

## **Scheme of Delegation to Officers**

### **Assistant Director (Resources and Performance)**

1. To be responsible for the administration of the financial affairs of the Council pursuant to Section 151 of the Local Government Act 1972 and to act generally as the Council's Chief Finance Officer under the terms of the Local Government Acts 1985 and 1988.
2. To undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance '.
3. To be responsible for the implementation and management of the Council's Risk Framework.
4. To ensure the collection of all income due to the Council and take all necessary action for the recovery of debts owed to the Council and to deal with irrecoverable amounts, as prescribed in the Council's Financial Regulations
5. To institute proceedings in a Magistrates Court for the purpose of recovering sums due under the General Rate Act 1967 and the Local Government Finance Acts of 1988 and 1992.
6. To be responsible for insuring all the Council's properties and other appropriate liabilities and settling all insured claims through the Council's insurers.
7. To ensure payment to all creditors, including loan interest recipients and employees of the Council.
8. To manage the Revenues and Benefits function, including being authorised to appoint appropriately qualified officers employed within the Anglia Revenues Partnership to:-
  - (a) make complaints to and appear before a Magistrates' Court in connection with summonses for non-payment of Council Tax and National Non-Domestic Rates and to take all steps and appear before a Magistrates' Court in connection with applications for the issue of warrants committing Community Charge, Council Tax and National Non-Domestic Rates debtors to prison;
  - (b) appear before any Valuation Tribunals held under the Local Government Finance Acts 1988 and 1992;
  - (c) appear before a County Court for the issue of a charging order under Sections 50 and 51 of the Council Tax (Administration and Enforcement) Regulations 1992;
  - (d) write off as irrecoverable any bad debt up to £500;

- (e) issue a formal caution and administrative penalty relating to Housing Benefit or Council Tax Benefit fraud;
- (f) exercise Section 109B and 109C powers under the Social Security Act 1992 (power to obtain information in relation to benefit fraud) and, under Section 110A of the same Act, the Chief Finance Officer to authorise further officers to exercise such powers;
- (g) obtain information, following consultation with the Chief Finance Officer and Deputy Finance Officer, relating to benefit fraud under the Social Security Fraud Act 2001;
- (h) administer the Localised Council Tax Support Scheme;
- (i) to make or object to proposals for alteration or addition to the Valuation List;
- (j) to obtain Certificates and to apply to the Valuation Officer for apportionment of the rateable value of partly occupied hereditaments under Section 25 of the General Rate Act 1967 and the Local Government and Housing Act 1989;
- (k) to deal with applications for the statutory rate relief for charities;
- (l) to make refunds of rates under Section 9 of the General Rate Act 1967 where the certificate of the Valuation Officer has been obtained;
- (m) to manage the Council's rating function including the acquisition of information required and the provision of information to ratepayers;
- (n) to seek advice on suspected Benefit and Council Tax fraud cases;
- (o) to deal with applications made under the Local Government Finance Act 1992 for Council Tax Reductions for Disabilities;
- (p) to fix the instalment dates for the payment of the Council Tax and for the National Non-Domestic Rates;
- (q) to determine applications for rating relief under Sections 43, 45 and 49 of the Local Government Finance Act 1988;
- (r) to operate and amend any appropriate list of qualifying properties under the Village Shops and Post Offices Rate Relief Scheme;
- (s) to determine first stage representations from claimants in respect of housing benefits;
- (t) to determine applications for Housing Benefits; and

- (u) to determine rent for Housing Benefit purposes, after consultation with the Assistant Director (Human Resources, Legal and Democratic Services) as appropriate.
9. To write-off as irrecoverable any bad debt up to £2,500 and write-off obsolete plant and equipment.
  10. To serve notices pursuant to the General Rate Act 1967 and Local Government Finance Acts of 1988 and 1992.
  11. To manage the Council's investments.
  12. To accept on behalf of the Council temporary and permanent loans.
  13. To determine the charges payable for letting accommodation in the Council's offices.
  14. To be responsible for preparing all financial accounts, statements, estimates and budgets for the Council.
  15. To manage the Council Tax functions including the provision of statutory information, and the billing, collection and recovery of sums due.
  16. To approve applications for Discretionary Rate Relief under the provisions of the Local Government Finance Act 1988 and in accordance with criteria laid down by the former Development and Finance Committee and subject to appeal to the Licensing and Regulatory Committee.
  17. To determine applications for rating relief (Hardship Relief) made under S49 of the Local Government Finance Act 1988 subject to appeal to the Licensing and Regulatory Committee and to an annual report to the Cabinet of decisions made.
  18. To pay allowances to Members in accordance with Council policy.
  19. To approve miscellaneous ex-gratia payments not exceeding £500 in any one case.
  20. To prepare and monitor the Capital Programme together with the available Capital Resources.
  21. To determine fees, after consultation with the Assistant Director (Planning and Regulatory) or Assistant Director (Human Resources, Legal and Democratic Services) as appropriate, pursuant to the following statutes:-  
  
