

## **SPECIFIC FUNCTIONS**

### **RESOURCES FUNCTIONS**

	<b>FUNCTION</b>	<b>EXERCISED BY</b>
(1)	<u>General Rate Act 1967</u>	Cabinet
	S.6 – amendment of the rate	Executive Director (Resources and Support Services) or his duly authorised representative
	S.9 – refund of overpayments	Executive Director (Resources and Support Services) or his duly authorised representative
	S.10 – certificates and statements as to rate	Executive Director (Resources and Support Services)
	S.25 – request for apportionment of rateable values on partly occupied hereditaments	Executive Director (Resources and Support Services) or his duly authorised representative
	S.48 – determination of applications for relief in respect of dwellings and mixed hereditaments	Executive Director (Resources and Support Services) or his duly authorised representative
	S.50 and Sch.10 – administration of the provisions for payment of rates by instalments	Executive Director (Resources and Support Services) or his duly authorised representative
	S.61 and 62 – service of notices for the recovery of rates from tenants and lodgers where unpaid by owners	Executive Director (Resources and Support Services) or his duly authorised representative
	S.72 – agreements on behalf of the rating authority of alterations to the valuation lists	Executive Director (Resources and Support Services)
	S.76 and 77 – appeals to the Valuation Tribunal and Lands Tribunal	Executive Director (Resources and Support Services)
	S.81(4) – institution, carrying on or defence of proceedings	Executive Director (Resources and Support Services)

	<p>S.87 – duty of rating authority to give effect to directions as to alterations of valuation lists</p> <p>Part VI – to take proceedings for the recovery of rates</p>	<p>Executive Director (Resources and Support Services) or his duly authorised representative</p> <p>Executive Director (Resources and Support Services) or his duly authorised representative</p>
(2)	<p><u>Rating (Disabled Persons) Act 1978</u> Determination of applications for relief under the above Act</p>	<p>Executive Director (Resources and Support Services) or any member of his Revenues Section</p>
(3)	<p><u>Social Security and Housing Benefits Act 1982</u> Calculation and granting of benefits under the statutory scheme</p>	<p>Executive Director (Resources and Support Services) or any member of his Revenues Section</p>
(4)	<p><u>Community Charge and National Non-domestic Rating</u></p>	
(i)	<p><u>Housing Benefit and Community Charge Benefit</u></p> <p><u>Social Security Act 1986</u> <u>Sch.10 Local Government Finance Act 1988</u> <u>Community Charge Benefit (General) Regulations 1989</u> <u>Social Security Contributions and Benefits Act 1992</u></p> <p>Calculation and granting of benefits under the statutory and local scheme</p>	<p>Executive Director (Resources and Support Services) or any member of his Revenues Section</p>
(ii)	<p><u>Community Charges</u></p> <p><u>Local Government Finance Act 1988</u> <u>Community Charge (Administration and Enforcement) Regulations 1989</u> <u>Community Charge (Administration and Enforcement) (Amendment) Regulations 1992</u> <u>Personal Community Charge (Students) Regulations 1989</u> <u>Local Government and Housing Act 1989</u> <u>Local Government Finance Act 1992</u> <u>Community Charge and Non-domestic Rating (Miscellaneous Provisions) Regulations 1992</u> <u>Local Government Finance Act 1992</u></p> <p>Calculation and granting of benefits under the statutory and local scheme</p>	<p>Executive Director (Resources and Support Services) or any member of his Revenues Section</p>

	Community Charge administration and enforcement, including attendance at Magistrates' Court and Valuation Tribunal	Executive Director (Resources and Support Services) or any member of his Revenues Section
(iii)	<p><u>Non-domestic Rating</u></p> <p><u>Local Government Finance Act 1988</u>  <u>Non-domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989</u>  <u>Non-domestic Rating (Discretionary Relief) Regulations 1989</u>  <u>Non-domestic Rating (Miscellaneous Provisions) Regulations 1989</u>  <u>Local Government and Housing Act 1989</u>  <u>Local Government Finance Act 1992</u>  <u>Community Charge and Non-domestic Rating (Miscellaneous Provisions) Regulations 1992</u>  <u>Local Government Finance Act 2012</u>  <u>Non-Domestic Rating (Rates Retention) Regulations 2013</u></p> <p>Administration, collection and enforcement of non-domestic rates, including attendance at Magistrates' Court and Valuation Tribunal</p> <p>Certification of the NNDR1 Return and approval of data contained therein</p>	<p>Executive Director (Resources and Support Services) or any member of his Revenues Section</p> <p>Executive Director (Resources and Support Services)</p>
(iv)	<p><u>Designation of CCRO</u>  S.26 Local Government Finance Act 1988</p>	Executive Director (Resources and Support Services)
(v)	<p><u>Financial Administration</u></p> <p><u>Local Government Finance Act 1988, SS.89-99 as amended by the Local Government Finance Act 1992</u>  Establishment, calculation and maintenance of the Collection Fund and General Fund</p>	Executive Director (Resources and Support Services)
(5)	<p><u>Council Tax</u></p> <p><u>Local Government Finance Act 1992</u>  <u>Council Tax (Chargeable Dwellings) Order 1992</u>  <u>Council Tax (Discount Disregards) Order 1992</u>  <u>Council Tax (Reductions for Disabilities) Regulations 1992</u>  <u>Council Tax (Exempt Dwellings) Order 1992</u>  <u>Council Tax (Administration and Enforcement) Regulations 1992</u>  <u>Council Tax (Reduction Scheme) (England) Regulations 1992</u></p>	

