

[the words recommended for deletion are shown struck through and the words recommended for addition or insertion are shown in italics and underlined]

PART F.7 – SCHEME OF DELEGATION TO OFFICERS

SECTION 3 – FINANCE DIRECTORATE

STATUTORY DELEGATIONS –

(starts on page 14 of the June 2005 update)

Section 3 Finance Directorate – Scheme of Delegation
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To the Director of Finance

All Financial Services functions of the Council except those powers and responsibilities undertaken by the Executive Member with this portfolio or reserved to the Council or to Committees, Sub-Committees or Panels within their terms of reference. This delegation includes all the powers delegated to other senior officers within the Directorate and the Director shall be able to exercise those powers in the place of that senior officer.

Included within this delegation are:

- (a) At the request of the Director of Social Services, acting as Receiver appointed by the Court of Protection
- (b) All matters relating to the acquisition, disposal and management of land or interests in land, except the matters delegated to the Head of Property Services. This delegation to the Director includes:
 - (i) any decision to acquire or dispose of any property asset with a capital value equalling or exceeding £250,000 unless such a transaction is pursuant to a statutory requirement when the Director shall make the decision if the capital value equals or exceeds £500,000.
 - (ii) Any decision to agree rent, payable or receivable, in respect of property assets which are Council owned, occupied or leased and where the rent is to equal or exceed £100,000 per annum.
- (c) The statutory and non-statutory functions also delegated to the designated officers as listed below.

This delegation to the Director excludes any decision to acquire or dispose of any property asset with a capital value equalling or exceeding £3 million or which is otherwise a key decision. Such decisions are referred to The Executive unless the Leader allocates them to the appropriate individual Executive Member.

To the Head of Revenues and Benefits Benefits and Local Taxation

Authorising all enforcement functions, prosecutions and legal proceedings in the area of operational responsibility of the post including action to prevent fraud in relation to Housing Benefit and Council Tax. ~~Included in this delegation are the statutory and non-statutory delegations to the Head of Revenues and Benefits listed below.~~

To the Head of Property Services

All matters relating to the acquisition, disposal and management of land or interests in land, subject to the following exceptions:

1. Any decision to acquire or dispose of any property asset with a capital value equalling or exceeding £3 million or which is otherwise a key decision.
2. Any decision to acquire or dispose of any property asset with a capital value equalling or exceeding £250,000 unless such a transaction is pursuant to a statutory requirement (for example, Right-to-Buy sales under the Housing Act 1985). In cases where the transaction is pursuant to a statutory requirement the decision is still within the delegation to the Head of Property Services unless the capital value equals or exceeds £500,000.
3. Any decision to agree rent, payable or receivable, in respect of property assets which are Council owned, occupied or leased and where the rent is to equal or exceed £100,000 per annum.
4. Any decision concerning management or use of land held for the operational requirements of the officers of a Directorate. Any decision on the letting or disposal of such land shall be within the delegation to the Head of Property Services if the capital is below £250,000 and otherwise within the delegation to the Director of Finance unless a key decision.

Outside the scheme of delegation are:

- (i) Any acquisition of property assets involving the use of a Compulsory Purchase Order, and
- (ii) Any acquisition of land in advance of identified requirements.

Included in this delegation are the statutory and non-statutory delegations to the Head of Property listed below.

Schedule of abbreviations used in the Scheme of Delegations for the Finance directorate
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Director of Finance	DF
Head of Procurement	HPr
Head of Property	HP
Head of Corporate Finance	HCF
Head of Revenues and Benefits	HRB