

## 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 Community Committees under Part 3D of the Constitution, or Officers (see Officer Delegation Scheme executive functions).
- 3.3 The names and wards of the Leader and the Members of the Authority appointed by the Leader to the Executive are as follows:

### Leader of Council

Name	Ward
Cllr James Lewis	Kippax and Methley

### Deputy Leader/Designated Deputy Leader<sup>1</sup>

Name	Ward
Cllr Debra Coupar	Temple Newsam
Cllr Jonathan Pryor	Headingley and Hyde Park

### Executive Members

Name	Ward
Cllr Fiona Venner	Kirkstall
Cllr Mary Harland	Kippax and Methley
Cllr Mohammed Rafique	Chapel Allerton
Cllr Helen Hayden	Temple Newsam
Cllr Salma Arif	Gipton and Harehills

<sup>1</sup> For the following periods:

Period	Deputy Leader	Designated Deputy Leader
Annual Meeting 2023 to 30 <sup>th</sup> November 2023	Cllr Jonathan Pryor	Cllr Debra Coupar
1 <sup>st</sup> December 2023 to 31 <sup>st</sup> May 2024	Cllr Debra Coupar	Cllr Jonathan Pryor

And thereafter on the same rotational basis for the remainder of the Leaders term of office.

*Executive Functions*

<b>Name</b>	<b>Ward</b>
Cllr Jessica Lennox	Cross Gates and Whinmoor
Cllr Alan Lamb	Wetherby

## SECTION 3B (a): EXECUTIVE MEMBERS PORTFOLIOS

The Executive Board is committed to championing:

- the Best City Ambition to tackle poverty and inequality, with a Team Leeds approach, and driving the three interrelated pillars of inclusive growth, health and wellbeing and net zero.
- delivering the Organisational Plan for the council in line with the values and behaviours.

In particular each portfolio holder will have special responsibility as detailed below:-

Councillor James Lewis	<b>Leader of Council</b>  Lead for the council's budget and strategic planning matched to the needs of the citizens and communities in the area and ensuring the delivery of strategic priorities. Putting Leeds at the heart of arrangements for the region, and for devolution and local freedoms.
Councillor Debra Coupar	<b>Deputy Leader and Executive Member for Resources</b>  Lead for the council delivering its ambition to be best council, managing the budget, people strategy, digital strategy, strategic asset management and effective performance and communications. Driving the digital strategy and ensuring quality customer experience across a wide range of services. Delivering safe communities.
Councillor Jonathan Pryor	<b>Deputy Leader and Executive Member for Economy, Culture, and Education</b>  Lead for inclusive growth in the city and a strong role for culture; delivering learning places and employment opportunities; tackling inequalities in achievement, addressing the skills gap, raising aspirations and ambition for young people, and promoting access to secure employment for all.
Councillor Mary Harland	<b>Executive Member for Communities</b>  Lead for developing integrated community engagement and locality working to deliver citizen focussed services and welfare support to meet locally identified needs in neighbourhoods and communities and drive community regeneration.

## Executive Functions

Councillor Mohammed Rafique	<b>Executive Member for Climate, Energy, Environment and Green Space</b>  Lead for driving the city and the council's net zero ambitions and energy approach, environmental provision and protection, and dealing with the city's waste, car parking and bereavement services.
Councillor Helen Hayden	<b>Executive Member for Sustainable Development and Infrastructure</b>  Lead for sustainable development, planning, housing growth, transport and infrastructure, working to meet the growing demands of the City and delivering major regeneration schemes.
Councillor Fiona Venner	<b>Executive Member for Children Social Care<sup>1</sup> and Health Partnerships</b>  Lead for Child Friendly City and putting children and families first through local partnership of children's services providers and quality children's social care. Chair of the city's Health and Wellbeing Board and partnership arrangements with health.
Councillor Salma Arif	<b>Executive Member for Adult Social Care, Public Health and Active Lifestyles</b>  Lead for improving the quality of adult social care through the commissioning and provision of social services for adults, health and care partnership working and promoting wellbeing; Driving the improvement of the health of the whole population, health protection, and reducing health inequalities. Lead for promoting active lifestyles, including through the provision of quality leisure facilities.
Councillor Jessica Lennox	<b>Executive Member for Housing</b>  Lead for council housing services including all landlord functions from tenant engagement, lettings and rent collection, as well as housing options, homeless services and gypsy and traveller services. Lead for council housing growth and affordable housing.

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<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.

**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.

PORTFOLIO	DECISION MAKING OVERSIGHT
<p><b>Leader of Council and Executive Member for the Leaders Portfolio</b></p> <p><b>Cllr James Lewis</b></p>	<p><b>Chief Executive</b></p> <p>2) Civic and ceremonial functions of the Council</p> <p>3) Devolution and local freedoms</p> <p>4) City Region functions</p>
	<p><b>Director of Strategy &amp; Resources</b></p> <p>1) Setting, supporting and monitoring the council's strategy, policies and procedures for:-</p> <p style="padding-left: 20px;">e) Joint Strategic Needs Analysis</p> <p style="padding-left: 20px;">g) risk and business continuity</p> <p>5) The council's corporate planning and policy development services, including coordination of the Best City Ambition</p>
	<p><b>Chief Officer (Financial Services)</b></p> <p>1) Setting, supporting and monitoring the council's financial strategy</p>
<p><b>Deputy Leader and Executive Member for Resources</b></p> <p><b>Cllr Debra Coupar</b></p>	<p><b>Chief Executive</b></p> <p>1) Functions in relation to elections.</p>
	<p><b>Director of Strategy &amp; Resources</b></p> <p>1) Setting, supporting and monitoring the council's policies and procedures for:-</p> <p style="padding-left: 20px;">a) human resources (including health and safety and equalities);</p> <p style="padding-left: 20px;">b) access to information</p> <p style="padding-left: 20px;">c) procurement, purchasing, contract management and commercial activity</p> <p style="padding-left: 20px;">d) projects and programmes</p> <p style="padding-left: 20px;">f) performance, organisational planning and service improvement.</p> <p>2) Digital and Information Services</p> <p>3) Customer Relations</p> <p>4) Corporate communications and marketing services</p> <p>6) The council's city-wide resilience and emergency planning functions.</p> <p>7) Shared Services</p> <p>8) Civic Enterprise Leeds services</p> <p>9) Community Infrastructure Levy</p>

