

RESOURCES

1. Finance

Subject	Detail	Delegated by:	Delegated to:
Capital Programme	To place with private firms any projects within the Capital Programme which it is not possible to undertake within the Council	Executive/ Leader	Heads of Service in consultation with the Procurement Manager
Car Loans	To deal with all applications for car loans including requests for the transfer of outstanding balances in the case of new appointments	Executive/ Leader	Head of Resources
Corporate Risk Register	To monitor, review and update the corporate and departmental risk registers	Executive/ Leader	Head of Resources in consultation with the Audit Board and the relevant Portfolio Holder
Debts	To write off irrecoverable debts: a. up to the value of £1,000 b. of between £1,000 and £2,500	a. & b. Executive/ Leader	a. Head of Resources b. Head of Resources with the agreement of the relevant Portfolio Holder
Local Government and Housing Act 1989	To make determinations under the following Schedules and Sections of the Act: <ul style="list-style-type: none"> • Part 1 Schedule 3 • Paragraph 9 (1) (b) Schedule 3 • Section 42 (2) (g) • Section 50 (3) (b) • Section 56 (1) • Section 60 (2) • Section 63 (1) 	Executive/ Leader	Head of Resources

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Maturity Mortgages	To deal with requests for the premature repayment of monies secured by maturity mortgages/local bonds	Executive/ Leader	Head of Resources
Tax Relief Reimbursement	To be an authorized signatory of the purpose of making formal claims to the Inland Revenue for the periodic reimbursement of tax relief granted by the Council	Executive/ Leader	Head of Resources
Utilities – Restoration or Continuance of Services	To deal in consultation with the relevant Portfolio Holder and generally in accordance with emergency procedures with applications received pursuant to the arrangements according to section 33 of the Local Government (Miscellaneous Provision) Act 1976 (Public Utility Services to Dwellings) and to take such action as may be necessary for the recovery of any payments made by the Council in pursuance of such arrangements	Executive/ Leader	Head of Resources or Head of Planning & Regeneration

2. Procurement

Subject	Detail	Delegated by:	Delegated to:
Approved Officers	To nominate Approved Officers to undertake procurement on behalf of the Council accordance with Contract Procedure Rules	Executive/ Leader	Chief Executive, Executive Directors, Deputy Chief Executive and Heads of Service
Contracts	To enter into contracts in accordance with Contract Procedure Rules	Executive/ Leader	Heads of Service
Select List	To decide the composition of Select Lists of contractors which are relevant to the Cabinet's work	Executive/ Leader	Chief Executive, Executive Directors and Heads of Service
Selective Tendering	To select contractors from an approved standing list of contractors	Executive/ Leader	Chief Executive, Executive

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Procedures			Directors and Heads of Service
Tenders	To engage in the formal tender process in accordance with Contract Procedure Rules	Executive/ Leader	Heads of Service

3. Revenues and Benefirs			
Subject	Detail	Delegated by:	Delegated to:
Cautions	To administer cautions to offenders as an alternative to court proceedings	Council	Officers authorised in writing by the Head of Resources
Council Tax	To act in Council Tax matters under the powers of Section 101 of the Local Government Act 1972	Council	Head of Resources
Court Proceedings	To select and authorise officers to appear before Magistrates Courts and Tribunals to: (a) represent the Council in the recovery of Council Tax and non-domestic rates monies due to the Council; (b) represent the Council before a Valuation Tribunal in consideration of any appeals which may arise concerning Council Tax and non-domestic rates	Council	Principal Solicitor or Head of Resources
Discretionary Rate Relief – National Non-Domestic Rates	To approve future Discretionary Rate Relief Awards subject to the criteria and policies of the Council	Executive/ Leader	Head of Resources
General Rate Act 1967	To sign agreements under section 72 of the Act on behalf of the	Executive/ Leader	Head of Resources

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	Council		
Housing Benefit	To deal with housing benefit determinations and notifications including the issue of written explanations and confirmations or amendments of previous determinations	Executive/ Leader	Head of Resources
Local Valuation Court	To appear for the Council at sittings of the Local Valuation Court	Executive/ Leader	Head of Resources
Rate Relief (Mandatory)	To determine applications for mandatory rate relief under Section 43 of the Local Government Finance Act 1988	Executive/ Leader	Head of Resources
Rent Allowances	To deal with cases to which Regulation 11 of the Housing Benefit (General) Regulations 1978 apply	Executive/ Leader	Head of Resources

