

## Functions Which Are The Responsibility Of The Executive

### *Leader*

Key Functions		Officer Delegation
1.	To appoint no fewer than two and no more than ten Members of the Cabinet and to determine their respective portfolios of responsibility.	
2.	Consider and recommend to the Council the Corporate Plan.	
3.	All cross service and cross cutting issues not otherwise allocated to other Cabinet Members.	
4.	Consider and recommend to the Council for approval, the Financial Strategy, Annual Revenue Budget, Annual Capital Budget, Programme and Strategy and the Council Tax.	
5.	Across the board identification of issues and needs, determination of objectives, analysis of alternative courses of action, in regard to major issues affecting the District including the study of the wider issue of the interests of the community in relation to local services.	
6.	Ensure that all resources and efforts are aimed towards the attainment of the Council's corporate aims and objectives as identified in its strategic policies and plans.	
7.	Monitor service objectives and targets, programmes and strategies for services.	
8.	Manage the services for which the Cabinet is responsible within approved budgets according to Financial Procedure Rules.	
9.	Subject to Contract Procedure Rules, authorise and monitor contracts for goods and services within approved budgets.	In accordance with Contract Procedure Rules.
10.	Comment upon plans, strategies, policies and consultation documents which may affect the District produced by the E.U., Central Government, Regional bodies, other public bodies or Local Authorities.	
11.	Responsible for Emergency Planning.	

**TABLE 4**

<b>Key Functions</b>	<b>Officer Delegation</b>
12. Institute and defend legal proceedings, including proceedings for an injunction to authorise the carrying out of work in default of a notice and to lodge an appeal against any court decision in relation to executive functions.	Functional delegation to Executive Director – see Table 7.
13. In conjunction with the Standards Committee and the Constitution Review Working Party, to recommend to Council - Terms of Reference , Delegations and changes to the Constitution.	
14. Receive all reports from the External Auditor, Government Inspectorate or Secretary of State in respect of Best Value.	
15. Advise and make recommendations to Council on all policy issues relating to the achievement of Best Value in all its services and take decisions in accordance with adopted policies and budgets.	
16. Recommend and monitor performance standards and targets to achieve Best Value by all the Council's services.	
17. Recommend and monitor actions to secure a culture of data quality throughout the Council.	
18. Receive and monitor the outcomes of Best Value reviews from the relevant Service Review Panels.	
19. Recommend changes to service priorities, aims and policies as proposed by the relevant Review Panel and to adopt and monitor implementation of Best Value Improvement Plans.	
20. External inspections.	
21. Performance systems.	
22. Targets and standards.	
23. Monitor external audits and to agree follow up action where appropriate.	
24. Overview internal audit and make recommendations on the development of the service.	

**TABLE 4**

<b>Key Functions</b>	<b>Officer Delegation</b>
25. Oversee the financial management and administration of the Council, including:- rating; council tax; grant aid applications; village hall grants; budgetary control; loan transactions; insurance matters; service charges; Members' allowances; attendance at conferences; etc.	Functional delegations to Executive Director and Chief Financial Officer - See Table 7.
26. Matters relating to employment of personnel and their conditions of service including:- training; early retirement / redundancy / ill health schemes; restructuring of service areas; the conduct of industrial relations through the Local Joint Employees Consultative Committee; Council and Employee Health and Safety matters.	Functional delegations to Chief Executive – See Table 7.
27. Oversee and make recommendations on all matters relating to the District Chairman, Civic hospitality and Member and Democratic Support and Legal Services.	
28. Identify the need for new services and to keep under review the necessity for existing ones.	
29. Oversee the financial administration and control policies.	
30. Responsibility for the administration of, and access to, the Council Tax Support Scheme.	
31. Review the treasury management strategy.	
32. Formulate an Economic Development Programme and to recommend to the Council adoption of policies which would fulfil the Programme.	
33. Make recommendations to other portfolios on specific proposals which would further the economic development of the area.	
34. Consider requests for financial or other assistance in connection with economic development issues in accordance with budget and the Development Strategy.	
35. Reclaim and regenerate derelict land.	

