

EXECUTIVE FUNCTIONS

SECTION 3A: RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

- 3.1 Executive functions include those local choice functions identified in Section 1 as the responsibility of the Executive, and all other functions of the Authority not specified in Section 2.
- 3.2 All executive functions will be discharged by the Executive as a whole, save to the extent that such functions are delegated to Joint Committees (see Joint Arrangements) to Area Committees under Part 3D of the Constitution, or Officers (see Officer Delegation Scheme executive functions).
- 3.3 The names, addresses and wards of the Leader and the Members of the Authority appointed by the Leader to the Executive as follows:

Name	Address	Ward
*1 Andrew Carter Conservative Group	15 Clarke Street Calverley Leeds LS28 5NH	Calverley and Farsley
*1 Richard Brett Liberal Democrat Group	991 Scott Hall Road Leeds LS17 6HJ	Burmantofts and Richmond Hill
James Monaghan Liberal Democrat Group	Flat 21 Merchants House 66 North Street Leeds LS2 7PN	Headingley
John Leslie Carter Conservative Group	25 Oaklands Avenue Leeds LS16 8NR	Adel and Wharfedale
Stewart Golton Liberal Democrat Group	5 Farrer Lane Oulton Leeds LS26 8JP	Rothwell
John Procter Conservative Group	Tithe House Tithe Barn Lane Bardsley Leeds LS17 9DX	Wetherby
Richard Harker Liberal Democrat Group	3 The Cross Leeds LS16 9AX	Moortown
Peter Harrand Conservative Group	8 Overdale Avenue Leeds LS17 8TE	Alwoodley
Keith Wakefield	35 Beech Grove Avenue	Kippax and Methley

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Councillor Richard Brett**Leader**

Commencing 21 May 2009 – 30 November 2009

Deputy Leader

Commencing 1 December 2009 until Annual Meeting of Council 2010

Councillor Andrew Carter**Deputy Leader**

Commencing 21 May 2009 – 30 November 2009

Leader of Council

Commencing 1 December 2009 until Annual Meeting of Council 2010

Executive Functions

Name	Address	Ward
Labour Group	Garforth Leeds LS25 1EF	
Robert Finnigan Morley Borough Independent Group	c/o Morley Independent Office, Morley Town Hall, Leeds LS27 9DY	Morley North

- 3.4 The Leader has identified the following advisory member who will be able to attend and speak at meetings of the Executive Board to assist the Labour nominated Executive Member. However the adviser will not be able to vote and will not be a co-optee.

Name	Address	Ward
Cllr Richard Lewis	121 Roker Lane, Pudsey, Leeds, LS28 9NB	Pudsey

SECTION 3B (a) : EXECUTIVE MEMBER PORTFOLIOS

EXECUTIVE MEMBER	DECISION MAKING OVERVIEW ¹
<p>Central and Corporate Cllr Richard Brett Liberal Democrat Group</p>	<p>Chief Executive, Assistant Chief Executive (Corporate Governance), Assistant Chief Executive (Planning Policy and Improvement) and Director of Resources.</p>
<p>Development and Regeneration Cllr Andrew Carter Conservative Group</p>	<p>Director of City Development ² (excluding functions relating to culture and leisure, and environmental management), Chief Officer Highways and Transportation and Chief Planning Officer</p>
<p>Environmental Services Cllr James Monaghan Liberal Democrat Group</p>	<p>Director of City Development (functions relating to environmental management³ only), Director of Environment and Neighbourhoods (relating to statutory nuisances, air pollution, environmental protection, waste policy and streetscene functions)⁴ and Chief Officer (Environmental Services)⁵(excluding functions relating to the condition and occupation of private housing; caravan sites).</p>
<p>Neighbourhoods and Housing Cllr John Leslie Carter Conservative Group</p>	<p>Director of Environment and Neighbourhoods ⁶ (excluding functions relating to statutory nuisances, air pollution, environmental protection, waste policy and streetscene functions), the Chief Officer (Environmental Services) (functions relating to the condition and occupation of private housing; caravan sites only⁷), the Chief Officer (Housing Services) and the Chief Officer (Regeneration).</p>

¹ References are to functions delegated under the officer delegation scheme (executive functions)

² Functions 1 (a) – (c), 2 (a) – (k) delegated to the Director of City Development

³ Function (l) delegated to the Director of City Development

⁴ Functions 1(a) – (e) and 2 (i) - (l) delegated to the Director of Environment and Neighbourhoods,

⁵ Functions 1(a) – (e) and 2 (c) – (e) delegated to the Chief Officer (Environmental Services)

⁶ Functions 2(a) -(h) delegated to the Director of Environment and Neighbourhoods

⁷ Functions 2(a) and (b) delegated to the Chief Officer (Environmental Services)

