

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

- 1) Setting, supporting and monitoring the council's strategy, policies and procedures for:-**
  - a) human resources (including health and safety and workforce equalities);
  - b) access to information;
  - c) procurement, purchasing, contract management and commercial activity;
  - d) projects and programmes;
  - e) Joint Strategic Needs Analysis;
  - f) Performance, organisational planning and service improvement; and
  - g) risk and business continuity.
  - h) Customer Relations
  
- 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) Corporate communications and marketing 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.
  
- 4) The council's corporate planning and policy development services, including coordination of the Best City Ambition**
  
- 5) The council's city-wide resilience and emergency planning functions**
  
- 6) Shared Services including:-**
  - a) Business Support Service (BSC) including:-
    - i) External and traded service
  - b) Business administration
  
- 7) 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>.
  
- 8) Community Infrastructure Levy, including**
  - a) spending relating to Strategic Fund; and
  - b) preparation of the Council's Annual Infrastructure Funding Statement

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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.