

Staffordshire Moorlands District Council – Cabinet Portfolio Service Function Responsibilities – May 2023

Portfolio Holder	Service Functions	Director	Head of Service
Leader	Communications	Chief Executive	OD & Transformation
Leader	Corporate Planning / Performance Management	Chief Executive	OD & Transformation
Leader	Risk Management	Chief Executive	OD & Transformation
Leader	Democratic Management	Executive Director (Governance and Commissioning)	Democratic Services
Leader	Cabinet / Executive Support	Executive Director (Governance and Commissioning)	Democratic Services
Leader	Scrutiny Panel / Select Committee Support	Executive Director (Governance and Commissioning)	Democratic Services
Leader	Civic Support	Executive Director (Governance and Commissioning)	Democratic Services
Leader	Equalities & Diversity	Executive Director (Governance and Commissioning)	Democratic Services
Leader	Legal Advice and Support	Executive Director (Governance and Commissioning)	Legal
Leader	Conveyancing	Executive Director (Governance and Commissioning)	Legal
Leader	Elections	Executive Director (Governance and Commissioning)	Legal
Leader	Standards and Governance	Executive Director (Governance and Commissioning)	Legal
Leader	FOI Requests	Executive Director (Governance and Commissioning)	Democratic Services
Leader	ICT Strategy and Operation	Chief Executive	OD & Transformation
Leader	Transformation / Project Management	Chief Executive	OD & Transformation
Leader	Data Protection	Executive Director (Place)	Communities and Climate Change
Leader	Information Governance	Chief Executive	OD & Transformation
Leader	Corporate Health & Safety	Chief Executive	Health & Safety Manager
Deputy Leader	Local Plan / Planning Policy	Executive Director (Place)	Development Services
Deputy Leader	Planning Applications	Executive Director (Place)	Development Services
Deputy Leader	Planning Enforcement	Executive Director (Place)	Development Services
Deputy Leader	Building Control	Executive Director (Place)	Development Services
Deputy Leader	Regeneration Project Development and Implementation	Executive Director (Place)	Regeneration
Deputy Leader	UK Shared Prosperity Fund	Executive Director (Place)	Regeneration
Climate Change and Environment	Arboriculture	Executive Director (Place)	Development Services
Climate Change and Environment	Climate Change Strategy and Response	Executive Director (Place)	Communities and Climate Change
Climate Change and Environment	Air Quality	Executive Director (Governance and Commissioning)	Environmental Health
Climate Change and Environment	Food Safety	Executive Director (Governance and Commissioning)	Environmental Health
Climate Change and Environment	Health and Safety	Executive Director (Governance and Commissioning)	Environmental Health
Climate Change and Environment	Pollution and Noise Control	Executive Director (Governance and Commissioning)	Environmental Health
Climate Change and Environment	Pest Control & Dog Warden Service	Executive Director (Governance and Commissioning)	Environmental Health
Climate Change and Environment	Land Charges	Executive Director (Place)	Development Services
Climate Change and Environment	Environmental Enforcement	Executive Director (Place)	Communities and Climate Change

