

## *Delegations to the Director of Finance*

### **E Delegations to the Director of Finance**

| <b>Function</b> | <b>Limits or restrictions on delegation</b>   |
|-----------------|---|
| E1              | To administer the financial affairs of the Council in accordance with section 151 of the Local Government Act 1972, section 114 of the Local Government Finance Act 1988, the Accounts and Audit Regulations 2011.  |
| E2              | To administer and manage or approve the management arrangements for the Council's payroll arrangements.   |
| E3              | To approve and oversee the management arrangements for the Council's tax liabilities including National Insurance, Value Added Tax etc.   |
| E4              | To opt to tax land and property transactions not affected by policy considerations.   |
| E5              | To administer and manage or approve the management arrangements for the Council's creditor payment, telephone transfers and CHAPS payments etc. arrangements.   |
| E5              | To collect non-domestic rates and Council Tax or any similar tax from those persons liable, to take such steps in relation to non-domestic rates and Council Tax as the Billing Authority are authorised or required to take and in particular, but without prejudice to the generality of the foregoing: -<br><br>(i) to institute, carry on or defend proceedings in relation to the collection or recovery of non-domestic rates, Council Tax and other charges;<br><br>(ii) to authorise the institution or defence of any proceedings or the taking of any steps in relation |

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|    | <p>to the valuation list or rating list which the Council are authorised or required to institute, carry on, defend or take;</p> <p>(iii) the imposition of penalties as provided for under the provisions of the Local Government Finance Acts 1988 and 1992;</p> <p>(iv) to take any necessary steps in representing the Billing Authority at Valuation Tribunals;</p> <p>(v) in respect of non-domestic rates, Council Tax and other charges to take any necessary steps in protection of the interests of the Council in connection with bankruptcies, receiverships and liquidations;</p> <p>(vi) to reduce or remit liability in accordance with sections 44A and 49 of the Local Government Finance Act 1988.</p> <p>(vii) to reduce or remit liability in accordance with S13A Local Government Act 1992.</p> |  |
| E6 | To administer the assessment and payment of Housing Benefit, the Localised Council Tax Support Scheme and the Sanctions Policy in respect of fraud.   | Developing and Supporting the Organisation Cabinet Team 28.06.02.                                |
| E7 | To approve exceptional hardship payments.   | Authority is further delegated to the Head of Benefits to approve Discretionary Housing Payments |
| E8 | To determine the individual claims for Housing Benefit, Localised Council Tax Support and rate relief and administer the relevant scheme and regulations.   |  |

## ***Delegations to the Director of Finance***

- To represent the authority at Housing and Localised Council Tax Support Appeals Tribunals.
- E9 To administer, collect, recover or issue all monies due to or from the Council to approve arrangements for the same and the setting of interest rates for mortgage advances for house purchases, improvements and conversions.
- E10 To manage, administer, monitor and report on day to day borrowing, investment or financing, in accordance with the CIPFA Code of Practice for Treasury Management in Local Authorities. To review and report on the Treasury Policy Statement.
- E11 To deal with all risk management and insurance matters and settle all insurance claims in accordance with terms agreed from time to time with the Council's insurers.
- E12 To make loans for vehicle purchase and to arrange leasing or contract hire as appropriate.
- E13 To supervise and administer the Council's banking arrangements.
- E14 To provide or approve the arrangements for financial advice and services on all matters relating to: -
- (i) the financial affairs of joint ventures, partnerships, companies and other arrangements in which the Council has an interest;
  - (ii) delegations of a financial nature to other bodies e.g. School Governors.
- E15 In conjunction with the relevant Director to agree to the application of monies

In accordance with report approved by Cabinet 20/03/07

## ***Delegations to the Director of Finance***

- recovered under the proceeds of Crime Act 2002 to a maximum of £30,000
- E16 To undertake functions in respect of the West Midlands Metropolitan Authorities Pension Fund.
- E17 To administer and manage or approve the management arrangements for the Council's procurement arrangements.
- E18 To deliver a full risk based internal audit service, based on the CIPFA Code of Practice for Internal Audit in Local Government.
- E20 To maintain a counter fraud service in order to promote raising fraud awareness and to investigate suspected cases of fraudulent activity, in partnership with the WM Police.