*Executive Functions*

PORTFOLIO	DECISION MAKING OVERSIGHT
	<p><b>City Solicitor</b>            1) Legal Services            2) Democratic Services including support to elected members in their responsibilities            3) Standards and Conduct</p> <p><b>Director of City Development</b>            1) Asset Management            2) Functions relating to the Council’s register of Assets of Community Value</p> <p><b>Director of Communities, Housing and Environment</b>            5) Community Safety            17) Registrars Functions            18) Licensing Functions            19) Land Property Search Functions</p> <p><b>Chief Officer Financial Services</b>            2) Ensuring effective financial management and controls            3) Setting, supporting and monitoring the councils policies and procedures for budgets            4) Administering effective financial management and controls            5) Corporate Governance</p>
<p><b>Deputy Leader and Executive Member for Economy, Culture and Education</b></p> <p><b>Cllr Jonathan Pryor</b></p>	<p><b>Director of Children and Families</b>            2) Learning, including:-                b) Sustainable access to education;                c) Special Educational Needs and Disabilities;                d) Promotion of attendance, attainment and achievement;                e) 14-16 Skills Development                f) Development of active citizens</p> <p><b>Director of City Development</b>            3) Inclusive Growth            6) Sustainable economic development            7) Employment and skills            8) International and domestic inward economic investment            11) Culture</p>
<p><b>Executive Member for Communities</b></p> <p><b>Cllr Mary Harland</b></p>	<p><b>Director of Communities, Housing and Environment</b>            1) Integrated locality working and its associated citywide support and delivery functions including Locality Youth Services            2) Equalities (Communities and Service Provisions)            3) The council’s Community Hubs functions            4) Library and Information Services            20) Welfare and benefits services</p>

*Executive Functions*

PORTFOLIO	DECISION MAKING OVERSIGHT
<p><b>Executive Member for Sustainable Development &amp; Infrastructure</b></p> <p><b>Cllr Helen Hayden</b></p>	<p><b>Director of City Development</b></p> <ul style="list-style-type: none"> <li>4) Sustainable development</li> <li>5) Sustainable Housing Growth                             <ul style="list-style-type: none"> <li>a) Private housing development</li> </ul> </li> <li>9) Highways and Transportation</li> <li>10) Flood &amp; Water Management</li> <li>13) Active Travel</li> <li>14) Planning Services</li> </ul> <p><b>Chief Planning Officer</b></p> <ul style="list-style-type: none"> <li>1) Development Plan functions</li> <li>2) Planning Policy and Guidance functions</li> <li>3) Neighbourhood Planning functions</li> <li>4) Conservation Area functions</li> </ul>
<p><b>Executive Member for Children’s Social Care<sup>1</sup> and Health Partnerships</b></p> <p><b>Cllr Fiona Venner</b></p>	<p><b>Director of Children and Families</b></p> <ul style="list-style-type: none"> <li>1) Children’s Social Work</li> <li>2) Learning including:-                             <ul style="list-style-type: none"> <li>a) Early Years Provision</li> </ul> </li> <li>3) Child Friendly City</li> <li>1) Adoption services<sup>2</sup></li> </ul> <p><b>Programme Director Strengthening Families, Protecting Children</b></p> <ul style="list-style-type: none"> <li>1) Act as an ambassador for Leeds City Council</li> <li>2) Strengthening Families, Protecting Children Programme (SFPC)</li> <li>3) Partners in Practice including Leeds Relational Practice Centre (LRPC)</li> </ul>

<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.

<sup>2</sup> Function delegated to the Director of Children and Families as Lead Officer of one Adoption Agency for West Yorkshire.

*Executive Functions*

PORTFOLIO	DECISION MAKING OVERSIGHT
<p><b>Executive Member for Adult Social Care, Public Health and Active Lifestyles</b></p> <p><b>Cllr Salma Arif</b></p>	<p><b>Director of Adults and Health</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</li> <li>7) Charging and financial assessments</li> <li>8) Public Health</li> </ol> <p><b>Director of Public Health</b></p> <ol style="list-style-type: none"> <li>1) Health improvement functions</li> <li>2) Health protection functions</li> <li>3) Functions relating to the commissioning of public health services</li> <li>4) Provision of statutory and mandated functions</li> <li>5) Functions of Responsible Authority</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>12) Sport and Active Leeds</li> </ol>
<p><b>Executive Member for Climate, Energy, Environment and Green Space</b></p> <p><b>Cllr Mohammed Rafique</b></p>	<p><b>Director of Communities, Housing and Environment</b></p> <ol style="list-style-type: none"> <li>6) Public Health Protection and Control of Statutory Nuisance</li> <li>7) Environmental Health and Consumer Protection</li> <li>8) Environmental Management</li> <li>9) Car Parking</li> <li>10) Waste</li> <li>11) Cemeteries, crematoria, burial grounds and mortuaries</li> <li>12) Parks and countryside</li> <li>13) Countryside management</li> <li>14) Ecological sustainability</li> <li>15) Climate Change</li> <li>16) Clean Air</li> </ol>



