

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, purchasing, contract management and commercial activity;
- 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 City Ambition

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
- b) Business administration
- c) The customer contact centre

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.

³Subject 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.