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.	Cabinet/Leader.	Assistant Directors in consultation with the Procurement Manager.
Corporate Risk Register.	To monitor, review and update the corporate and departmental risk registers.	Cabinet/Leader.	Director of Finance in consultation with the Audit Board and the relevant Portfolio Holder.
Debts.	To write off irrecoverable debts: a. up to the value of £2,500. b. over £2,500.	a. & b. Cabinet/ Leader.	a. Director of Finance and Assistant Director of Finance and Customer Services money b. Director of Finance with the agreement of the Leader of the Council.
Local Government and Housing Act 1989.	To make determinations under the following Schedules and Sections of the Act: • 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)	Cabinet/Leader.	Financial Services Manager
Maturity Mortgages.	To deal with requests for the premature repayment of monies secured by maturity mortgages/local bonds.	Cabinet/Leader.	Financial Services Manager.

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.	Cabinet/Leader.	Assistant Director of Finance and Customer Services
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.	Cabinet/Leader.	Assistant Director of Finance and Customer Services or Assistant Director of Planning, Leisure and Cultural Services.
S106 Monies	Authority to spend S106 monies up to a value of £200k to spend in line with the S106 agreement which caused the receipt of the S106 monies.	Council	The S151 Officer, after consultation with the Ward Member.

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.	Cabinet/Leader.	Chief Executive, Deputy Chief Executive, Executive Directors and Directors.
Contracts.	To enter into contracts in accordance with Contract Procedure Rules.	Cabinet/Leader.	Directors.
Select List.	To decide the composition of Select Lists of contractors which are relevant to the Cabinet's work.	Cabinet/Leader.	Chief Executive, Executive Directors and Directors.
Selective Tendering Procedures.	To select contractors from an approved standing list of contractors.	Cabinet/Leader.	Chief Executive, Executive Directors and Directors.

Tenders.	To engage in the formal tender process in accordance with Contract Procedure Rules.	Cabinet/Leader.	Directors.

3. Revenues and Benefits

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 Assistant Director of Finance and Customer Services.
Council Tax.	To act in Council Tax matters under the powers of S101 of the Local Government Act 1972.	Council.	Assistant Director of Finance and Customer Services.
Council Tax Support Scheme – Consultation	To carry out statutory consultation on the draft Council Tax Support Scheme in accordance with legislative guidelines.	Council	Assistant Director of Finance and Customer Services following consultation with the Portfolio Holder.
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 Assistant Director of Finance and Customer Services.
Discretionary Rate Relief - National Non-Domestic Rates.	To approve future Discretionary Rate Relief Awards subject to the criteria and policies of the Council.	Cabinet/Leader.	Assistant Director of Finance and Customer Services.
Essential Living Fund	To administer the Essential Living Fund in accordance with Council policy	Cabinet/Leader	Assistant Director of Finance and Customer Services and the Assistant

			Director of Community and Housing Services
Housing Benefit.	To deal with housing benefit determinations and notifications including the issue of written explanations and confirmations or amendments of previous determinations.	Cabinet/Leader.	Assistant Director of Finance and Customer Services and the Welfare Support Manager.
Council Tax Reduction	To administer the Council Tax Reduction scheme in accordance with Council policy (as determined by the Members)	Cabinet/Leader.	Assistant Director of Finance and Customer Services.
Reduction of Council Tax Payable	The powers to reduce the Council Tax payable on a case-by-case basis, as provided by Section 13A 1(c) of the Local Government Finance Act 1992	Cabinet/Leader	Director of Finance and and the Revenue Services Manager
Local Valuation Court.	To select and authorise officers to appear for the Council at sittings of the Local Valuation Court.	Cabinet/Leader.	Assistant Director of Finance and Customer Services.
Rate Relief (Mandatory).	To determine applications for mandatory rate relief under Section 43 of the Local Government Finance Act 1988.	Cabinet/Leader.	Assistant Director of Finance and Customer Services.
Council Tax Discretionary Council Tax Reduction Policy (including the long term empty premium) - Council Section 13a1(C) Policy	To reduce the Council Tax payable on a case-by-case basis, as provided by Section 13A 1 (c) of the Local Government Finance Act 1992.	Council	Assistant Director of Finance and Customer Services and the Welfare Support Manager

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.	Director of Finance
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.	Cabinet/Leader.	Director ofFinance
Leasehold Reform Act Notices.	To serve notices and counter notices, institute proceedings and take any other necessary action under the Leasehold Reform Act 1967.	Cabinet/Leader.	Director of Finance/ Assistant Director of Regeneration and Property
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.	Cabinet/Leader.	Director of Finance / Assistant Director of Regeneration and Property
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.	Cabinet/Leader.	Director of Finance / Assistant Director of Regeneration and Property
Minor Matters affecting land.	To deal with minor matters affecting lands and to authorise the signing or sealing of any related documents.	Cabinet/Leader.	Director of Finance / Assistant Director of Regeneration and Property
Notices relating to Land.	1. To give notice to quit and other notices for formal demands which are required in the interests of the Council. 2. To sign and serve notices and counter notice,:-	Cabinet/Leader.	1. Director of Finance / Assistant Director of Regeneration and Property 2. 2. Director of Finance / Assistant Director of

	(a) determining leases, tenancy agreements and licences to occupy (except residential premises held under Part V of the Housing Act 1957) and (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.		Regeneration and Property
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 concerned complete the purchases where a capital scheme for the acquisition has been approved by the Council. 2. To buy buildings or land at the best price reasonably obtainable in accordance with the Assets Management Plan and relevant legislation.	1. Cabinet/ Leader. 2. Cabinet/ Leader.	1. Director of Finance 2. Director of Finance
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.	Cabinet/Leader.	Director of Finance
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.	Cabinet/Leader.	Director of Finance and Assistant Director of Planning, Leisure and Cultural Services.
Right to Buy - Postponement of	To determine requests for the postponement of the Council's	Cabinet/Leader.	Director of Finance

Statutory Charge.	statutory charge on property sold under the Right to Buy scheme.		
Sale of Land.	1. To determine applications for the purchase, grants of easements, rights of way and other minor licenses of small areas of land owned by the Council, which is defined as: - less than half a hectare in size and with a value of less than £49,999 plus VAT/fees) - all garden licenses or grazing licenses regardless of the size of land in accordance with Council policy for Minor Land Disposal. 2. Following a Cabinet decision to declare as surplus, to sell buildings and land at the best price reasonably obtainable in accordance with the Assets management Plan and relevant legislation.	1. Cabinet/ Leader. 2. Cabinet/ Leader.	1. Director of Finance following consultation with the Ward Member(s). 2. Director of Finance
Parkside Suite	To grant to local charitable organisations free use of the Parkside Suite on up to 4 occasions per year.	Cabinet/Leader.	Director of Finance
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.	Cabinet/Leader.	Director of Finance
Use of Council facilities by the public.	To approve the use of the Committee Room and Parkside suite by external organisations and the public.	Cabinet/Leader.	Director of Finance

Use of Land.	To determine applications for the use of small areas of land owned by the Council.	Cabinet/Leader.	Director of Finance / Assistant Director of Regeneration and Property