4. Property Services

Subject	Detail	Delegated by:	Delegated to:
Applications for Planning Consent	To submit planning applications on behalf of the Council where necessary for any project	Council	Executive Director - Finance and Corporate Resources
Erection of Structures on Council land	To determine applications for consent for the erection of structures on land/properties on any land owned or managed by the Council, erection of which requires (under a covenant on the sale or lease of the properties), consent by the Council	Executive/ Leader	Executive Director - Finance and Corporate Resources
Leasehold Reform Act Notices	To serve notices and counter notices, institute proceedings and take any other necessary action under the Leasehold Reform Act 1967	Executive/ Leader	Executive Director - Finance and Corporate Resources

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Leases and Tenancies	To agree terms for, and accept the surrender of, leases or tenancies of properties allocated to his/her charge, in accordance with Council policy and the relevant legislation	Executive/ Leader	Executive Director - Finance and Corporate Resources
Management of Land	To manage, maintain and undertake relevant negotiations in respect of the Council's properties allocated to his/her charge, in accordance with the Assets Management Plan and relevant legislation	Executive/ Leader	Executive Director - Finance and Corporate Resources
Minor Matters affecting land	To deal with minor matters affecting lands and to authorise the signing or sealing of any related documents	Executive/ Leader	Executive Director - Finance and Corporate Resources
Notices relating to Land	<p>1. To give notice to quit and other notices for formal demands which are required in the interests of the Council</p> <p>2. To sign and serve notices and counter notice,:-</p> <p style="padding-left: 40px;">(a) determining leases, tenancy agreements and licences to occupy (except residential premises held under Part V of the Housing Act 1957) and</p> <p style="padding-left: 40px;">(b) under Part II of the Landlord and Tenant Act 1954 when the Council wishes to grant or oppose the grant of a new lease, tenancy or licence</p>	Executive/ Leader	<p>1. Executive Director - Finance and Corporate Resources</p> <p>2. Executive Director - Finance and Corporate Resources</p>
Purchase of Land	1. To agree terms for the acquisition of land or individual properties required for an approved scheme after consultation with Chief Officers	1. Executive/ Leader	1. Executive Director - Finance and Corporate Resources

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	<p>concerned complete the purchases where a capital scheme for the acquisition has been approved by the Council</p> <p>2. To buy buildings or land at the best price reasonably obtainable in accordance with the Assets Management Plan and relevant legislation</p>	2. Executive/ Leader	2. Executive Director - Finance and Corporate Resources
Repurchase of Former Council Houses	To waive the right to repurchase former Council houses under the pre-emption clauses and to substitute the discount provisions contained in the Housing Act 1980	Executive/ Leader	Executive Director - Finance and Corporate Resources
Recreational Land	To decide on arrangements for the access, usage & leasing of recreational land or facilities to parish councils and other organisations and to determine any applications for consents required under such leases.	Executive/ Leader	Executive Director - Finance and Corporate Resources and Head of Leisure and Culture
Right to Buy – Postponement of Statutory Charge	To determine requests for the postponement of the Council's statutory charge on property sold under the Right to Buy scheme	Executive/ Leader	Executive Director - Finance and Corporate Resources
Sale of Land	<p>1. To determine applications for the purchase and lease of small areas of land owned by the Council unless the Executive Director - Finance and Corporate Resources considers that the decision might be controversial or create an important precedent</p> <p>2. To sell buildings and land at the best price reasonably obtainable in accordance with the Assets management Plan and relevant legislation</p>	<p>1. Executive/ Leader</p> <p>2. Executive/ Leader</p>	<p>1. Executive Director - Finance and Corporate Resources</p> <p>2. Executive Director - Finance and Corporate Resources</p>
Spadesbourne Suite	To grant to local charitable organisations free use of the Spadesbourne Suite on up to 4	Executive/ Leader	Executive Director - Finance and Corporate

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	occasions per year		Resources
Temporary Use of Land	To take up any offer received from the Department of the Environment for the temporary use of properties acquired for road schemes provided that terms offered are satisfactory	Executive/ Leader	Executive Director - Finance and Corporate Resources
Use of Council facilities by the public	To approve the use of the Conference Room, Committee Room, Council Chamber and Spadesbourne Suite by external organisations and the public	Executive/ Leader	Executive Director - Finance and Corporate Resources
Use of Land	To determine applications for the use of small areas of land owned by the Council	Executive/ Leader	Executive Director - Finance and Corporate Resources