**TABLE 4**

<b>Key Functions</b>		<b>Officer Delegation</b>
36.	Recommend policies on and programmes to develop, promote and encourage culture, arts, museums, galleries and, archives.	
37.	Exercise the power and duties of the Council in relation to arts, entertainment and cultural services and to develop, promote and facilitate them.	Functional delegations to Executive Director – See Table 7.
38.	The provision and management of the District’s art collection, archives, and artefacts.	
39.	The management and operation of the Council’s markets.	
40.	All other matters not falling within the remit of another portfolio.	

***Climate Change and Biodiversity***

<b>Key Functions</b>		<b>Delegations</b>
1.	Monitor and develop the Council's policies in relation to sustainability and climate change.	
2.	Assist local businesses and employers in maintaining sustainable communities.	
3.	Energy conservation in respect of Council property and vehicles.	
4.	Environmental improvement including traffic implications.	
5.	Advise on rural management and encourage and promote policies and measures for the conservation of the countryside.	
6.	Responsibility for environment management systems.	
7.	Deal with air quality and the Council's responsibilities under the Environment Protection Act 1990.	Functional delegations to Executive Director – See Table 7.
9.	Oversee and administer media and public relations.	

**Communities**

<b>Key Functions</b>		<b>Delegations</b>
1.	Oversee the development review and implementation of the Community Safety Strategy.	
2.	Management and maintenance of CCTV systems.	
3.	Responsibility for all external partnerships.	
4.	Maintain contact with the Council's Citizens Panel.	
5.	Take responsibility for the approval and co-ordination of public consultation.	
6.	Responsibility for community development.	
7.	Consider, monitor and develop matters relating to the functions of the Licensing Section.	
8.	Responsibility for liaison with external organisations with regards to public health matters.	
9.	To act as the Council's Armed Forces Champion.	
10.	Carrying out the Council's responsibilities under the legislation relating to designated defective dwellings (Housing Act 1985).	
11.	Matters relating to Improvement Grants.	
12.	Accept or refuse statutory Undertakings, Closing Orders, Demolition Orders and cancel, determine or revoke such undertakings upon the dwellings being made fit for human habitation.	
13.	Approve or refuse applications for Well Maintained Payments and Owner-Occupiers Supplements, Home Loss Payments and Disturbance Payments.	Functional delegations to Executive Director – See Table 7
14.	Action under the provisions of the Protection from Eviction Act 1977.	

**TABLE 4**

<b>Key Functions</b>		<b>Delegations</b>
15.	Prepare and recommend for the Council's approval a Housing Strategy and subsequently manage it.	
16.	The endorsement of submissions to the relevant Government Office in respect of the Housing Strategy.	
17.	To agree or refuse mortgagee requests concerning the postponement of any legal charge in their favour.	Functional delegations to Executive Director – See Table 7
18.	Responsibility for the administration of, and access to, Housing Benefits.	
19.	Administer the Council's responsibility for the homeless.	Functional delegations to Executive Director – See Table 7
20.	Liaise with the Housing Corporate as appropriate.	
21.	Exercise of all functions under the Town and Country Planning Acts and related legislation affecting the policies and proposals for the development of land within the District.	
22.	Prepare the Local Development Framework for Council approval.	
23.	Liaison in respect of the Regional Spatial Strategy.	
24.	Restoration of derelict or unsightly land and conservation of the built and natural environment.	
25.	Designation of conservation areas and approval of enhancement schemes.	Functional delegations to Chief Executive Officer
26.	Archaeology, Listed Buildings and Historic Buildings, including grants.	Functional delegations to Chief Executive Officer
27.	Response to government legislation, consultation documents (i.e. consultations from other bodies), circulars, statutory instruments and planning policy guidance relating to planning, planning policies or planning in general including matters relating to Development Control except where standards of service and service delivery are concerned.	