*Executive Functions*

PORTFOLIO	DECISION MAKING OVERSIGHT
<p><b>Executive Member for Housing</b></p> <p><b>Cllr Jessica Lennox</b></p>	<p><b>Director of Communities, Housing and Environment</b></p> <p>21) Landlord Functions (funded by the Housing Revenue Account)</p> <ul style="list-style-type: none"> <li>a. Council Housing Management, including;-               <ul style="list-style-type: none"> <li>i) Tenant involvement</li> <li>ii) Lettings &amp; rent collection</li> <li>iii) Repairs, maintenance and refurbishment of council housing stock</li> <li>iv) Housing PFI projects</li> </ul> </li> </ul> <p>22) Other Housing Functions</p> <ul style="list-style-type: none"> <li>a) Condition and Occupation of Housing</li> <li>b) Housing advice</li> <li>c) Homelessness</li> <li>d) Gypsies &amp; travellers</li> <li>e) Emergency &amp; temporary accommodation</li> <li>f) Energy efficiency &amp; fuel poverty</li> <li>g) Adaptations</li> </ul> <hr/> <p><b>Director of City Development</b></p> <ul style="list-style-type: none"> <li>5) Sustainable Housing Growth               <ul style="list-style-type: none"> <li>b) Affordable housing</li> <li>c) Council Housing Growth</li> </ul> </li> </ul>

**SECTION 3B(c): SUPPORT TO EXECUTIVE MEMBERS**

The following Members are appointed to assist the Executive Members in their roles and responsibilities

**DEPUTY EXECUTIVE MEMBERS**

Councillor Sharon Hamilton

Councillor David Jenkins

Councillor Kayleigh Brooks

Councillor Jane Dowson

Councillor Paul Wray

**SUPPORT EXECUTIVE MEMBERS**

Councillor Lisa Martin

Councillor Sharon Burke

Councillor Julie Heselwood

Councillor John Tudor

Councillor Emmie Bromley

## **Community Committees**

Within each Committee's area:

*(Council functions)*

1. *To adopt and review a Community Plan<sup>1</sup>;*
2. *to make Elected Member<sup>2</sup> appointments<sup>3</sup> to Outside Bodies as determined by the Member Management Committee;*
3. *to advise or make representations to the Council or the Executive Board<sup>4</sup> on all matters affecting community interests;<sup>5</sup>*
4. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals;<sup>6</sup>*
5. *to consider proposals referred to the Committee by the Council or the Executive Board<sup>7</sup> and to report back the Committee's views to the referring body;<sup>8</sup>*
6. *to receive and hear deputations; and*
7. *to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive and to the Council's partners as appropriate<sup>9</sup>;*

**(Executive functions)<sup>10</sup>**

8. *to promote and improve the economic, social and environmental well-being of the Committee's area<sup>11</sup>; and*
9. *to exercise Executive Functions;<sup>12</sup>*

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<sup>1</sup> Which shall include such community engagement plans as necessary and appropriate to reflect the themes, neighbourhoods and communities in the area.

<sup>2</sup> Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

<sup>3</sup> In accordance with the Appointments to Outside Bodies Procedure Rules in Part 4 of the Constitution.

<sup>4</sup> Or to any committee appointed by the Council or the Executive

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

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

<sup>7</sup> Or to any committee appointed by the Council or the Executive

<sup>8</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>9</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>10</sup> All executive functions will be exercisable concurrently with the Executive Board.

<sup>11</sup> In furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution as determined from time to time by the Executive Board.

<sup>12</sup> As determined from time to time by the Executive and in furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution and the Area Committee Procedure Rules in Part 4 of the Constitution.

**Access To Information Appeals Committee**

To determine appeals under the Access to Information Procedure Rules

## **Development Plans Panel**

An advisory committee<sup>1</sup> 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 are<sup>2</sup>*

- *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 are<sup>3</sup>

- 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.

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<sup>1</sup> Appointed by the Council in accordance with Section 102 (4) of the Local Government Act 1972.

<sup>2</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

<sup>3</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

## **Climate Emergency Advisory Committee**

An advisory Committee<sup>1</sup> authorised to consider and make recommendations regarding climate change and sustainability and in particular

1.) *To advise the Council in relation to functions which are<sup>2</sup>*

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

*to report annually to full council; and*

2.) *To advise the Executive in relation to functions which are<sup>2</sup>*

- *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*

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<sup>1</sup> Appointed by the Council in accordance with Section 102(4) of the Local Government Act 1972.

<sup>2</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

**SECTION 3D(a):  
COMMUNITY COMMITTEE EXECUTIVE DELEGATION SCHEME**

<b>Well-Being</b>	
<b>Function</b>	
<p><b>To promote and improve the economic, social and environmental well-being of the Committee’s area, including the commissioning of activities for children and young people<sup>1</sup>.</b></p>	<ul style="list-style-type: none"> <li>• To take decisions in relation to commissioning of provision and/or services;</li> <li>• To monitor and evaluate activity relating to the use of the annual capital and revenue allocation to each Committee;</li> <li>• To actively engage and involve children and young people throughout the planning, decision making and evaluation of provision and services to meet their needs and aspirations.</li> </ul>

<b>Local Services</b>	
<b>Function</b>	
<p><b>Community Centres<sup>2</sup></b></p>	<p>In relation to each community centre identified by the Director of Communities and Environment as within the Committee’s area, to:</p> <ul style="list-style-type: none"> <li>• oversee controllable revenue budgets, operational arrangements and the use of the centres;</li> <li>• agree and implement a schedule of charges and discounts for directly managed centres;</li> <li>• make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</li> </ul>
<p><b>CCTV<sup>3</sup></b></p>	<p>To maintain an overview of the service in the Committee’s area and receive regular information about it.</p>

