

**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; 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**

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<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)*

**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)<sup>4</sup>.

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

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