

**The Director of Communities 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) 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 budgets<sup>3</sup>;
- 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 being<sup>4</sup> and
- p) Community Infrastructure Levy spending relating to the Neighbourhood Fund<sup>5</sup>.

**2) Equalities.**

**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.

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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) 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 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.
- 11)Cemeteries, crematoria, burial grounds and mortuaries including:-**

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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

## *Officer Delegation Scheme (Executive Functions)*

- 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) Registrars functions including:-**

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

### **16) 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.

### **17) Local Land Charges functions including:-**

- a) Maintenance of the Local Land Charges Register; and
- b) Responsibility for processing local authority searches.

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

**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.

**19)Council tax processing and billing arrangements including:-**

- a) Annual billing;
- b) Discount schemes including single person discounts;
- c) Administration of s13 decisions; and
- d) Empty property charges.