EXECUTIVE MEMBER	DECISION MAKING OVERVIEW ¹
<p>Children’s Services Lead Executive Member Cllr Stewart Golton Liberal Democrat Group</p>	<p>Director of Children’s Services</p>
<p>Learning Cllr Richard Harker Liberal Democrat Group</p>	<p>Director of Children’s Services (functions relating to early years, education and youth services)⁸ and Chief Officer (Early Years and Youth Services)</p>
<p>Leisure Cllr John Procter Conservative Group</p>	<p>Director of City Development (functions relating to culture and leisure)⁹ and Chief Libraries Arts and Heritage Officer.</p>
<p>Adult Health and Social Care Cllr Peter Harrand Conservative Group</p>	<p>Director of Adult Social Services</p>
<p>Leader of the Labour Group Cllr Keith Wakefield Labour Group</p>	
<p>Leader of the Morley Independent Group Cllr Robert Finnigan Morley Borough Independent Group</p>	

⁸ Function (d) delegated to the Director of Children’s Services

⁹ Functions 2(m) -(q) delegated to the Director of City Development

**SECTION 3B (b): EXECUTIVE MEMBERS
OVERVIEW OF ROLES AND RESPONSIBILITIES**

POST	AREA OF RESPONSIBILITY
<p>Executive Member for Central and Corporate</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • Equality and diversity, communications, performance, customer services, procurement, risk management and international relations activities; • HQ support services including ICT, Human Resources, legal, financial services and corporate landlord; • Democratic services including member support, committee/scrutiny support, corporate governance and the Lord Mayor's office; • Corporate support for Public Private Partnership ventures; • Traded services comprising catering and cleaning, property maintenance, fleet services, and passenger transport services; • school crossing patrols. <p>To provide a corporate overview of, and promote cross-sector support for, the 'Narrowing the Gap' aim of the Vision for Leeds.</p> <p>To chair the Leeds Initiative Board and represent the Council on key inter-sector and inter-authority partnerships.</p>
<p>Executive Member for Leisure</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • Libraries, record repositories, museums and art galleries, public entertainments, halls and venues and the arts; • Parks; • Sports facilities; • Countryside management; • Cemeteries, crematoria, burial grounds and mortuaries. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

POST	AREA OF RESPONSIBILITY
<p>Executive Member for Development and Regeneration</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • The provision of strategic property and asset management services; • Economic, transport and planning policy development; • Highway authority and road traffic authority services including highway design services; • Planning and building control services; • Land drainage activities; • The provision of architectural design related services; • Tourism and City Marketing; • Economic led regeneration. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p> <p>To provide a corporate overview of, and promote cross-sector support for,</p> <ol style="list-style-type: none"> i) the 'Going up a League' and the 'Regional Capital' aims of the Vision for Leeds, and ii) Leeds Renaissance programmes
<p>Executive Member for Environmental Services</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • Street cleaning; • Refuse collection; • Waste strategy; • Waste management; • Environmental enforcement; • Parking services and enforcement; • Sustainability, environmental policy and climate change; • Environmental protection (e.g. pest control, air pollution, food safety, health surveillance, health improvement, fuel savers team). <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

Executive Functions

POST	AREA OF RESPONSIBILITY
Executive Member for Neighbourhoods and Housing	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • Housing (condition and occupation); • Housing led regeneration; • The reduction of crime, disorder and anti-social behaviour; • Neighbourhood renewal and area-based working arrangements; • Jobs and Skills. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Lead Executive Member for Children's Services	<p>To have overall political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • functions of the authority in its role as children's services authority (including arrangements to promote co-operation to improve the well-being of children); • social services functions so far as they relate to children (and young people leaving care); • health services – functions exercisable on behalf of an NHS body so far as they relate to children; • functions of the authority as LEA; • services relating to information, advice and guidance under the Learning and Skills Act 2000; • Operational responsibilities for the Youth Offending Service so far as they relate to the local authority. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Executive Member for Learning	<p>To have political oversight for the following principal areas of Council activity on behalf of the Children's Services Lead Executive Member:</p> <ul style="list-style-type: none"> • School-based learning; • Early years development and child care planning; • Youth services. <p>To represent the Children's Services Lead Executive Member on appropriate inter-sector and inter-authority partnerships.</p>
Executive Member Adult Health and Social Care	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • The provision of adult health and social care services.

POST	AREA OF RESPONSIBILITY
	To represent the Council on key inter-sector and inter-authority partnerships.