<sup>1</sup> Function also delegated to Director of Communities and Environment

<sup>2</sup> Function also delegated to Director of Communities and Environment

<sup>3</sup> Function also delegated to Director of Communities and Environment

<p><b>Neighbourhood Management Co-ordination<sup>4</sup></b></p>	<p>In relation to the Committee's area:</p> <ul style="list-style-type: none"> <li>to agree priority neighbourhoods (through the approval of the Community Plan); and</li> <li>to agree and monitor Neighbourhood Improvement Plans for the Committee's area.</li> </ul>
<p><b>Street cleansing &amp; Environmental Enforcement Services<sup>5</sup>:</b></p> <ul style="list-style-type: none"> <li>Litter bin emptying</li> <li>Litter picking and associated works</li> <li>Street sweeping and associated works</li> <li>Leaf clearing</li> <li>Ancillary street cleansing functions including Graffiti removal, Gully and Ginnel cleansing.</li> <li>Dog Controls (fouling, straying, dogs on leads, dog exclusions)</li> <li>Fly tipping enforcement</li> <li>Enforcement of domestic &amp; commercial waste issues</li> <li>Litter-related enforcement work</li> <li>Enforcement on abandoned &amp; nuisance vehicles</li> <li>Overgrown vegetation</li> <li>Highways enforcement (placards on streets, A boards, cleanliness)</li> <li>Graffiti enforcement work</li> <li>Proactive local environmental promotions.</li> </ul>	<p>To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:</p> <ul style="list-style-type: none"> <li>the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)</li> <li>the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.</li> </ul> <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.</p>

<sup>4</sup> Function also delegated to Director of Communities and Environment

<sup>5</sup> Function also delegated to Director of Communities and Environment



<b>Parks and Countryside<sup>6</sup></b>	<p>In relation to the horticultural maintenance of community parks, cemeteries, closed churchyards, recreation grounds, urban woodland, natural areas, maintenance of roundabouts, other floral features and local green space:</p> <ul style="list-style-type: none"><li>• to be responsible for the prioritisation and allocation of investment funding available for parks and green space; and</li><li>• to be responsible for labour resource allocation decisions on an annual basis using the parks asset register to calculate requirements and plan alternative management scenarios.</li></ul>
<b>Community Infrastructure Levy Neighbourhood Fund<sup>7</sup></b>	<p>To make decisions in relation to spending CIL neighbourhood funds in accordance with the neighbourhood fund spending guidance.</p> <p>To work closely with Parish Councils, community groups and infrastructure providers to promote shared infrastructure planning and maximise use of CIL resources.</p>

<sup>6</sup> Function also delegated to Director of Communities and Environment

<sup>7</sup> Function also delegated to Director of Communities and Environment

**SECTION 3D(b): COMMUNITY COMMITTEE CHAMPIONS**

<p><b>Community Committees to appoint Community Committee Champions</b> to provide a local “lead” perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member, in respect of:-</p>	<ul style="list-style-type: none"> <li>• Environment &amp; Community Safety<sup>1</sup></li> <li>• Children’s Services</li> <li>• Employment, Skills and Welfare</li> <li>• Health, Wellbeing and Adult Social Care<sup>2</sup></li> </ul>
<p><b>Roles and Responsibilities of Community Committee Champions</b></p>	<ul style="list-style-type: none"> <li>• To provide local leadership and champion the agenda at the Community Committee.</li> <li>• To represent the Community Committee at relevant meetings, forums and local partnerships.</li> <li>• To build links with key services and partners.</li> <li>• To provide a link between the Community Committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.</li> <li>• To maintain an overview of local performance.</li> <li>• To consult with the Community Committee and represent local views as part of the development and review of policy.</li> </ul>

<sup>1</sup> Community Committees may appoint two separate Community Committee Champions in the following roles:-

- Environment
- Community Safety

<sup>2</sup> Community Committees may appoint two separate Community Committee Champions in the following roles:-

- Health and Wellbeing
- Adult Social Care

## **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

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<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)*

- liaise with Chief Digital and Information Officer in relation to all matters relating to the Council's use of digital technology;
- liaise with Chief Asset Management and Regeneration Officer in relation to all matters relating to the Council's land and building

## **GENERAL DELEGATIONS TO OFFICERS**

The Chief Executive, 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 Chief Finance Officer at the first opportunity.

### **2) PROCUREMENT**

- a) To make decisions in relation to commissioning and procurement activity<sup>3</sup>. 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 Chief Finance Officer, to sign certificates under the Local Government (Contracts) Act 1997 in relation to contracts<sup>4</sup>.

### **3) GENERAL**

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<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> Procurement of digital software or equipment should only be undertaken in consultation with Chief Digital and Information Officer.

<sup>4</sup> This function delegated only to:-

- 1) Statutory Chief Officers (Chief Finance Officer, Director of Childrens Services, Director of Adult Social Services and Director of Public Health);
- 2) Non-Statutory Chief Officers (Director of Resources and Housing, Director of Communities and Environment, Director of City Development, 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

## *Officer Delegation Scheme (Executive Functions)*

### **a) Community Right to Challenge<sup>5</sup>**

- i) In consultation with the Chief Officer (Financial Services)<sup>6</sup>, to make a decision on an expression of interest under community right to challenge.

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

- i) To implement and ensure compliance with:
  - the legal rules on data protection, human rights, use of powers under RIPA (Regulation of Investigatory Powers Act) and freedom of information;
  - the Council's policies and procedures on these matters; and
  - guidance and advice from the SIRO<sup>7</sup>, from the SRO<sup>8</sup> and from the DPO<sup>9</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>10</sup>.

