

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

- 1) Setting, supporting and monitoring the council's financial strategy.**
- 2) Managing effective financial management and controls, including:-**
  - a) collecting 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.
- 3) Setting, supporting and monitoring the council's policies and procedures for:-**
  - a) budgets;
  - b) human resources (including health and safety);
  - c) digital, information and communication technology management;
  - d) information management, governance and cyber security;
  - e) procurement and purchasing;
  - f) projects and programmes;
  - g) Joint Strategic Needs Analysis;
  - h) performance and service improvement; and
  - i) risk and business continuity.
- 4) Corporate communications 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 Council Plan**
- 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; and
  - b) Business administration
- 8) Civic Enterprise Leeds services including:-**
  - a) catering, cleaning, passenger transport, fleet, facilities management, and similar services for the council and its civic and community buildings and office accommodation; and

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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.

- 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>.

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

**10) 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.

**11) Sustainable Energy and Carbon Reduction including:-**

- a) Formulation and implementation of sustainable energy and carbon reduction policies for the city; and
- b) Formulation and implementation of clean air policies for the city;

**12) Clean Air including:-**

- a) Implementation and monitoring of the Clean Air Zone
- b) Management of clean air fund and implementation fund.

**13) 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

**14) 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.

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<sup>3</sup>Subject to consultation with the appropriate Members.