SECTION 3B (c): DEPUTY EXECUTIVE MEMBER SUPPORT
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Role and Responsibilities of Deputy Executive Members

1. To commission research in order to provide the Executive Member with timely and accurate information
2. To provide, where requested, regular reports and updates to the Executive Member and advise on policy decisions
3. To monitor the performance of services within their remit
4. To deputise for the Executive Member at meetings ¹
5. To act as spokesperson or representative for an Executive Member where required
6. To consult with interested parties, ward councillors and citizens as part of the development and review of policy
7. To act as an advocate for the Council within the authority and outside.
8. To brief the Political Group

APPOINTED DEPUTY EXECUTIVE MEMBERS

Councillor Brian Cleasby Liberal Democrat
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Councillor Brenda Lancaster Liberal democrat

Councillor Jamie Matthews Liberal Democrat

Councillor Alan Taylor Liberal Democrat
--

Councillor Stuart Andrew Conservative Group
--

Councillor Valerie Kendall Conservative Group
--

Councillor Alan Lamb Conservative group
--

Councillor Paul Wadsworth Conservative Group

¹ This excludes deputising at Executive Board meetings. Reference Executive Procedure Rule 2.3

**SECTION 3C: EXECUTIVE COMMITTEE AND ADVISORY
COMMITTEE TERMS OF REFERENCE**

AREA COMMITTEES

Within each Committee's area:

(Council functions)

1. *to make Elected Member¹ appointments² to Outside Bodies as determined by the Member Management Committee;*
2. *to advise or make representations to the Council, the Executive Board, Scrutiny Boards or Regulatory Panels on all matters affecting community interests;³*
3. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area;⁴*
4. *to consider proposals referred to the Committee by the Council, Executive Board, Scrutiny Boards or Regulatory Panels and to report back the Committee's views to the referring body;⁵*
5. *to receive and hear deputations; and*
6. *to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive Board as appropriate⁶;*

(Executive functions)⁷

7. *to promote and improve the economic, social and environmental well-being of the Committee's area⁸; and*
8. *to exercise Area Functions;⁹*

¹ Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

² In accordance with the Appointments to Outside Bodies Procedure Rules at Section 4 of the Constitution.

³ This is an advisory function under Section 102(4) Local Government Act 1972.

⁴ This is an advisory function under Section 102(4) Local Government Act 1972.

⁵ This is an advisory function under Section 102(4) Local Government Act 1972.

⁶ This is an advisory function under Section 102(4) Local Government Act 1972.

⁷ All executive functions will be exercisable concurrently with the Executive Board.

⁸ In accordance with Section 2 of the Local Government Act 2000, and in furtherance of, and subject to the limitations set out in the Well-being Schedule detailed in Part 3 Section 3D of the Constitution as determined from time to time by the Executive Board.

⁹ As determined from time to time by the Executive Board and in furtherance of, and subject to the limitations set out in the Area Function Schedule(s) detailed in Part 3 Section 3D of the Constitution and the Area Committee Procedure Rules in Part 4 of the Constitution.

ACCESS TO INFORMATION APPEALS COMMITTEE

To determine appeals under Access to Information Procedure Rule 25.3.

ADVISORY COMMITTEE TO THE EXECUTIVE

DEVELOPMENT PLAN PANEL

An advisory committee¹⁰ authorised to make recommendations regarding:

1. the Local Authority's Unitary Development Plan; and
2. the Local Development Framework

In particular

To advise the Council in relation to functions which are¹¹

- *specified as being non executive functions or*
- *being local choice functions, are reserved to the Council; and*

To advise the Executive in relation to functions which are²²

- specified as being executive functions; or
- being local choice functions, are not reserved to the Council; or
- are functions which are not specified as being either non executive functions or local choice functions and by default are executive functions.

¹⁰ Appointed by the Council in accordance with Section 102 (4) of the Local Government Act 1972.

¹¹ In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

SECTION 4 - JOINT ARRANGEMENTS

Set out below are details of these functions which are undertaken jointly by the five West Yorkshire authorities¹ i.e. Leeds, Kirklees, Bradford, Wakefield and Calderdale under the provisions of S101(5) of the Local Government Act 1972 and S20 of the Local Government Act 2000.

Functions	Arrangements	Leeds representation	Lead Authority
Archives, archaeology, grants to voluntary bodies, trading standards	West Yorkshire Joint Services Committee	4 Elected Members	Wakefield
	West Yorkshire Pension Fund Investment Panel	2 Elected Members	Bradford
	West Yorkshire Pension Fund Joint Advisory Group	3 Elected Members	Bradford
To promote and improve the economic well-being of the City Region	Leeds City Regions Leaders' Board ²	1 Elected Member	Leeds

¹ except where otherwise stated below

² This is a joint committee of the five West Yorkshire authorities, and also Craven, Barnsley, Harrogate, North Yorkshire, Selby and York. The Member appointment to this is in accordance with arrangements agreed with the other authorities.