### **d) Authorising Officers**

- i) To authorise or appoint 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>11</sup>
- ii) As the relevant officer designated as Gold or Silver under the Council's Emergency Management Plan to take any action necessary for :
  - (1) responding to an emergency; and / or
  - (2) facilitating the recovery following such an emergency

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

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<sup>5</sup> See Executive Board 17<sup>th</sup> October 2012 Minute Number 89

<sup>6</sup> Or the officer to whom the Chief Officer (Financial Services) has sub-delegated this function.

<sup>7</sup> The Council's SIRO (Senior Information Risk Owner) is the Director of Resources and Housing

<sup>8</sup> The Council's SRO (Senior Responsible Officer) in relation to the use of powers under RIPA, is the City Solicitor

<sup>9</sup> The Head of Information Management and Governance has been designated as the Council's DPO (Data Protection Officer)

<sup>10</sup> The Budget and Policy Framework is defined in Article 4 of the Constitution.

<sup>11</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.

### *Officer Delegation Scheme (Executive Functions)*

- 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.

## **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>12</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 Director of Resources and Housing and are subject to consultation with the City Solicitor and other appropriate parties.

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

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<sup>12</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.

## **5) WAYS OF WORKING**

### **a) Matching service to need**

- i) To understand relevant information in relation to local population and communities and to identify emerging trends;
- ii) To identify and review provision and to ensure it is appropriately matched to current and anticipated level of need;
- iii) To engage with locality management teams to maximise value of local experience and engagement ; and
- iv) To work appropriately with Community Committees to ensure local democratic engagement in needs analysis and service provision

### **b) Climate Change**

- i) To understand and respond to climate change challenges arising in relation to discharge of functions within the Director's remit;

### **c) 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; and
- iii) To work in partnership beyond the city boundaries to support and participate in regional and sub-regional arrangements

### **d) 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.

### **e) Provision of Statutory Returns**

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

**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.

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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.



**The Director of Strategy & Resources is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

- 1) Setting, supporting and monitoring the council's strategy, policies and procedures for:-**
  - a) human resources (including health and safety and workforce equalities);
  - b) access to information;
  - c) procurement, purchasing, contract management and commercial activity;
  - d) projects and programmes;
  - e) Joint Strategic Needs Analysis;
  - f) Performance, organisational planning and service improvement; and
  - g) risk and business continuity.
  
- 2) Digital and Information Services including:**
  - a) Information management, governance and cyber security
  - b) Digital access including the council's website and e-services
  
- 3) Customer Relations**
  
- 4) Corporate communications and marketing services, including:-**
  - a) the council's communications and marketing strategy and policy;
  - b) internal and external communications and engagement; and
  - c) press and media relations.
  
- 5) The council's corporate planning and policy development services, including coordination of the Best City Ambition**
  
- 6) The council's city-wide resilience and emergency planning functions**
  
- 7) Shared Services including:-**
  - a) Business Support Service (BSC) including:-
    - i) External and traded service
  - b) Business administration
  - c) The customer contact centre
  
- 8) Civic Enterprise Leeds services including:-**
  - a) catering, cleaning, passenger transport, fleet, facilities management, Leeds Building Services 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>3</sup>.

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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> Subject to consultation with the appropriate Members.

**9) Community Infrastructure Levy, including**

- a) spending relating to Strategic Fund; and
- b) preparation of the Council's Annual Infrastructure Funding Statement.

**The Chief Officer (Financial Services) is the Council's Chief Finance Officer<sup>1</sup>, and is authorised<sup>2</sup> to discharge the following functions<sup>3</sup>**

- 1) Setting, supporting and monitoring the Council's financial strategy;**
- 2) Ensuring effective financial management and controls, including:-**
  - a) Reporting on the robustness of the Council's financial plans;
  - b) managing the Council's borrowing and investment requirements;
  - c) managing and monitoring the Council's revenue budget and capital programme;
  - d) preparation and closure of the Council's financial accounts;
  - e) managing the Council's tax affairs; and
  - f) internal audit.
- 3) Setting, supporting and monitoring the council's policies and procedures for budgets**
- 4) Administering effective financial management and controls, including:-**
  - a) Administration and collection of council tax and business rates, and collecting other money that is owed to the council;
  - b) administration of payroll and pensions; and
  - c) insurance for the council.
- 5) Corporate Governance, including**
  - a) development, support and monitoring of the Council's systems of internal control; and
  - b) preparation of the Annual Governance Statement.

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<sup>1</sup> Appointed in accordance with Section 151 Local Government Act 1972 (See Article 12) and as set out in the Chief Finance Officer Protocol at Part 5(k) of the Constitution

<sup>2</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>3</sup> Together with similar and ancillary functions which have not been delegated to another Director.

**The City Solicitor is the Council's Monitoring Officer<sup>1</sup>, and is authorised<sup>2</sup> to discharge the following functions in relation to <sup>3</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;
  - iii) the authorisation of Council officers to conduct legal matters in court<sup>4</sup>;
- c) The issue of appropriate indemnities to Directors in relation to Public Private Partnership / Private Finance Initiative and other major property and infrastructure related projects where a Director:-
  - i) Signs a certificate under the Local Government (Contracts) Act 1997; or
  - ii) Acts as a director to the LEP or LIFTco; and
- d) Upkeep of the constitution

**2) Democratic Services including support to elected members in their responsibilities, including:**

- a) The Lord Mayor;
- b) The Leader of Council;
- c) The Leader of the Opposition;
- d) All Councillors including:
  - i) training and development;
  - ii) case work support; and
  - iii) management and oversight of the Members' Allowances Scheme;
- e) The full Council meeting and Committees appointed by full Council;
- f) Executive Board; and
- g) Scrutiny.

