

The Deputy Chief Executive is authorised¹ to discharge the following functions²

- 1) Setting, supporting and monitoring the council's financial strategy.**
- 2) Ensuring effective financial management and controls³, 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; and
 - c) press and media relations.
- 5) International Relations**
- 6) The council's corporate planning and policy development services, including coordination of the Best Council Plan**
- 7) The council's city-wide resilience and emergency planning functions**

¹ 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.

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

³ The Deputy Chief Executive has responsibility for these arrangements as Section 151 Officer

Officer Delegation Scheme (Executive Functions)

8) 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)⁴.

9) Community Infrastructure Levy spending relating to Strategic Fund.

⁴Subject to consultation with the appropriate Members.