	The administration, collection and enforcement of the Council Tax, including attendance at Magistrates' Court and Valuation Tribunal	Executive Director (Resources and Support Services) or any member of his Revenues Section
(6)	<u>Local Authorities (Calculation of Tax Base) (England) Regulations 2012</u>  Calculation of the Council Tax Base	Executive Director (Resources and Support Services)
(7)	<u>Council Tax Benefit and Transitional Arrangements</u>  <u>Local Government Finance Act 1992</u> <u>Social Security Contributions and Benefits Act 1992</u> The administration, calculation and granting of Council Tax benefit	Executive Director (Resources and Support Services) or any member of his Revenues Section
(8)	<u>Local Government Act 1972</u> Section 151 – designation as officer responsible for the financial affairs of the Council	Executive Director (Resources and Support Services)
(9)	<u>Local Government and Rating Act 1997</u> To compile and maintain lists of rural settlements and to make available for inspection	Executive Director (Resources and Support Services)
(10)	<u>Social Security Administration (Fraud) Act 1997</u> To take action under the Act	Executive Director (Resources and Support Services)
(11)	<u>Bankruptcy and Liquidation</u> To prove debts and instigate insolvency proceedings	Executive Director (Resources and Support Services)
(12)	Acceptance of assignment of outstanding car loans of officers transferred to the Council's service	Chief Executive
(13)	Approval of applications for car leasing	Appropriate Executive Director
(14)	Administration of car leasing scheme and car loans	Executive Director (Resources and Support Services)
(15)	Responsibility for debt collection	Executive Director (Resources and Support Services)
(16)	<u>TREASURY MANAGEMENT</u>  Receive and approve all Treasury Management reports (particularly the Annual Report and day to day activities reports) and review all counter party lists for investment, including the Treasury	Full Council

	Management Strategy Report, including the Prudential Indicators for Treasury Management and the Council's Investment Strategy	
(17)	Undertake and review the Treasury Management function	Executive Director (Resources and Support Services) or his duly appointed representative
(18)	Ensure that the organisation of the Treasury Management function is adequate to meet current needs	Executive Director (Resources and Support Services)
(19)	Authorisation/certification of Treasury Management transactions	Executive Director (Resources and Support Services) or his duly appointed representative
(20)	Review and authorisation of leasing arrangements	Appropriate Executive Director
(21)	Settlement of insurance and warranty claims up to policy excesses or in full when self-funded from Insurance Fund	Chief Executive
(22)	<u>Housing Benefit and Council Tax Benefit</u> To give additional Housing Benefit and Council Tax Benefit in exceptional circumstances	Executive Director (Resources and Support Services)
(23)	To backdate entitlement to Housing Benefit and Council Tax Benefit in accordance with DSS guidance as to good cause	Executive Director (Resources and Support Services)
(24)	<u>Business Rates</u> To grant rate relief to charities	Executive Director (Resources and Support Services)
(25)	To determine applications for discretionary rate relief (including rural rate relief) within guidelines set by the Cabinet	Executive Director (Resources and Support Services)
(26)	<u>Recovery</u> To authorise the service of notices seeking possession of Council dwellings and notices to quit in respect of Council garages on the grounds of non-payment of rent	Executive Director (Resources and Support Services)
(27)	To approve IT scheme proposals up to £50,000	Executive Director (Resources and Support Services)
(28)	To make certifications to the Homes and Communities Agency with respect to Local Authority Housing Grant funded schemes (GA1 certificates)	Executive Director (Resources and Support Services)
(29)	To determine the local average interest rate to be charged on outstanding housing mortgages under the Housing Act 1985	Executive Director (Resources and Support Services)
(30)	To act as Receiver for the property of the mentally ill in the absence of an appropriate person	Executive Director (Resources and Support Services)
(31)	To impose Civil Penalties in accordance with Schedule 3 Local Government Finance Act 1992.	Executive Director (Resources and Support Services)