**3) Standards and Conduct, including:**

- a) The requirements of the Members' Code of Conduct;

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<sup>1</sup> Designated under Section 5 Local Government and Housing Act 1989 (See Article 12) and as set out in the Monitoring Officer Protocol at Part 5(e) of the Constitution

<sup>2</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>3</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>4</sup> "Court" to be construed widely including but not limited to tribunals, inquiries and other quasi-judicial hearings.

**The Director of Communities, Housing and Environment 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) Neighbourhood Improvement Boards;
- c) Parish and Town Councils;
- d) Locally devolved functions;
- e) Multiagency working in neighbourhoods;
- f) Cohesion and integration;
- g) Community centres;
- h) Administration of the well-being and youth activity fund budgets<sup>3</sup>;
- i) Migration;
- j) Volunteering;
- k) Consultation and engagement;
- l) Relationships with the Third Sector;
- m) Commissioning of Third Sector infrastructure;
- n) The promotion and improvement of economic, social and environmental wellbeing<sup>4</sup> and
- o) Community Infrastructure Levy spending relating to the Neighbourhood Fund<sup>5</sup>.
- p) Locality Youth Services

**2) Equalities.**

**3) The council's Community Hubs functions including:-**

- a) 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
- b) Interpretation and translation services.

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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> 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.

<sup>4</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.

<sup>5</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 CIL Neighbourhood Fund allocated to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.

**4) 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'.

**5) Community Safety including:-**

- a) CCTV;
- b) Reduction of crime and disorder;
- c) Drugs and alcohol treatment, and offender management;
- d) Tackling anti-social behaviour; and
- e) Tackling domestic violence.

**6) 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.

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

- a) food hygiene and safety;
- b) health and safety at work<sup>6</sup>;
- c) monitoring and control of infectious diseases;
- d) private water supply monitoring; and
- e) animal health and welfare<sup>7</sup>.

**8) Environmental Management including:-**

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

**9) 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.

**10)Waste including:-**

- a) Development and implementation of Leeds' waste strategy and policies;
- b) refuse and recycling collection; and
- c) waste treatment and disposal.

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<sup>6</sup> other than in relation to Leeds City Council staff or activities

<sup>7</sup> including livestock markets and animal breeding and boarding establishments

**11) 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.

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

- a) Creation, management and enhancement of green spaces<sup>8</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.

**13) 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.

**14) Ecological Sustainability including:-**

- a) The use of parks and green spaces to promote resilience and mitigate the impact of climate change, flooding and extreme weather events; and
- b) Engagement with communities to enhance natural resilience of environment.

**15) Climate Change including:-**

- a) Establishment, implementation, monitoring and review arrangements to minimise and mitigate the impact of climate change;
- b) Promotion of local co-operation arrangements to reduce the impact of climate change and
- c) Engagement with communities in relation to climate change.
- d) Formulation and implementation of sustainable energy and carbon reduction policies for the city<sup>9</sup>
- e) Entering into climate change associated grant agreements
- f) Planned maintenance and decarbonisation works to Civic estate and community buildings

**16) Clean Air including:-**

- a) Implementation and monitoring of the Clean Air Zone
- b) Management of clean air fund and implementation fund.
- c) Entering into air quality associated grant agreements
- d) Formulation and implementation of clean air policies for the city;

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<sup>8</sup> Including parks & city centre beds, nature reserves & woodlands, playgrounds, allotments

<sup>9</sup> Including energy procurement

**17) Registrars functions including:-**

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

**18) 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.

**19) Land and Property Search functions including:-**

- a) Maintenance of the Local Land Charges Register;
- b) Responsibility for processing local authority searches;
- c) Maintenance of the register of adopted highways;
- d) provision of information in relation to highways schemes.

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

- a) Welfare rights;
- b) Housing benefit, including the determination and recoverability of overpayments, Discretionary Housing Payments and education benefit services;
- c) Local Council Tax Support and recoverability of excess Council Tax Support payments;
- d) Local hardship schemes including administration of decisions under s13A Local Government Finance Act 1992;
- e) Financial and social inclusion initiatives; and
- f) Commissioning of credit union and Leeds advice consortium services.

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

- a) Council Housing Management, including:-
  - i) Tenant involvement;
  - ii) Lettings & rent collection;
  - iii) Repairs, maintenance and refurbishment of council housing stock;
  - iv) Housing PFI projects

**22) Other Housing Functions**

- 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) Housing advice;
- c) Homelessness;
- d) Gypsies & travellers;
- e) Emergency & temporary accommodation;
- f) Energy efficiency & fuel poverty; and
- g) Adaptations.



**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<sup>3</sup> and acquisitions both freehold and leasehold<sup>4</sup>;
- c) compulsory purchase of land and interests in land;
- d) valuations and appropriations;
- e) architectural and design services; and
- f) any other dealings with land or any interest in land.

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

**3) Inclusive Growth including;**

- a) Implement, monitor and review arrangements to deliver the Council's inclusive growth strategy; and
- b) Promote local co-operation arrangements to maximise inclusive growth.

**4) Sustainable Development including:-**

- a) development of regeneration frameworks; and
- b) implementation of plans to promote the regeneration of specific areas.

**5) Sustainable Housing Growth including:-**

- a) Private housing development; and
- b) Affordable housing;
- c) Council Housing Growth

**6) Sustainable Economic Development including:-**

- a) City centre management;
- b) The Council's markets service;
- c) The Business Improvement District;
- d) Business support; and
- e) Productivity

**7) Employment and skills including:-**

- a) Provide leadership and coordination of the post 16 skills and learning system, working with people, schools, colleges, universities, employers, providers of information and guidance;
- b) Provision of information, advice and guidance services in community and school settings;
- c) Apprenticeships;

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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> Any disposal at less than best consideration where the value foregone exceeds £100,000 must be referred to Executive Board

<sup>4</sup> To deliver the Council's Capital receipts Programme and support housing growth.