SECTION 3E: OFFICER DELEGATION SCHEME (EXECUTIVE FUNCTIONS)

1. General roles and responsibilities of Members and Officers

- (a) Members set policy priorities and strategies to reflect local interests and needs and are also responsible for allocating funding between individual priority areas. The Chief Executive, Deputy Chief Executive, Assistant Chief Executive (Corporate Governance), Assistant Chief Executive (Planning Policy and Improvement), Directors and their staff implement these strategies and policies by delivering services and major initiatives. It is officers therefore, who have responsibility for managing the Council's day to day operations, within a policy and budgetary framework laid down by Members.
- (b) Under the executive arrangements, both full Council and the Executive have specific functions and these can be delegated to committees or officers. Where Council or the Executive have established a committee to discharge their respective functions then subject to any limitations imposed by the Council/Executive respectively, that committee can also delegate its functions to an officer. The functions delegated to officers by the executive are set out in this Officer Delegation Scheme. The functions delegated to officers in relation to Council functions are set out in Section 2 of Part 3 of the Constitution.
- (c) The fact that a function stands delegated to an officer under these arrangements shall not preclude the Executive, from exercising the function directly.
- (d) An officer may consider that a delegated authority should not be exercised and that it should be referred to the Executive for determination.
- (e) 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, for a decision.
- (f) The Executive may determine to reserve decisions about particular matters to itself.
- (g) In addition to the delegations set out in this scheme, the Executive can arrange for further delegations on specific matters.
- (h) Whilst the exercise of a function by an officer under these arrangements is not made subject to the satisfaction of any prior condition, an officer shall, when exercising a discretion remitted to him/her, be under a duty to satisfy himself/herself that the decision conforms to the Council's Budget and Policy Framework and other approved policies and that, in reaching the decision, he/she has observed approved practices and procedures, including those in relation to community consultation.

Officer Delegation Scheme (Executive Functions)

- (i) 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.

GENERAL DELEGATIONS TO OFFICERS

The Chief Executive, the Deputy Chief Executive, the Assistant Chief Executive (Corporate Governance) Assistant Chief Executive (Planning Policy and Improvement), Directors and other named officers¹ are authorised 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:

FINANCIAL

1. Revenue Expenditure

- (a) Following approval of departmental revenue budgets, to incur expenditure within those estimates with the exception of items being subject to separate release in accordance with Appendix B to Financial Procedure Rules. They must consult with any Director or other officer who may be able to provide the works or service required or who may otherwise advise on or assist with this provision to ascertain whether that Director or other officer would wish to submit a tender or quotation or undertake the works/services competition free, in accordance with Contracts Procedure Rules.
- (b) To incur expenditure within the Revenue Budget in accordance with the virement procedures and delegated limits set out in Financial Procedure Rules.
- (c) In an emergency to incur immediately necessary expenditure which shall be reported to the Director of Resources at the first opportunity.

2. Capital Expenditure

- (a) To incur expenditure on capital schemes in accordance with the arrangements set out in Financial Procedure Rules.
- (b) To accept tenders for construction works in accordance with the Contracts Procedure Rules.

3. Debts

¹ These are the chief officers with delegations which are concurrent with a Director, and which are listed in Article 12. The delegation of those chief officers under this scheme is subject to an exception in respect of those matters where the relevant Director has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration. These chief officers must consult the relevant Director before taking any key or major decision.

Officer Delegation Scheme (Executive Functions)

To write off debts (other than local taxation) in accordance with the procedures and maximum values set out in Financial Procedure Rules.

4. Disposal of Property

To dispose of property (including obsolete vehicles and plant, stores, old materials and scrap), other than property for resale, in accordance with the requirements of Financial Procedure Rules and Contracts Procedure Rules.

5. Payments

To approve payments to suppliers prior to the receipt of goods² in accordance with the limits set out in Financial Procedure Rules.

6. Cash Imprests and Disbursements

- (a) To authorise individual establishment cash imprests in accordance with the limits set out in Financial Procedure Rules.
- (b) To approve individual payments from cash imprests in excess of the limit set out in Financial Procedure Rules.

7. Stores Deficiencies and Surpluses

To authorise the making good or otherwise of stores deficiencies up to the limit specified in Financial Procedure Rules.

GENERAL

8. Lost Property

To take responsibility, as identified in the Financial Procedure Rules for lost property found on Council premises, including the registration of found items and the designation of a responsible officer to follow the found property procedures.

9. Data Protection, Human Rights, Surveillance Activities, Freedom of Information

- (a) To implement and ensure compliance with:
 - the rules on data protection, human rights, surveillance activities, and freedom of information³;
 - the Council's policies on these matters; and

² In exceptional circumstances – Financial Procedure Rule 9.6

³ 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

Officer Delegation Scheme (Executive Functions)

- guidance and advice from the Assistant Chief Executive (Corporate Governance) on these matters.
- (b) To designate officers with specific responsibilities for these matters.
- (c) To advise the Assistant Chief Executive (Corporate Governance) 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.

10. Media

To issue statements to the press and other news media about their delegated functions within the settled framework of Council policy.

11. Authorising Officers

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.

12. Corporate Procedures

To take any action remitted to him/her under corporate procedures.⁴

13. Local Choice Functions (see Section 1, Part 3 of the Constitution)

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

14. Signature of Contracts - Local Government (Contracts) Act 1997

- (a) Subject to the approval of the Assistant Chief Executive (Corporate Governance), to sign certificates for contracts which relate specifically to their delegated functions.

15. Budget and Policy Framework

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

PERSONNEL

⁴ 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.

16. Miscellaneous Employment Issues

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.

