

The Director of Resources is authorised¹ to discharge the following functions²

- 1) Setting, supporting and monitoring the council's policies and procedures for:-**
 - a) human resources (including health and safety);
 - b) access to information;
 - c) procurement and purchasing;
 - d) projects and programmes;
 - e) Joint Strategic Needs Analysis;
 - f) performance 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 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) The customer contact centre
 - ii) External and traded service; and
 - b) Business administration

- 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)³.

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 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.

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.