**TABLE 4**

<b>Key Functions</b>		<b>Delegations</b>
28.	Exercise all the powers and duties conferred on the Council in relation to Building Control.	Functional delegations to Chief Executive Officer
29.	Deal with dangerous structures.	Functional delegations to Chief Executive Officer
30.	Deal with street naming/numbering and access and facilities for disabled persons.	
31.	Deal with general highway matters and maintenance of District Council car parking provision and enforcement; road safety activities, transport and new roads policy, concessionary fares, street closures and residents' parking schemes.	Functional delegations to Chief Executive Officer
32.	To fulfil the Districts' functions in relation to Common Land, Public Rights of Way and Countryside Access including the Staffordshire Moorlands Walks.	Functional delegations to Chief Executive Officer



**Customer Services**

<b>Key Functions</b>		<b>Delegations</b>
1.	Monitor, develop and review standards of customer care.	
2.	Monitor and develop access to services via communication systems, public reception areas, One Stop Shops, Contact Centre, etc.	
3.	Responsibility for the Council's work in ensuring compliance with Data Protection legislation.	
4.	Establish, implement, develop and monitor an ICT Strategy for the Authority and develop the Technical and Print Sections and act as the Council's E-champion.	
5.	Responsibility for the Council's Procurement Strategy.	
6.	Responsibility for the Council's work in ensuring compliance with the Equalities and Diversity agenda.	
7.	Democratic engagement and elections, including social inclusion.	

**Environment**

<b>Key Functions</b>		<b>Delegations</b>
1.	All functions carried out under the general description of Environmental Services including matters arising from the Council's obligations under any contract with Water Companies.	
2.	Prepare, monitor and develop a Recycling Strategy.	
3.	Deal with contaminated land and the Council's responsibilities under the Environment Protection Act 1990.	Functional delegations to Executive Director – See Table 7.
4.	Guide the overall management of the Council's services involved in the promotion of waste management, including recycling, refuse collection, street sweeping, public convenience cleaning, etc.	
5.	Review and manage the Council's vehicle fleet and the acquisition and disposal of vehicles and their maintenance.	
6.	Exercise the powers and duties conferred on the Council in respect of the Dog Warden Service and Pollution Control.	
7.	Exercise the powers and duties conferred on the Council in respect of the areas of public health and environmental issues including food inspections under the guidance from the Food Standards Agency, Inspection of Zoos etc.,	Functional delegations to Executive Director – See Table 7.
8.	Consider, monitor and develop matters relating to the functioning of the Land Charges Section.	

***Leisure and Sports***

<b>Key Functions</b>		<b>Delegations</b>
1.	Recommend policies on and programmes to develop, promote and encourage culture, including children's play, sport and physical exercise, informal recreation and visitor attractions, parks, open spaces, countryside and water.	
2.	The provision and management of the playing fields, recreation grounds, halls, pitches, bowling greens, tennis courts and running tracks in the District and undertake responsibility for their hire to outside bodies.	Functional delegations to Executive Director - See Table 7.
3.	The provision and management of Country Parks and other Countryside Sites, Open Spaces, Town Parks and Local Nature Reserves.	Functional delegations to Executive Director - See Table 7.
4.	The provision of Leisure Centres and their subsequent hiring and charging policies and operating hours.	Functional delegations to Executive Director - See Table 7.
5.	Monitoring of external undertakings providing services to the Council which fall under the remit of this Portfolio, i.e. grounds maintenance and leisure centre management.	

### ***Property and Tourism***

<b>Key Functions</b>	<b>Delegations</b>
1. Ensure that property owned or occupied by the Council yields the best possible return consistent with fulfilling its policies and statutory obligations through sale, letting or own occupation and to review rates on Staffordshire Moorlands District Council occupied property.	Functional delegations to Chief Executive Officer - See Table 7.
2. Ensure that all land and property is acquired to meet the Council's future requirements consistent with financial and statutory constraints.	
3. Maintain and review a property management information service to include all Council property and land.	
4. Manage all Council owned property with the exception of that which is service specific, e.g. Leisure Centres, Sports Pavilions and Grounds.	Functional delegations to Chief Executive Officer - See Table 7.
5. Manage all matters in respect of leases and tenancy agreements for land, buildings and shops including the enforcement of the conditions of such agreements.	Functional delegations to Chief Executive Officer - See Table 7.
6. Consider matters arising under Property Health and Safety Legislation.	
7. Design, prepare and manage contracts for building work of all corporate property including joint projects.	
8. Maintain and review an approved select list of Building/Engineering Contractors and Suppliers.	
9. To carry out a Strategic Property Review as part of the Asset Management Planning Function.	
10. Produce and review a Capital Strategy and Asset Management Plan for approval by the Council.	
11. Approve tourist information provision and promotional activities.	
12. Monitor and develop the Tourism Strategy.	