17. Changes to Staffing Structures

- (a) Decisions can be taken in relation to restructures except where the decision:
 - (i) involves changes to existing National or Local Agreements and policies; and/or
 - (ii) cannot be achieved within delegated powers in respect of budgets
- (b) Decisions are subject to:
 - (i) appropriate professional advice being sought;
 - (ii) prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions; and
 - (iii) appropriate consideration of pay and grading requirements.
- (c) Decisions in respect of restructures which involve changes to existing agreements or policies (as referred to in 17 (a) (i) above) and/or which have budgetary implications as set out in 17 (a) (ii) above are delegated to the Director of Resources and will be subject to consultation with the Assistant Chief Executive (Corporate Governance) and other appropriate parties.
- (d) Proposals which involve additional Council expenditure outside officer delegations or which involve issues outside existing Council policy will be referred to the Council or appropriate committee.

18. Trade Union Facilities Scheme - Time off for duties as an Elected National Union Officer

The Director of Resources is authorised to deal with this as a corporate not a departmental issue.

The 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 Chief Executive³ is authorised to discharge any function⁴ of the Executive not otherwise delegated to a Director⁵, including civic and ceremonial functions of the Council.

¹ An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

² The Chief Executive 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 Chief Executive does not require the Chief Executive to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Chief Executive 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 Chief Executive as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

⁵ “Director” for this purpose includes the Deputy Chief Executive, the Assistant Chief Executives and any Director or Chief Officer to whom functions have been delegated under this scheme.

The Assistant Chief Executive (Corporate Governance)

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 Assistant Chief Executive (Corporate Governance)³ is authorised to:

- (a) act as Solicitor to the Council and to take any action intended to give effect to a decision of the Executive or an officer, including the commencement, defence, withdrawal or settlement of proceedings, and the authorisation of Council officers to conduct legal matters in court;
- (b) discharge any function⁴ of the Executive in relation to:
 - (i) the management of corporate governance;
 - (ii) land charges;
 - (iii) vehicle licensing, other licensing⁵ and enforcement;
 - (iv) elections;
 - (v) data protection, human rights, freedom of information and the regulation of surveillance activities;
 - (vi) the registration of births, deaths, marriages and civil partnerships;
 - (vii) the management of matters relating to Members, the Lord Mayor, committees and scrutiny support;
 - (viii) parish councils; and
 - (ix) procurement and purchasing.

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

² The Assistant Chief Executive 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 Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and the Assistant Chief Executive may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Assistant Chief Executive 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 Assistant Chief Executive as "proper officer" for the purpose of any function delegated to him/her under these arrangements. Note, however, for purposes of data protection, human rights, freedom of information, and the regulation of surveillance activities "function" is limited to preparing policies and strategies for approval, guidance and advice, notification and dealings with the Information Commissioner generally, and monitoring compliance.

⁵ Under the Licensing Act 2003, and the Gambling Act 2005.

Assistant Chief Executive (Planning, Policy and Improvement)

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 Assistant Chief Executive (Planning Policy and Improvement)³ is authorised to discharge any function⁴ of the Executive in relation to:

- (a) corporate planning and policy development;
- (b) corporate equality and diversity activities;
- (c) performance management;
- (d) service improvement and transformation;
- (e) international and external relations;
- (f) communications strategy and policy;
- (g) press and media relations;
- (h) knowledge and information management;
- (i) customer services and the promotion of welfare rights; and
- (j) The Leeds Initiative and related partnership activity.

¹ An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

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

³ The fact that a function has been delegated to the Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Assistant Chief Executive 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 Assistant Chief Executive as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

The Director Of Adult Social Services¹

With the exception of those matters where an appropriate Executive Member², has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration,³ the Director of Adult Social Services⁴ is authorised to discharge any function⁵ of the Executive in relation to:

- (a) social services so far as those functions relate to adults⁶;
- (b) functions exercisable on behalf of an NHS body⁷, so far as those functions relate to adults⁸;
- (c) arrangements to protect and promote the welfare of vulnerable adults⁹, including vulnerable young people moving into adulthood.

¹ Appointed under Section 6 Local Authority Social Services Act 1970

² An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

³ The Director of Adult Social Services 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

⁴ 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 the delegate authority to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

⁵ "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 of Adult Social Services Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁶ That is, do not relate to:

(i) children or

(ii) young people leaving care under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

⁷ Under Section 75 of the National Health Service Act 2006

⁸ See footnote 6 above

⁹ So far as not falling within (a) above. See also footnote 6 above

The Director Of Children's Services¹

With the exception of those matters where an appropriate Executive Member² has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration³, the Director of Children's Services⁴ is authorised to discharge any function⁵ of the Executive in relation to:

- (a) the authority's role as children's services authority⁶;
- (b) social services, so far as those functions relate to
 - (i) children or
 - (ii) young people leaving care⁷;
- (c) functions exercisable on behalf of an NHS body⁸, so far as they relate to children;
- (d) the authority's role as local education authority⁹ excluding vocational training and allied services;
- (e) provision of services so far as they relate to information, advice and guidance under the Learning and Skills Act 2000; and
- (f) operational responsibilities for the Youth Offending Service so far as they relate to the local authority.

