

**The Director of Communities, Housing 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) Neighbourhood Improvement Boards;
- c) Parish and Town Councils;
- d) Locally devolved functions;
- e) Multiagency working in neighbourhoods;
- f) Cohesion and integration;
- g) Community centres;
- h) Administration of the well-being and youth activity fund budgets<sup>3</sup>;
- i) Migration;
- j) Volunteering;
- k) Consultation and engagement;
- l) Relationships with the Third Sector;
- m) Commissioning of Third Sector infrastructure;
- n) The promotion and improvement of economic, social and environmental wellbeing<sup>4</sup> and
- o) Community Infrastructure Levy spending relating to the Neighbourhood Fund<sup>5</sup>.
- p) Locality Youth Services

**2) Equalities.**

**3) The council's Community Hubs functions including:-**

- a) 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
- b) 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) Drugs and alcohol treatment, and offender management;
- d) Tackling anti-social behaviour; and
- e) 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.

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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

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

- 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) 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.
- d) Formulation and implementation of sustainable energy and carbon reduction policies for the city<sup>9</sup>
- e) Entering into climate change associated grant agreements
- f) Planned maintenance and decarbonisation works to Civic estate and community buildings

**16) Clean Air including:-**

- a) Implementation and monitoring of the Clean Air Zone
- b) Management of clean air fund and implementation fund.
- c) Entering into air quality associated grant agreements
- d) Formulation and implementation of clean air policies for the city;

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

<sup>9</sup> Including energy procurement

**17) Registrars functions including:-**

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

**18) 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.

**19) Land and Property Search functions including:-**

- a) Maintenance of the Local Land Charges Register;
- b) Responsibility for processing local authority searches;
- c) Maintenance of the register of adopted highways;
- d) provision of information in relation to highways schemes.

**20) Welfare and benefits services including:-**

- a) Welfare rights;
- b) Housing benefit, including the determination and recoverability of overpayments, Discretionary Housing Payments and education benefit services;
- c) Local Council Tax Support and recoverability of excess Council Tax Support payments;
- d) Local hardship schemes including administration of decisions under s13A Local Government Finance Act 1992;
- e) Financial and social inclusion initiatives; and
- f) Commissioning of credit union and Leeds advice consortium services.

**21) Landlord Functions (funded by the Housing Revenue Account):-**

- a) Council Housing Management, including:-
  - i) Tenant involvement;
  - ii) Lettings & rent collection;
  - iii) Repairs, maintenance and refurbishment of council housing stock;
  - iv) Housing PFI projects

**22) Other Housing Functions**

- 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) Housing advice;
- c) Homelessness;
- d) Gypsies & travellers;
- e) Emergency & temporary accommodation;
- f) Energy efficiency & fuel poverty; and
- g) Adaptations.