

## FINANCIAL SERVICES

Finance			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	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	Cabinet	Head of Financial Services
	Corporate Risk Register	To monitor, review and update the corporate and departmental risk registers	Cabinet	Head of Financial Services in consultation with the Audit Board and the relevant Portfolio Holder
	Debts	To write off irrecoverable debts: <ul style="list-style-type: none"> <li>a. up to the value of £1,000</li> <li>b. of between £1,000 and £2,500</li> </ul>	a. & b. Cabinet	a. Head of Financial Services  b. Head of Financial Services 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"> <li>• Part 1 Schedule 3</li> <li>• Paragraph 9 (1) (b) Schedule 3</li> <li>• Section 42 (2) (g)</li> <li>• Section 50 (3) (b)</li> <li>• Section 56 (1)</li> <li>• Section 60 (2)</li> <li>• Section 63 (1)</li> </ul>	Cabinet	Head of Financial Services
	Maturity Mortgages	To deal with requests for the premature repayment of monies secured by maturity mortgages/local bonds	Cabinet	Head of Financial Services
	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	Head of Financial 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	Cabinet	Head of Financial Services or Head of Planning & Environment Services

		Dwellings) ad to take such action as may be necessary for the recovery of any payments made by the Council in pursuance of such arrangements		
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<b>Procurement</b>			<b>Delegated by:</b>	<b>Delegated to:</b>
	Approved Officers	To nominate Approved Officers to undertake procurement on behalf of the Council accordance with Contract Procedure Rules	Cabinet	Chief Executive, Executive Directors, Assistant Chief Executive and Heads of Service
	Contracts	To enter into contracts in accordance with Contract Procedure Rules	Cabinet	Heads of Service
	Select List	To decide the composition of Select Lists of contractors which are relevant to the Cabinet's work	Cabinet	Chief Executive, Executive Directors and Heads of Service
	Selective Tendering Procedures	To select contractors from an approved standing list of contractors	Cabinet	Chief Executive, Executive Directors and Heads of Service

	Tenders	To engage in the formal tender process in accordance with Contract Procedure Rules	Cabinet	Heads of Service
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<b>Revenues &amp; Benefits</b>			<b>Delegated by:</b>	<b>Delegated to:</b>
	Cautions	To administer cautions to offenders as an alternative to court proceedings	Council	Officers authorized in writing by the Head of Financial Services
	Council Tax	To act in Council Tax matters under the powers of Section 101 of the Local Government Act 1972	Council	Head of Financial Services
	Court Proceedings	To select and authorise officers to appear before Magistrates Courts and Tribunals to: <ul style="list-style-type: none"> <li>(a) represent the Council in the recovery of Council Tax and non-domestic rates monies due to the Council;</li> <li>(b) represent the Council before a Valuation Tribunal in consideration of any appeals which may arise concerning Council Tax and non-domestic rates</li> </ul>	Council	Senior Solicitor or Head of Financial 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	Head of Financial Services
	General Rate Act 1967	To sign agreements under section 72 of the Act on behalf of the Council	Council	Head of Financial 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	Head of Financial Services
	Local Valuation Court	To appear for the Council at sittings of the Local Valuation Court	Cabinet	Head of Financial Services
	Rate Relief (Mandatory)	To determine applications for mandatory rate relief under Section 43 of the Local Government Finance Act 1988	Cabinet	Head of Financial Services
	Rent Allowances	To deal with cases to which Regulation 11 of the Housing Benefit (General) Regulations 1978 apply	Cabinet	Head of Financial Services