¹ Appointed under Section 18 Children Act 2004

² An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

³ The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

⁴ 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 the delegated authority to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

⁵ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing to 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.

⁶ Including functions in relation to:

- arrangements to promote co-operation to improve well-being of children;
- arrangements to safeguard and promote welfare of children;
- information data-bases;
- the Local Safeguarding Children Board.

⁷ Under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

⁸ Under Section 75 of the National Health Service Act 2006

⁹ Including early years development, childcare planning and youth services.

Chief Officer (Early Years And Youth Services)

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Early Years and Youth Services)³ is authorised⁴ to discharge any function⁵ of the Executive in relation to:

- (a) early years development and child care planning;
- (b) youth services.

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

² The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board or to the Director of Children's Services

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

⁴ The Chief Officer must consult the Director of Children's Services before taking any key or major decisions.

⁵ "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 Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

The Director Of City Development

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 and with the exception of those matters reserved to the Executive Board³, the Director of City Development⁴ is authorised to discharge the following functions⁵:

1. Local choice functions which have been assigned to the Executive (see Section 1 Part 3 of the Constitution):
 - (a) any function related to contaminated land;
 - (b) obtaining of information as to interests in land; and
 - (c) the making of arrangements for the execution of highways works under S278 Highways Act 1980.

2. Any function of the Executive⁶ in relation to:
 - (a) the management of land (including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land);
 - (b) the operation of retail and wholesale markets and car boot sales;
 - (c) the promotion of economic development and economic led regeneration;
 - (d) the management of the city centre (including the promotion of the city centre and management of public spaces);
 - (e) building control (whether under the Building Act 1984 or otherwise);
 - (f) the authority's role as highways authority and road traffic authority except in relation to parking enforcement;

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 for consideration to the Executive Board.

³ Certain disposals of land are currently required to be referred to an appropriate committee for consideration.

⁴ 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.

⁵ "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.

⁶ The Director of City Development will be mindful of the potential for conflicts of interest arising and will make appropriate arrangements in this respect.

Officer Delegation Scheme (Executive Functions)

- (g) safety at sports grounds;
- (h) land drainage;
- (i) design services;
- (j) asset management;
- (k) street naming and numbering;
- (l) environmental management and the formulation and implementation of environmental improvement programmes;
- (m) tourism and promotions;
- (n) cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues);
- (o) recreation services (including parks, countryside and sports facilities);
- (p) cemeteries, crematoria, burial grounds and mortuaries; and
- (q) countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.

Chief Officer Highways And Transportation

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer Highways and Transportation ³ is authorised⁴ to discharge any function⁵ of the Executive in relation to:

1. The following local choice function which has been assigned to the Executive (see Section 1 Part B of the Constitution): to make arrangements for the execution of highways works under Section 278 Highways Act 1980; and
2. Any function of the Executive in relation to:
 - (a) the authority's role as highways authority and road traffic authority, except in relation to parking enforcement, and
 - (b) land drainage.

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

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

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

⁴ The Chief Officer must consult the Director of City Development before taking any key or major decision.

⁵ "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 Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

Chief Libraries Arts And Heritage Officer

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration,
- (iii) and with the exception of those matters reserved to the Executive Board³,

the Chief Libraries, Arts and Heritage Officer⁴ is authorised to discharge any function⁵ of the Executive in relation to cultural services (including the arts, libraries, museums and art galleries, public entertainments, halls and venues).

¹ An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

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

³ Certain disposals of land are currently required to be referred to an appropriate committee for consideration.

⁴ The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer 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.

⁵ “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.

Chief Planning Officer

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration,
- (iii) and with the exception of those matters reserved to the Executive Board³,

the Chief Planning Officer⁴ is authorised to discharge any function⁵ of the Executive in relation to:

- (a) the authority's role as local planning authority⁶;
- (b) building control (whether under the Building Act 1984 or otherwise);
- (c) safety at sports grounds; and
- (d) street naming and numbering.

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

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

³ Certain disposals of land are currently required to be referred to an appropriate committee for consideration.

⁴ The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer 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.

⁵ "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.

⁶ Save where any such functions are exercisable by a Plans Panel, the discharge of all **Council functions** relating to town and country planning and development control has been delegated to the Chief Planning Officer. No such **Council functions** will be exercisable by the Director of City Development

The Director Of Environment And Neighbourhoods

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 Director of Environment and Neighbourhoods³ is authorised to discharge the following functions:

1. Local choice functions which have been assigned to the Executive (see Section 1 Part 3 of the Constitution):
 - (a) the service of an abatement notice in respect of a statutory nuisance;
 - (b) the passing of a resolution that schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area;
 - (c) the inspection of the authority's area to detect any statutory nuisance;
 - (d) the investigation of any complaint as to the existence of a statutory nuisance; and
 - (e) the control of pollution or management of air quality.
2. Any function⁴ of the Executive in relation to
 - (a) the authority's role as housing authority⁶ excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority⁷;
 - (b) the condition and occupation of housing;
 - (c) caravan sites and land occupied by travelling people;
 - (d) area based housing led regeneration;

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.

