

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

**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)<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.

**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.