> <p><b>Councillor L Yeadon</b></p> | <p><b>Director of Children's Services</b></p> <p>1) Safeguarding, Specialist and Targeted Services including:-</p> <ul style="list-style-type: none"> <li>a) Preventative Services;</li> <li>b) Safeguarding and Child Protection;</li> <li>c) Assessment and Care Management;</li> <li>d) Complex Needs;</li> <li>e) Residential and Respite Care;</li> <li>f) Support For Carers; and</li> <li>g) Youth Offending Services.</li> </ul> <p>2) Learning, Skills and Universal Services including:-</p> <ul style="list-style-type: none"> <li>a) Early Years Provision;</li> <li>b) Access to education;</li> <li>c) Special Educational Needs;</li> <li>d) Promotion of educational excellence; and</li> <li>e) Development of active citizens.</li> </ul> <p>4) Child Poverty</p> |

<sup>1</sup> The Executive Member for Children's Services is the Lead Member for Children's Services appointed in accordance with the Section 19 of the Children Act 2004 and must therefore have responsibility for the functions conferred on or exercisable by the authority specified in S18(1)(a) and (b) of the Children Act 2004 and such other functions as the authority consider appropriate.

|  |  |
|--|--|
| <p><b>Deputy Leader and Executive Member for Resources and Strategy</b></p>                                  | <p><b>Chief Executive</b><br/>                 1) Functions in relation to elections; and<br/>                 2) Civic and ceremonial functions of the Council.</p>   |
| <p><b>Councillor J Lewis</b></p>   | <p><b>Deputy Chief Executive</b><br/>                 2) Ensuring effective financial management and controls<sup>2</sup>;<br/>                 3) Setting, supporting and monitoring the council's policies and procedures<br/>                 4) Corporate communications services;<br/>                 5) The council's corporate planning and policy development services, including coordination of the Best Council Plan.<br/>                 6) The council's city-wide resilience and emergency planning functions.<br/>                 7) Civic Enterprise Leeds services; and<br/>                 8) Community Infrastructure Levy spending relating to Strategic Fund.</p> <p><b>City Solicitor</b><br/>                 1) Legal Services;<br/>                 2) Democratic Services including support to elected members in their responsibilities; and<br/>                 3) Supporting the corporate governance of the council.</p> <p><b>Assistant Chief Executive (Citizens and Communities)</b><br/>                 4) Registrars functions;<br/>                 5) Licensing functions;<br/>                 6) Local Land Charges functions; and<br/>                 8) Council tax processing and billing arrangements.</p> |
| <p><b>Executive Member for Employment, Enterprise and Opportunity</b></p> <p><b>Councillor M Rafique</b></p> | <p><b>Director of Children's Services</b><br/>                 3) Information, education and training including:-<br/>                 a) Provision of education relating to young people aged 16-19;<br/>                 b) provision of information, advice and guidance;<br/>                 c) Reduction and removal of barriers to learning and employment;<br/>                 d) Apprenticeships;<br/>                 e) vocational training and allied services for persons over compulsory school age; and<br/>                 f) Employment support services.</p> <p><b>Assistant Chief Executive (Citizens and Communities)</b><br/>                 2) Equalities.</p>  |

<sup>2</sup> The Deputy Chief Executive has responsibility for these arrangements as Section 151 Officer

*Executive Functions*

|  |   |
|--|---|
| <p><b>Executive Member<br/>Health, Wellbeing and<br/>Adults</b></p> <p><b>Councillor L Mulherin</b></p>          | <p><b>Director of Adult Social Services</b></p> <ol style="list-style-type: none"> <li>1) Promotion of well-being;</li> <li>2) Information, advice and advocacy;</li> <li>3) Prevention and Recovery;</li> <li>4) Safeguarding;</li> <li>5) Assessment and eligibility;</li> <li>6) Diverse and High Quality Services; and</li> <li>7) Charging and financial assessments.</li> </ol>         |
|  | <p><b>Director of Public Health</b></p> <ol style="list-style-type: none"> <li>1) Commissioning of Public Health Services;</li> <li>2) Promotion of Health and Wellbeing;</li> <li>3) Health Protection;</li> <li>4) Public Health advice;</li> <li>5) Functions of Responsible Authority; and</li> <li>6) Publication of the annual report on the health of the local population.</li> </ol> |
|  | <p><b>Director of City Development</b></p> <ol style="list-style-type: none"> <li>9) Sport and Active Lifestyles.</li> </ol>  |
| <p><b>Executive Member for<br/>Regeneration,<br/>Transport and Planning</b></p> <p><b>Councillor R Lewis</b></p> | <p><b>Chief Executive</b></p> <ol style="list-style-type: none"> <li>4) City Region Functions</li> </ol>  |
|  | <p><b>Director of City Development</b></p> <ol style="list-style-type: none"> <li>1) Asset Management;</li> <li>3) Regeneration;</li> <li>4) Economic Development;</li> <li>6) Highways and Transportation; and</li> <li>10) Planning Services.</li> </ol>  |
|  | <p><b>Chief Planning Officer</b></p> <ol style="list-style-type: none"> <li>1) Development Plan functions;</li> <li>2) Planning Policy and Guidance functions;</li> <li>3) Neighbourhood Planning functions; and</li> <li>4) Conservation Area functions.</li> </ol>  |
|  | <p><b>Director of Environment and Housing</b></p> <ol style="list-style-type: none"> <li>5) Car Parking; and</li> <li>6) Sustainable Energy and Carbon Reduction.</li> </ol>  |

*Executive Functions*

|  |   |
|--|---|
| <p><b>Executive Member for Communities</b></p> <p><b>Councillor D Coupar</b></p>                                   | <p><b>Assistant Chief Executive (Citizens and Communities)</b></p> <p>1) Integrated locality working and its associated citywide support and delivery functions;</p> <p>3) The council's corporate customer services functions; and</p> <p>7) Welfare and benefits services.</p> <hr/> <p><b>Director of Environment and Housing</b></p> <p>8) Cemeteries, crematoria, burial grounds and mortuaries;</p> <p>9) Parks and countryside;</p> <p>10) Countryside management;</p> <p>11) Landlord Functions (funded by the Housing Revenue Account); and</p> <p>12) Housing Functions (funded by the General Fund).</p> <hr/> <p><b>Director of City Development</b></p> <p>1) Asset Management so far as it relates to the use of land and buildings for the provision of front line services.</p> <p>2) Functions relating to the Council's register of Assets of Community Value; and</p> <p>8) Library and information service.</p> |
| <p><b>Executive Member for Environmental Protection and Community Safety</b></p> <p><b>Councillor M Dobson</b></p> | <p><b>Director of Environment and Housing</b></p> <p>1) Community Safety;</p> <p>2) Public Health Protection and Control of Statutory Nuisance;</p> <p>3) Environmental Health and Consumer Protection;</p> <p>4) Streetscene and Environmental Management; and</p> <p>7) Waste.</p>  |