

THE “EXECUTIVE” FUNCTION (THE LEADER AND THE CABINET)

Cabinet Member for Resources

Service Area Responsibilities:

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

- a) Legal.
- b) People HR and Organisational Development (including Corporate Health and Safety).
- c) Performance including Corporate dashboard, Customer complaints.
- d) Information Governance - Freedom of Information and Data Protection/ GDPR.
- e) Governance and Democracy, including Elections, and Councillors’ services (including equipment, training and support).
- f) Strategic Risk Management.
- g) Audit.
- h) Current building management/office accommodation.
- i) Contact Centre.
- j) Shared service provision.
- k) Information and Communication Technology.
- l) Transformation Programme and service improvements.

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 & 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