⁶ Including functions relating to Supporting People

⁷ These agreements have been made in accordance with Section 27 Housing Act 1985 - see further addendum 1

Officer Delegation Scheme (Executive Functions)

- (e) community planning and community initiatives;
- (f) community safety and the reduction of crime and disorder (including the management of closed circuit TV);
- (g) the management and oversight of area based working arrangements;
- (h) vocational training and allied services for persons over compulsory school age, and the promotion of arrangements to assist persons to obtain employment and employers to obtain employees.
- (i) environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases);
- (j) animal welfare;
- (k) development and implementation of municipal waste policy; and
- (l) streetscene management and related enforcement functions, including parking enforcement, street and gully cleansing, refuse collection, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services.

Chief Officer (Environmental Services)

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Environmental Services)³ is authorised⁴ to discharge the following functions⁵:

1. Local choice functions which have been assigned to the Executive (see Section 1 Part 3 of the Constitution):
 - (a) the service of an abatement notice in respect of a statutory nuisance;
 - (b) the passing of a resolution that schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area;
 - (c) the inspection of the authority's area to detect any statutory nuisance;
 - (d) the investigation of any complaint as to the existence of a statutory nuisance; and
 - (e) the control of pollution or management of air quality.
2. Any function of the Executive in relation to:
 - (a) the condition and occupation of private⁶ housing;
 - (b) caravan sites;

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

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

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

⁴ The Chief Officer must consult the Director of Environment and Neighbourhoods before taking any key or major decisions.

⁵ "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 Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁶ That is, housing which is not owned by the council.

Officer Delegation Scheme (Executive Functions)

- (c) environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases);
- (d) animal welfare; and
- (e) streetscene management and related enforcement functions, including parking enforcement, street and gully cleansing, refuse collection, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services.

Chief Officer (Housing Services)

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Housing Services)³ is authorised⁴ to discharge the following functions⁵:

- (a) the authority's role as housing authority⁶ excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority⁷;
- (b) investment planning and delivery of private sector housing investment;
- (c) land occupied by travelling people; and
- (d) the delivery of housing regeneration through public/private partnerships⁸.

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

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

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

⁴ The Chief Officer must consult the Director of Environment and Neighbourhoods before taking any key or major decisions.

⁵ "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 Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁶ Including functions relating to Supporting People

⁷ These agreements have been made in accordance with Section 27 Housing Act 1985 - see further addendum 1.

⁸ This does not include the power to procure such a partnership.

Chief Officer (Regeneration)

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Regeneration)³ is authorised⁴ to discharge the following functions⁵:

- (a) planning and procurement of area based, and housing led regeneration;
- (b) community planning and community initiatives;
- (c) the management and oversight of area based working arrangements; and
- (d) vocational training and allied services for persons over compulsory school age, and the promotion of arrangements to assist persons to obtain employment and employers to obtain employees.

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

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

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

⁴ The Chief Officer must consult the Director of Environment and Neighbourhoods before taking any key or major decisions.

⁵ "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 Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

The Director Of Resources

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 Director of Resources³ 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 including administration of benefits, student support, the collection of revenue, council tax and national non domestic rates, internal audit, creditor payments, pensions and the Council's insurance arrangements;
- (b) industrial relations and employment matters, including employee training and health and safety;
- (c) risk management;
- (d) civil defence and emergency planning;
- (e) the management of matters relating to the application of information, communication and associated technologies to support the discharge of any function of the Executive;
- (f) the provision of services relating to building maintenance, catering, cleaning, transport (including fleet services and passenger transport services), and school crossing patrols; and
- (g) civic and community buildings⁶, accommodation and facilities 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 Director of Resources has responsibility for these arrangements as Section 151 Officer

⁶ That is, all council properties, except schools and Housing Revenue Account properties.

Addendum 1

1. In accordance with Section 27 of the Housing Act 1985 (as amended) and the General Approval for Housing Management Agreements 1994, the authority delegated management and maintenance functions to:

Belle Isle Tenant Management Organisation

The following functions were delegated³:

- the management and maintenance of Council housing, Council garages, land vested in Neighbourhoods and Housing and other assets as agreed with the Council to facilitate the day to day management of Council housing within the Tenant Management Organisation area. This excludes the management of estate shops;
- responsive repairs and maintenance of those assets delegated to the Tenant Management Organisation;
- the repair inspection process;
- the planned and cyclical maintenance of those assets delegated to the Tenant Management Organisation;
- the responsibility to consult with tenants on repairs and improvements to those assets delegated to the Tenant Management Organisation;
- the delivery of energy efficient responses to repairs and modernisation that contributes to the Council's Best Value performance responsibility;
- to contribute fully to the regeneration policies of the area within which the Tenant Management Organisation operates;
- management of leasehold self improvements;
- the management of Sheltered Housing schemes excluding the management of the wardens;
- the management of Supported Housing schemes including the staff;
- the responsibility to manage and maintain those premises used as housing offices;
- the management and maintenance and repair of tenant resource centres or meeting rooms within the Tenant Management Organisation area;
- to make best use of housing stock;
- the selection of tenants for vacant properties in accordance with the Council's lettings policy;
- the allocation of new tenancies in accordance with the Council's lettings policy;
- the notification to and signing up of new tenants in accordance with the Council's lettings policy;
- the transferring of tenants in accordance with the Council's lettings policy;
- the management of successions in accordance with the Council's lettings policy;
- the management of Mutual Exchanges in accordance with the Council's lettings policy;
- the collection of rent due and the recovery of current and former tenants arrears along with other charges falling due;

³ In respect of properties within the Leeds South Homes Limited in Belle Isle North and Belle Isle South

Officer Delegation Scheme (Executive Functions)

- the processing of the tenants insurance scheme;
- the management of the terms and conditions of tenancies and the enforcement of the same;
- the environmental management of housing estates;
- the processing of requests for action to tackle Anti Social Behaviour;
- the development of tenant involvement structures including tenant compacts;
- the provision of information about service delivery, changes to service delivery and performance of service delivery to tenants;
- the letting of contracts in relation to the delegated functions in accordance with the Procurement Protocol;
- the provision of financial management of the revenue budget. The provision of financial and statistical returns as and when directed or requested;
- the provision of reports to tenants about the Tenant Management Organisation;
- the management of employee relations;
- the responsibility to proactively work with the local Area Housing Partnership;
- the preparation of an annual Service Improvement Plan;
- the management of performance in line with the performance management framework; and
- the negotiation of Service Level Agreements in accordance with value for money principles.

Arms' Length Management Organisations

In accordance with the approval of the Secretary of State, the authority delegated⁴ housing management functions as follows to:

East North East Homes Leeds Ltd
Aire Valley Homes Leeds Ltd
West North West Homes Leeds Ltd

General

- The management and maintenance of Council housing, council garages, land vested in Neighbourhoods & Housing Department, , and other assets as agreed with the Council to facilitate the day to day management of Council housing within the ALMO area (in this Annex collectively called "Assets")

- To make best use of housing stock

Asset management and stock condition

- The maintenance of stock condition data on such Assets
- The responsibility to consult with tenants on repairs and improvements to such Assets
- Clearance of such Assets and the responsibility to decant tenants where appropriate
- The delivery of energy efficient responses to repairs and modernisation in relation to such Assets that contributes to the Council's Best Value performance responsibility
- The responsibility to manage and maintain those premises used as housing offices as set out in Annex 9
- The management and maintenance and repair of tenant resource centres or meeting rooms within the ALMO area

⁴ By agreement s in 05 and 07

Officer Delegation Scheme (Executive Functions)

- To contribute fully to the regeneration policies of the area within which the ALMO operates
- The responsibility to work proactively with the local Area Housing Partnership

Repairs and maintenance

- The repair and maintenance, whether responsive or major, of such Assets
- The repair inspection process relating to such Assets
- The planned and cyclical maintenance of such Assets
- The modernisation and improvement of such Assets

Environmental

- The environmental management of housing estates

Allocations

- The selection of tenants for vacant properties in accordance with the Council's lettings policy
- The granting of new tenancies in accordance with the Council's lettings policy
- The notification to and signing up of new tenants in accordance with the Council's lettings policy
- Transferring tenants in accordance with the Council's lettings policy
- The management of successions in accordance with the Council's lettings policy
- The management of Mutual Exchanges in accordance with the Council's lettings policy

Income collection

- The collection of rent due and the recovery of current and former tenants arrears along with other charges falling due

Tenants' Insurance

- The processing of the tenants insurance scheme

Tenancy enforcement

- The management of the terms and conditions of tenancies and the enforcement of the same
- The processing of requests for action to tackle Anti Social Behaviour

Sheltered housing

- The management of Sheltered Housing schemes

Supported housing

- The management of Supported Housing schemes including the staff

Leasehold

- Leasehold management within the ALMO area

Information, consultation and involvement

- The provision of information about service delivery, changes to service delivery and performance of service delivery to tenants
- The provision of reports to tenants about the ALMO
- The development of tenant involvement structures including tenant compacts

Financial management

- The provision of financial management, both revenue and capital, to the ALMO
- The provision of financial and statistical returns as and when directed or requested

Procurement

- The letting of contracts in accordance with the terms of this Agreement

Organisation

- The preparation of Business Plans
- The management of performance in line with the Performance Management Framework
- The negotiation of Service Contracts/Service Level Agreements in accordance with value for money principles

Officer Delegation Scheme (Executive Functions)

- The management of employee relations