## *Officer Delegation Scheme (Executive Functions)*

- d) Vocational training and allied services for persons over compulsory school age; and
- e) Provide leadership and coordination of the city's employment support offer.

### **8) International and domestic inward economic investment including:-**

- a) tourism and the visitor economy; and
- b) International relations.

### **9) Highways and Transportation (incorporating the authority's role as highways authority<sup>5</sup>, street authority and traffic authority), including:-**

- a) managing the use of the highway ;
- 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<sup>6</sup> (including parking policy<sup>7</sup>); and
- e) the making of agreements under the Highways Act 1980.

### **10) Flood and water management (incorporating the authority's role as local lead flood authority), including:-**

- a) Land drainage activities;
- b) The delivery and maintenance of flood alleviation schemes; and
- c) Flood response.

### **11) Culture including:-**

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

### **12) Sport and Active Leeds including:-**

- a) leisure centres and community sports facilities<sup>8</sup>; and
- b) active lifestyles and development programmes

### **13) Active Travel<sup>9</sup>:-**

- a) **The promotion and championing of active travel in the city**

### **14) Planning Services including:-**

- a) management of the planning service<sup>10</sup>;
- b) building control;
- c) safety at sports grounds;

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<sup>5</sup> With the exception of functions relating to the register of adopted highways (Highways Act 1980 S36) which are delegated to the Director of Communities and Environment

<sup>6</sup> Which shall include the highways and transportation contribution to the city's clean air zone

<sup>7</sup> The Director of City Development's delegations do not cover parking enforcement which falls within the delegations of the Director of Communities and Environment.

<sup>8</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 Communities and Environment.

<sup>9</sup> Responsibilities for infrastructure relating to active travel remain within the highways and transportation and planning functions.

<sup>10</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.

*Officer Delegation Scheme (Executive Functions)*

- d) street naming and numbering;
- e) building conservation and urban design;
- f) contaminated land; and
- g) obtaining of information as to interests in land.

**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, monitoring, review and adoption 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.

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<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Chief Officer 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 Children and Families is authorised<sup>1</sup> to discharge the following functions<sup>23</sup>**

**1) Children's Social Work**

**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) Provide and commission early help 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 and/or complex needs;
- ii) Co-ordination, management and review of care packages to meet assessed needs; and
- iii) Provision and commissioning of services to meet the needs of children with complex needs.

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

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

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

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

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

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

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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> In accordance with the resolution of the Executive Board 6 July 2005 the Director of Children and Families will also carry out relevant functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal Charity

## **2) Learning**

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

- i) Promoting 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) Ensuring 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) Making arrangements for children outside mainstream education or missing education.

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

- i) Providing and commissioning education and health services to meet the needs of children with special educational needs and disabilities; and
- ii) Funding provision for children with Education, Health & Care Plans.

### **d) Promotion of attendance, attainment and achievement:-:-**

- 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;
- vi) Maintaining a scheme for financing maintained schools and related provision of information; and
- vii) Improvement of school attendance.

**e) 14-16 Skills Development**

- i) Support the development of a diverse learning offer including University Technical Colleges, Studio Schools, Direct College enrolment and Free Schools;
- ii) Support the development of academic, technical and vocational pathways that contribute to local labour market needs;
- iii) Promote the opportunities available to young people at 14; and
- iv) Promotion of business engagement in schools and colleges through high quality Careers Education, Information, Advice and Guidance.

**f) Development of active citizens including:-**

- i) Promotion of access to educational and recreational leisure time activities for the improvement of well-being, personal and social development, raising aspirations, building resilience and enabling children and young people to make informed decisions.

**3) Child Friendly City**

**a) Child Poverty including:**

- i) Establish, implement, monitor and review arrangements to mitigate the impact of child poverty; and
- ii) Promote local co-operation arrangements to reduce the impact of child poverty.

**b) Voice and Influence**

- i) Promotion of children's participation in public decision making.

**c) Influencing climate change and sustainability**

- i) To support and enable children and young people's involvement in influencing behaviours and action to counter climate change and promote sustainability in their families, schools, communities and city.

**4) Youth Service<sup>4</sup>**

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<sup>4</sup> Save for Locality Youth Services

## **Functions Delegated to the Director of Children and Families as Lead Officer of One Adoption Agency for West Yorkshire**

**The Director of Children and Families is authorised<sup>5</sup> to discharge the following functions on behalf of the West Yorkshire Adoption Joint Committee ('WYAJC')**

- 1) Adoption services including:-
  - a) Recruitment and approval of potential adopters;
  - b) Identification of potential matches between children and adopters<sup>6</sup>;
  - c) Provision of adoption panels; and
  - d) Provision of adoption support services<sup>7</sup> to adopters, adoptees, birth families and relevant professionals.

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<sup>5</sup> Save where the Chair has directed or the Director considers that the matter should be referred to WYAJC for consideration.

<sup>6</sup> One Adoption Agency for West Yorkshire shall identify potential matches and make recommendations to the relevant local authority for the matched child. The decision to match a child with an adoptive family remains a function of the Local Authority.

