

CABINET MEMBER PORTFOLIO RESPONSIBILITIES

Cabinet Member for Resources

Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Legal, Governance and HR (including Electoral Services and internal staff Health and Safety).
- b) Audit.
- c) Current building management/office accommodation.
- d) Customer complaints, Freedom of Information and Data Protection/GDPR.
- e) Contact Centre.
- f) Shared service provision.
- g) Information and Communication Technology.
- h) Transformation Programme and service improvements.
- i) Mayoralty.

Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals,

including:

- a) Human Resources Strategy.
- b) Equal Opportunities Policy and Corporate Equality Statement.
- c) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- d) To work collectively with the Cabinet Member Environmental Services and Sustainability, the Cabinet Member for Housing and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) To approve the Corporate Equality Statement.
- b) Approval of the Council's Risk Management Strategy.
- c) Agree the annual cycle of meetings for implementation (in consultation with the Head of Governance, People and Performance).

Outside Bodies: They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies