

DELEGATIONS OF AUTHORITY

Finance

This document replaces any previous delegations given in writing or verbally. It sets out the circumstances in which officers in the Finance Team are able to exercise delegated powers on behalf of the Director/151 responsible for the service. For the avoidance of doubt, the Deputy s.151 Officer is able to exercise all powers delegated to the s.151 and Chief Officer where:

- The s.151 officer is unable to act owing to absence or illness; and
- The matter is so urgent that it cannot await the return of the s.151 officer or
- There is an expedient need to apply a decision and the 151 officer is unavailable

If any matter is not urgent, officers are only entitled to act in the circumstances set out below.

Reference No	Function	Authorised Officer	Consultation/Limitation
G1 G2 G7 G8 G9 RR9	<u>General Matters – Executive Functions</u> G1 To act in all matters within their area of responsibility and to ensure the proper management and leadership of their Directorate and the functions administered by their Directorate. G2 Act as authorised officer, relating to the functions allocated to him/her, for the purposes of any Act of Parliament or Statutory Instrument. G7 Respond to consultation documents of a non-controversial nature. G8 Approve all work for third parties up to the value of £20,000.00 per contract or type of work; and agree the fees and charges for such work which must, as a minimum, be on a full cost recovery basis.	Chief Finance Officer and Deputy 151	

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	<p>G9 Authority to approve procurement and procurement methods in accordance with contract and procurement rules.</p> <p>RR9 Authority to make applications for external funding.</p>		
RR1 RR2 RR3 RR4 RR5 RR6 RR7 RR8 RR9 RR10 RR11 RR12 RR13 RR14 RR15 RR16 RR17	<p><u>Financial matters – Executive Functions</u></p> <p>RR1 Authority to negotiate and execute all financial and operating leases for items of plant and equipment in the Council's approved Capital Programme, together with any documents required pursuant thereto or in connection therewith. All leases to be effected in the name of the Council.</p> <p>RR2 All executive decisions on borrowing, investment or financing in accordance with CIPFA's Code of Treasury Management in Local Authorities.</p> <p>RR3 Authority to take all such decisions as may be required relating to the level of insurance cover for the Council and the placing of the cover with appropriate insurers.</p> <p>RR4 Authority to determine the local average mortgage interest rate.</p> <p>RR5 Authority to amend fees and charges following any variation in the rate of VAT.</p> <p>RR6 The taking of possession and subsequent resale of properties purchased with the aid of a Council mortgage.</p>	<p>Chief Financial Officer and Deputy 151</p>	<p>In consultation with the Portfolio Holder (RR2).</p>

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	<p>RR7 Authority to impose such penalties as are prescribed for failure to supply requested information or failure to make any notification required under the Local Government Finance Act 1992 including the power to impose further penalties, and to quash any penalty imposed.</p> <p>RR8 Authority to consider initial appeals against any penalties imposed.</p> <p>RR9 Authority to write off any sums due for any debt in line with the Financial Regulations.</p> <p>RR10 Authority to determine length, value, contract arrangements including extension of contracts for the Council's banking services.</p> <p>RR11 Authority to determine the Authority's course of action in defending insurance claims including agreeing settlement where appropriate.</p> <p>RR12 The determination of the extent and terms of any loans to voluntary bodies in the Borough, subject to the approval of the making of a loan and in accordance with the policy framework agreed by the Portfolio holder.</p> <p>RR13 Authority to determine any requests received from approved lending institutions to postpone the Council's discount provision charge under the Council's Right to Buy Scheme.</p>		<p>In consultation with the Portfolio Holder (RR13).</p>
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	<p>RR14 Authority to consider applications under Section 537 of the Housing Act 1985 and make appropriate.</p> <p>RR15 Authority to take urgent decisions in connection with the operation of the scheme under Part XVI of the Housing Act.</p> <p>RR16 Approval of Registration of Second Mortgages.</p> <p>RR17 The determination of the extent and terms of any loans to voluntary bodies in the Borough, subject to the approval of the making of a loan and in accordance with any policy framework agreed by the Portfolio Holder.</p>		<p>In consultation with the Portfolio Holder (RR14).</p> <p>In consultation with the Portfolio Holder (RR15).</p> <p>In consultation with the Portfolio Holder (RR16).</p>
<p>RR1 RR2 RR3 RR4 RR5 RR6 RR7 RR8 RR9 RR10 HHW14</p>	<p><u>Revenues and Benefits Matters – Executive Functions</u></p> <p>RR1 Power to grant applications for mandatory rate relief.</p> <p>RR2 Power to determine applications for discretionary new build relief.</p> <p>RR3 Power to determine applications for discretionary reoccupation relief.</p> <p>RR4 Power to determine applications for discretionary retail relief.</p> <p>RR5 Power to determine applications for discretionary transitional relief.</p> <p>RR6 Power to grant applications for other discretionary rate relief</p>	<p>Chief Financial Officer and Assistant Director of Welfare and Revenue Services as agreed with CFO.</p>	