5. Human Resources

Subject	Detail	Delegated by:	Delegated to:
Grants and Honoraria	To make decisions on the payment of gratuities and honoraria to Council employees undertaking additional duties, provided budgetary provision exists	Council	Head of Resources
Posts – Addition, Deletion	Within the policy and budgets decided by the Council, to make decisions on the addition and deletion of posts and on adjustments to working conditions applying to particular posts (but not generally) insofar as it relates to a restructure which is not associated with the setting of the Council's budget	Executive/ Leader	Chief Executive
Posts – Grading	Within the policy and budgets decided by the Council, to make decisions on the grading of posts	Executive/ Leader	Head of Resources

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	and on adjustments to working conditions applying to particular posts (but not generally)		
Seminars and Conferences	To appoint the Council's representatives to meetings, seminars, conferences and other events which are not expected to be on-going	Executive/ Leader	Heads of Service
Appointment of Heads of Service	To make appointments (where appropriate in consultation with the Head of Paid Service)	Council	Executive Directors
Appointment of Executive Directors	To make appointments	Council	Chief Executive
Appointment of Staff (below the level of Head of Service)	To make appointments (where appropriate in consultation with the Executive Director(s))	Council	Heads of Service
Appeals	To consider and determine appeals in respect of discipline, dismissal, the exercising of delegations (in respect of pension matters) for staff below the level of Head of Service	Executive/ Leader	Any one of the following: Chief Executive, Deputy Chief Executive Directors, Heads of Service (other than Head of Resources) or a consultant selected by the Head of Resources
Appeals (Job Evaluation)	To consider and determine appeals in respect of salary grading	Executive/ Leader	Any officer of Head of Service level or above or a consultant selected by the Head of Resources
Careers Conventions	To make decisions on Careers Conventions and the Council's involvement in work experience and similar schemes, relating to the training of young people	Executive/ Leader	Head of Resources

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<p>Disciplinary and Capability Action</p>	<p>1. Within the Council's approved disciplinary and capability procedures and National Conditions of Service, to take disciplinary action against, (including dismissal of) the Head of Paid Service, s151 Officer or Monitoring Officer subject to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001.</p> <p>2. Within the Council's approved disciplinary and capability procedures, to take action against, (including dismissal of), Executive Directors, subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001.</p> <p>3. Within the Council's approved disciplinary and capability procedures, to take action against (including dismissal of) Heads of Service and Assistant Chief Executive subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001.</p> <p>4. Within the Council's approved disciplinary and capability procedures, to take disciplinary action against (including dismissal of) any member of staff in the department concerned below Head of Service level.</p>	<p>1. N/a</p> <p>2. Council</p> <p>3. Council</p> <p>4. Council</p>	<p>1. Council</p> <p>2. Head of Paid Service</p> <p>3. Chief Executive/ Head of Paid Service or Executive Directors</p> <p>4. Heads of Service</p>
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Early Retirement Payments	To exercise discretionary powers under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 to make a single lump sum payment (including any redundancy payment where necessary) of up to no more than 52 weeks actual pay to any employee in accordance with agreed criteria	Executive/ Leader	Chief Executive in consultation with Head of Resources and the relevant Portfolio Holder
Examination Success and other Achievements	Within the budget determined by Council, to make decisions on matters arising from examination success or other special achievements by Council employees	Executive/ Leader	Heads of Service in consultation with Head of Resources
Overtime Payments	Within the budget determined by Council, to approve payments for overtime working where staff are required to work such overtime in pursuance of the Council's obligations or objectives	Executive/ Leader	Chief Executive, Executive Directors, Deputy Chief Executive, Heads of Service
Pay Award	Within the budget determined by Council, to implement increases in respect of the annual cost of living pay award as negotiated and agreed by the National Joint Councils or the Joint national Council for all staff	Executive/ Leader	Head of Resources
Pay Protection	To determine an appropriate pay protection policy for all staff	Executive/ Leader	Head of Resources in consultation with the Chief Executive and Executive Director – Finance and Corporate Resources
Recruitment Scheme of Allowances	To review on a regular basis the Council's policy and allowance rate in respect of the recruitment scheme of allowances (moving house)	Executive/ Leader	Head of Resources

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Terms and Conditions of Employment	To determine HR policies and procedures and terms and conditions of employment (save where specified by statutory provisions) in respect of all staff (except the Chief Executive)	Executive/ Leader	Head of Resources
Travel Allowances	<ol style="list-style-type: none"> 1. To implement increases in respect of the lump sum and mileage allowance payable to all staff in accordance with circulars issued by the Joint National Council and National Joint Council 2. To implement and review increases in respect of subsistence allowances on an annual basis 	1. & 2. Executive/ Leader	1. & 2. Head of Resources