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Communities	Community Leadership Scheme	Executive Director (Governance and Commissioning)	Democratic Services
Communities	Public Engagement & Consultation	Executive Director (Governance and Commissioning)	Democratic Services
Communities	Infection Disease & Virus Management	Executive Director (Governance and Commissioning)	Environmental Health
Communities	Housing Standards	Executive Director (Governance and Commissioning)	Environmental Health
Communities	Community Development	Executive Director (Place)	Communities and Climate Change
Communities	Community Safety	Executive Director (Place)	Communities and Climate Change
Communities	CCTV Monitoring	Executive Director (Finance & Customer Services)	Housing Services
Communities	Housing Advice and Allocations	Executive Director (Finance & Customer Services)	Housing Services
Communities	Homelessness inc. statutory duties	Executive Director (Finance & Customer Services)	Housing Services
Communities	Licensing	Executive Director (Governance and Commissioning)	Environmental Health
Communities	Safeguarding	Executive Director (Place)	Communities and Climate Change
Communities	Cemetery Administration	Executive Director (Governance and Commissioning)	Service Commissioning
Communities	Arts Strategy and Culture	Executive Director (Place)	Communities and Climate Change
Services	Asset Planning and Management	Executive Director (Place)	Assets
Services	Housing and Non-Housing Capital Project Management	Executive Director (Place)	Assets
Services	Repairs, Maintenance & Statutory Compliance in Public Buildings	Executive Director (Place)	Assets
Services	Commercial and Land Management	Executive Director (Place)	Assets
Services	Facilities Management	Executive Director (Place)	Assets
Services	Car Parking	Executive Director (Place)	Assets
Services	Public Conveniences	Executive Director (Place)	Assets
Services	Customer Enquiries	Executive Director (Finance & Customer Services)	Customer Services
Services	Service Request Administration and Resolution	Executive Director (Finance & Customer Services)	Customer Services
Services	Complaints Handling	Executive Director (Finance & Customer Services)	Customer Services
Services	Post and Print Services	Executive Director (Finance & Customer Services)	Customer Services
Services	Service Commissioning Strategy	Executive Director (Governance and Commissioning)	Service Commissioning
Services	Major Contract Management	Executive Director (Governance and Commissioning)	Service Commissioning
Services	Waste Collection, Street Cleansing and Grounds Maintenance Commissioning	Executive Director (Governance and Commissioning)	Service Commissioning
Services	Procurement	Executive Director (Governance and Commissioning)	Service Commissioning
Services	Fleet Commissioning	Executive Director (Governance and Commissioning)	Service Commissioning
Leisure and Tourism	Business Support and Development	Executive Director (Place)	Regeneration
Leisure and Tourism	Public Markets	Executive Director (Place)	Regeneration
Leisure and Tourism	Town Centre Co-ordination	Executive Director (Place)	Regeneration
Leisure and Tourism	Tourism and TIC / Visitor Centre Operation	Executive Director (Place)	Regeneration
Leisure and Tourism	Leisure Management	Executive Director (Governance and Commissioning)	Service Commissioning

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Leisure and Tourism	Parks Development & Strategy	Executive Director (Governance and Commissioning)	Service Commissioning
Leisure and Tourism	Countryside Park Management	Executive Director (Governance and Commissioning)	Service Commissioning
Leisure and Tourism	Levelling Up Fund	Executive Director (Governance and Commissioning)	Service Commissioning
Leisure and Tourism	Museums - Including Nicholson Museum and Art Gallery	Executive Director (Place)	Communities and Climate Change
Finance	Human Resources	Chief Executive	OD & Transformation
Finance	Internal Audit	Chief Executive	Audit
Finance	Corporate Governance	Chief Executive	Audit
Finance	Counter Fraud & Corruption Strategy	Chief Executive	Audit
Finance	Corporate Fraud Investigation	Chief Executive	Audit
Finance	National Fraud Initiative	Chief Executive	Audit
Finance	Covert Surveillance (RIPA) Policy	Chief Executive	Audit
Finance	Whistleblowing	Chief Executive	Audit
Finance	Financial Planning	Executive Director (Finance & Customer Services)	Finance
Finance	Financial Management	Executive Director (Finance & Customer Services)	Finance
Finance	Payroll	Executive Director (Finance & Customer Services)	Finance
Finance	Creditor Payments	Executive Director (Finance & Customer Services)	Finance
Finance	Treasury Management	Executive Director (Finance & Customer Services)	Finance
Finance	External Audit Liaison	Executive Director (Finance & Customer Services)	Finance
Finance	Council Tax and Business Rates Administration and Collection	Executive Director (Finance & Customer Services)	Revenues & Benefits
Finance	Local Council Tax Support Scheme	Executive Director (Finance & Customer Services)	Revenues & Benefits
Finance	Housing Benefits	Executive Director (Finance & Customer Services)	Revenues & Benefits
Finance	Collection and Recovery of Sundry Debts	Executive Director (Finance & Customer Services)	Revenues & Benefits