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	<p>to be submitted to the Portfolio Holder for determination in the first instance and thereafter renewals to be delegated and any new application to be referred to the Portfolio Holder if they are clearly not subject to precedent.</p> <p>RR7 Authority to serve a Notice relating to completion of a new dwelling.</p> <p>RR8 Power to authorise legal action for the recovery of any amounts in arrears and owing to the Council.</p> <p>RR9 The powers of the Authority in connection with the billing for and the recovery of Council Tax, national non-domestic rates and sundry debtors including applications for summonses and liability orders and subsequent powers and such other matters as may be required by the Local Government Finance Act 1992 and Local Government Finance Act 1988 and Regulations made thereunder.</p> <p>RR10 The determination of the Council's Business Rates base.</p> <p>HHW14 Authority to take all decisions on Housing and Council Tax Benefits.</p>		
<p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>ACS12</p> <p>ACS13</p> <p>ACS 14</p>	<p><u>Staffing Matters – Non-Executive Functions</u></p> <p>7 Authority to approve honoraria within the terms of the National and Local Schemes.</p> <p>8 Approval of leave of absence for volunteer members of non-regular forces.</p>	<p>Chief Financial Officer</p>	<p>In accordance with the Council's Policy and in consultation with the Director responsible for Personnel (7).</p>

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<p>ACS 15 ACS 16 ACS 17</p>	<p>9 Authority to appoint to established posts.</p> <p>10 Authority to approve unpaid leave of up to 13 weeks duration.</p> <p>11 Authority to create a temporary post.</p> <p>ACS12 Authority to allow carry over leave beyond the permitted 5 days and additional paid or unpaid compassionate leave.</p> <p>ACS13 To authorise payment of occasional user car allowance.</p> <p>ACS14 Approval of post entry training grants and attendance at training courses in accordance with the Council's policies.</p> <p>ACS15 Authority to allow an appropriate amount of time away from work for family care which can be worked back over a reasonable length of time, the decision to allow time off to take into account both the business needs of the Authority and the individual's personal circumstances.</p> <p>ACS16 Authority to make minor adjustments to job descriptions, where they do not involve changes to grade or service conditions and do not give rise to any financial implications.</p> <p>ACS17 Authority to approve applications for a car purchase loan or a contract hire car within the approved scheme.</p>		<p>Following consultation with the Director responsible for Personnel (9 and ACS12).</p> <p>Provided that this can be accommodated within existing budgets and in consultation with the Director responsible for Personnel (11).</p> <p>In consultation with the Director responsible for Personnel (ACS16).</p>
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Dated:

24.03.2025

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A handwritten signature in black ink, appearing to read 'F. Whyley', with a horizontal line extending from the end of the signature.

Deputy Chief Executive:

Fran Whyley