<sup>7</sup> Including maintenance of and access to adoption records



**Functions Delegated to the Programme Director Strengthening Families, Protecting Children is authorised to discharge the following functions**

**The Programme Director Strengthening Families, Protecting Children is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

**1) Act as an ambassador for Leeds City Council including:-**

- a) building strong working relationships with stakeholders in other Councils including Leaders, Chief Executives and Directors of Children Services;

**2) Strengthening Families, Protecting Children Programme (SFPC) including:-**

- a) Creation and development of Leeds contribution to SFPC.
- b) Development, promotion and delivery of effective partnership arrangements that enable partner authorities to improve outcomes for children in line with SFPC objectives and, to adopt and adapt Family Valued as part of the Strengthening Families, Protecting Children programme.
- c) Optimising the use of resources, learning and best practice to ensure that Leeds City Council's contribution to SFPC programmes allows for greater innovation and improvement in Leeds.
- d) Lead staff working the on SFPC both from Leeds City Council and partner organisations.

**3) Partners in Practice including Leeds Relational Practice Centre**

- a) Leading work to develop and agree improvement partnership work between central government, partner Local Authorities and Leeds services in order to promote innovation and practice improvement across the sector; and
- b) Leading work to develop growing consultancy practice and income for Leeds.

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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.

**The Director of Adults and Health is authorised<sup>1</sup> to discharge the following functions<sup>2</sup> through the commissioning and provision of social services for adults and public health services for the whole population**

**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;
- c) Consideration of supplier lead service innovation; and
- d) Development and integration of programmes and campaigns to promote health and well-being.

**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.

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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> "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.

**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;
  - 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.
- c) Housing Related Support

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

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

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

**Public Health Services for the whole population<sup>5</sup>**

**8) Public Health**

- a) Ensure the council meets its duties to improve public health
- b) Ensure the delivery of public health protections and health improvement responsibilities
- c) Ensure the council plans and responds to emergencies that present a risk to public health
- d) Ensure the council meets other local government public health responsibilities

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<sup>5</sup> Public health services relate to both children and adults

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

**1) Health Improvement Functions<sup>3</sup> including:-**

- a) Ensuring rigorous appreciation of local health need;
- b) Contributing to the Joint Strategic Needs Assessment;
- c) Contributing to the Joint Health and Wellbeing Strategy;
- d) Providing health improvement advice<sup>4</sup>;
- e) Providing day to day management of the Council's ring fenced public health budget;  
and
- f) Reducing health inequalities.

**2) Health Protection Functions including:-**

- a) Preparing, monitoring and providing advice in relation to health protection plans;
- b) Ensuring public health emergency resilience;
- c) Providing the lead in responding to public health incidents<sup>5</sup>;
- d) Communicable and infectious disease control;
- e) Vaccination and immunisation programmes; and
- f) oversight of national screening programmes.

**3) Functions relating to the Commissioning of Public Health Services including:-**

- a) Fostering joint commissioning;
- b) Ensuring providers have robust clinical governance arrangements in place; and
- c) Commissioning services in relation to:-
  - i) Smoking Cessation;
  - ii) Weight Management;
  - iii) Mental Health;
  - iv) Alcohol and Drug Misuse;
  - v) Healthy Child Services (0-19);
  - vi) Nutrition;
  - vii) Physical Activity;
  - viii) Oral Health Promotion; and
  - ix) Accident and Injury Prevention.

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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> S2B National Health Service Act 2006

<sup>4</sup> To Members and officers of the Council, the Health and Wellbeing Board and local partners.

<sup>5</sup> Including environmental hazards

## *Officer Delegation Scheme (Executive Functions)*

### **4) Provision of Statutory and Mandated Functions including:-**

- a) Providing public health advice to NHS commissioners<sup>6</sup>;
- b) Sexual Health Services<sup>7</sup>;
- c) NHS Health Check Assessments<sup>8</sup>;
- d) National Child Measurement Programme<sup>9</sup>;
- e) Health Visiting (0-5)<sup>10</sup>
- f) Joint working with the prison service to secure and maintain the health of prisoners<sup>11</sup>; and
- g) Assessment of risks posed by violent and sexual offenders<sup>12</sup>.

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

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

### **6) Production and Publication of the annual report on the health of the local population<sup>13</sup>.**

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<sup>6</sup> Regulation 7 Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

<sup>7</sup> Regulation 6 Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

<sup>8</sup> Regulations 4 & 5 Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

<sup>9</sup> Regulation 3 Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

<sup>10</sup> Regulation 5A Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

<sup>11</sup> Section 249 National Health Service Act 2006

<sup>12</sup> Section 325 Criminal Justice Act 2003

<sup>13</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.

## **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 the Belle Isle Tenant Management Organisation.

The following functions were delegated<sup>3</sup>:

- 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;
- 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;

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<sup>3</sup> 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 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.



## **SECTION 3F: EXECUTIVE DELEGATIONS TO OTHER AUTHORITIES**

Delegations to other authorities which have been approved by the Executive Board will continue on the terms on which they were approved, unless otherwise amended.

In particular:

Sheffield City Council<sup>1</sup>

The Executive of Leeds City Council has delegated functions relating to the payment of Home Improvement Loans (or similar new schemes and payments identified by the Director of Resources and Housing, in consultation with the Executive Member), approved under the Leeds City Council Private Sector Housing Assistance Policy in accordance with the Regulatory Reform (Housing Assistance) Order 2002.

City of Wakefield Metropolitan District Council

The Executive of Leeds City Council has delegated functions relating to the analytical services, archives, archaeology, business hive, calibration services, ecology services, trading standards, financial investigations and related matters.<sup>2</sup>

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<sup>1</sup> Resolved by the Executive on 19th May 2010

<sup>2</sup> Resolved by the Executive on 21 September 2022

**SECTION 3F: Appointment to West Yorkshire Joint Services Committee**

**Appointment of representatives to the West Yorkshire Joint Services Committee.**

<b>Name</b>	<b>Ward</b>
Cllr Pauleen Grahame	Cross Gates and Whinmoor
Cllr Billy Flynn	Adel and Wharfedale