Pet Animals Act 1951;  
Animal Boarding Establishments Act 1963;  
Riding Establishments Act 1964;  
Breeding of Dogs Act 1973;  
Zoo Licensing Act 1981;  
Dangerous Wild Animals Act 1976;  
Local Government (Miscellaneous Provisions) Act 1982;

Prevention of Damage by Pests Act 1949;  
Environment Act 1995;  
Dogs (Fouling of Land) Act 1996;  
Housing Grants, Construction and Regeneration Act 1996;  
Housing Act 1996;  
Licensing Act 2003;  
Housing Act 2004;  
Gambling Act 2005;  
Animal Welfare Act 2006

22. To determine applications for Housing Act advances for the acquisition, repair, conversion and improvement of dwellings.
23. To approve variations in the rate of interest payable on Housing Act advances.
24. To apply for Grant of Letters of Administration and act as the Council's nominee (with the Assistant Director (Human Resources, Legal and Democratic Services)) where the Council are creditors in the estate of a deceased person.
25. To determine, in consultation with the Assistant Director (Planning and Regulatory), all fees payable in relation to hackney carriages, their drivers, private hire vehicles and their drivers and operators.
26. To administer the Council's car loans and car leasing schemes.
27. To approve the payment of insurance settlements for a personal accident claim in consultation with the relevant Assistant Director and the Assistant Director (Human Resources, Legal and Democratic Services).
28. In consultation with the Assistant Director (Human Resources, Legal and Democratic Services), to waive the actuarial reduction on compassionate grounds in circumstances deemed appropriate, in accordance with Regulation 31 of the Local Government Pension Scheme Regulations 1997.
29. To pay any unspent payroll related budgets, on an opportunity basis, to the reduction of any deficit on the Pension Fund.
30. To make arrangements for the most advantageous timing, and phasing, of the payment of available Provisions for Credit Liabilities and Usable Capital Receipts into the Suffolk County Pension Fund, up to the approved limit, in consultation with the relevant Portfolio Holder.
31. To execute and administer treasury management decisions, in accordance with the Council's Treasury Management Policy Statement and Treasury Management Practices and, if he/she is a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.
32. To place any grant received through the Local Public Service Agreement initiative in a Community Development Reserve established for this

purpose and to amend the Capital Programme to include the capital element of the grant.

33. To transfer any unbudgeted specific grants received into the appropriate reserve. The level and use of this reserve account to be subject to further consideration by the Cabinet and, if required, full Council.
34. In consultation with the Portfolio Holder for Resources and Performance, and taking into account the required level of General Fund balances, to transfer excess interest earned over budget into an Interest Equalisation Reserve established for this purpose and, in order to minimise the impact of any adverse interest rate adjustments in the future, to transfer funds back from this Reserve into the interest budget, as required.
35. Exercise the proper administration of the Council's financial affairs, including, management of the Council's banking arrangements, debt, raising and repayment of loans, investments, pensions matters, leasing arrangements and the Council's insurance arrangements.
36. Undertake all investment transactions within the investment policy determined by the Council including the management of the External Investment Fund in liaison with any Fund Managers appointed by the Council.
37. Raise loans within the limits approved by Central Government and to use overdraft facilities to the limits agreed with the Council's bankers.
38. Manage the Council's loan debt and to raise and repay loans, together with other appropriate instruments, to give effect to the borrowing limits determined under Section 45 of the Local Government and Housing Act 1989 and in accordance with any other relevant controls imposed by Central Government, the Voluntary Code of Practice on Borrowing and the Council's policy decision to reschedule long term.
39. To exercise discretion in consultation with the relevant portfolio holder to use the Council's reserves as necessary.
40. To exercise the function of being the Council's Money Laundering Officer under the appropriate legislation.
41. Raise loans within the limits approved by Council and to use overdraft facilities to the limits agreed with the Council's bankers.
42. Negotiate terms for the Council's banking arrangements and report the outcome to the Portfolio Holder for Resources and Performance.