

Officer Delegation Scheme (Executive Functions) relevant to the Environment, Housing and Communities Scrutiny Board.

The Director of Communities and Environment is authorised¹ to discharge the following functions²

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

- a) Community Committees;
- b) Area Leadership Teams;
- c) Neighbourhood Improvement Boards;
- d) Parish and Town Councils;
- e) Locally devolved functions;
- f) Multiagency working in neighbourhoods;
- g) Cohesion and integration;
- h) Community centres;
- i) Administration of the well-being and youth activity fund budgets³;
- j) Migration;
- k) Volunteering;
- l) Consultation and engagement;
- m) Relationships with the Third Sector;
- n) Commissioning of Third Sector infrastructure;
- o) The promotion and improvement of economic, social and environmental well being⁴ and
- p) Community Infrastructure Levy spending relating to the Neighbourhood Fund⁵.

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

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

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

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

³ 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.

⁴ 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.

⁵ 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.

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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) Tackling anti-social behaviour; and
- d) 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 work⁶;
- c) monitoring and control of infectious diseases;
- d) private water supply monitoring; and
- e) animal health and welfare⁷.

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.

10)Waste including:-

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

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.

⁶ other than in relation to Leeds City Council staff or activities

⁷ including livestock markets and animal breeding and boarding establishments

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12) Parks and countryside including:-

- a) Creation, management and enhancement of green spaces⁸;
- 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.

18) Welfare and benefits services including:-

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

⁸ Including parks & city centre beds, nature reserves & woodlands, playgrounds, allotments

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The Director of Resources and Housing is authorised⁹ to discharge the following functions¹⁰

10) Sustainable Energy and Carbon Reduction including:-

- a) Formulation and implementation of sustainable energy and carbon reduction policies for the city; and
- b) Engagement with communities in relation to climate change.

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

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

12) Housing Functions (funded by the General Fund)

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

⁹ 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.

¹⁰ Together with similar and ancillary functions which have not been delegated to another Director.

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The Director of City Development is authorised¹¹ to discharge the following functions¹²

1) Asset Management including:-

- a) strategic management and development of the Council's land and property portfolio;
- b) disposals and acquisitions both freehold and leasehold¹³;
- c) valuations and appropriations;
- d) architectural and design services; and
- e) any other dealings with land or any interest in land.

In relation to this Scrutiny Board, the above relates to the provision of frontline services only.

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

¹¹ 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.

¹² Together with similar and ancillary functions which have not been delegated to another Director.

¹³ To deliver the Council's Capital receipts Programme and support housing growth.