

ANNUAL COUNCIL – 18 MAY 2017

ITEM NO. 9

**RESPONSIBILITY FOR FUNCTIONS AND REVISIONS TO THE
COUNCIL'S CONSTITUTION**

UPDATE

OFFICER DELEGATION – GOVERNANCE AND RESOURCES COMMITTEE

Subject	Act	Functions Delegated	Officer
Cheque Signatories		To sign cheques on behalf of the Council	Head of Corporate Services/Head of Resources/ Financial Services Manager
Council Tax Support Scheme	Local Government Finance Act 1992	The administration of the Council Tax Support Scheme (including decisions on the backdating of claims and determining amounts of Hardship Relief to be awarded under the scheme)	Head of Resources Benefits Manager (Arvato) Benefits Technical Officer (Arvato)
Housing Benefit First Tier Tribunals	The Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001 Tribunals, Courts & Enforcement Act 2007	Authority to represent the Council in appeal hearings at First Tier Tribunals convened by the Department of Justice	Benefits Manager (Arvato) Benefits Technical Officer (Arvato)
County Court Proceedings	-	Authority to represent the Council in hearings at County Court	Revenues Manager (Arvato) Business Rates Technical Officer (Arvato) Recovery Team Leader (Arvato) Operational Revenues Manager (Arvato) Senior Legal Assistant (Arvato)
Magistrates' Court	Local Gov Act 1972 S223 S1	Proper Officer to prosecute or defend on behalf of the Council in proceedings before Magistrates' Courts.	Senior Solicitor Solicitor Revenues Manager (Arvato) Business Rates Technical Officer (Arvato) Recovery Team Leader (Arvato) Operational Revenues Manager (Arvato) Senior Legal Assistant (Arvato)
Valuation Office Agency Hearings	Local Government Finance Act 1992	Authority to represent the Council in hearings at the Valuation Office Agency	Benefits Manager (Arvato) Benefits Technical Officer (Arvato) Business Rates Technical Officer (Arvato) Council Tax Technical Officer (Arvato) Revenues Manager (Arvato)
Procurement		To approve the procurement of goods and services in accordance with Contract Standing Orders and Financial Regulations	CLT