

Delegation to Head of Finance and Revenues

- (1) ~~To determine the use of capital receipts in the future on the basis that the maximum amount of receipts allowed would be used for capital expenditure and no voluntary set aside would be made.~~
- (2) To determine changes to the rate of interest on mortgage loans etc under Section 438 and Schedule 16 of the Housing Act 1985 and in accordance with those provisions.
- (3) To countersign payments and sign instructions to the Council's Bank.
- (4) To agree and sign any contract agreement or other document with the (1) Council's Bank for the provision of banking services involving the giving of instructions by the Council to the Bank by electronic or similar means (whether any such instruction and/or information relate to the making or authorisation of any payment or other order).
- (5) That the Accountancy Manager (post holder 50360822) be authorised to countersign payments and sign instructions to the Council's Bank.
- (6) To exercise borrowing powers contained in the Local Government Finance Act 2003 (as amended) in accordance with the prudential framework for local authority capital investment.
- (7) To enter into leasing arrangements on behalf of the Council for items with an approved budget.
- (8) To take all actions he/she considers appropriate for recovery of Council debts.
- (9) To take all necessary administrative action involving the Council on pension matters.
- (10) To make all payments within the Council's Financial Regulations and/or legally payable.
- (11) ~~To implement decisions regarding pay for staff.~~
- (12) To grant loans for ~~car purchase~~ all salary-sacrifice schemes to persons coming within the Council's approved schemes.
- (13) To vary the Council's ~~contract car hire scheme~~ employee lease scheme to ensure compliance with HMRC rules ~~in line with variations to the National Joint Council Scheme.~~
- (14) To incur expenditure outside the provision of estimates in accordance with Financial Regulations.

- (15) To arrange all insurance policies (including maintaining a self-insurance reserve) and make payments in the settlement of any claim against the Council.
- ~~(16) To update the Use of IT and Social Media Policy as and when required.~~
- (17) To deal with all matters connected with the administration of Council Tax, Business Rates, Housing and Council Tax Benefits, and Council Tax Support excepting such matters as are expressly reserved by legislation for the Council to determine.
- (18) In consultation with the Finance and Resources Portfolio Holder, to approve Discretionary Rate Relief.
- (19) To take all actions he/she considers appropriate for recovery of Council debts, Business Rates, BID and Housing Benefit Overpayment.
- (20) To impose a civil penalty.
- (21) To reject an individual's appeal against liability and to pass the appeal to the Valuation Tribunal.
- (22) To back date an application for Housing Benefit or Council Tax Support.
- (23) To grant discretionary housing payments to customers in receipt of Housing Benefit or Universal Credit.
- (24) To grant hardship relief.
- (25) To authorise an Administrative Penalty in cases of an apparent fraudulent claim for Housing and/or Council Tax Benefit.
- (26) To insert advertising materials with Council Tax demands at his/her discretion.
- ~~(27) To grant rate relief in accordance with the policy with a right of appeal to the Cabinet.~~
- (28) To set the Council Tax Base for the Test Valley area.
- (29) That the Head of Finance and Revenues be authorised to issue authorisations pursuant to the Regulation of Investigatory Powers Act 2000.
- (30) That the following officers be authorised under Section 223 Local Government Act 1972 to appear on behalf of the Authority before a Magistrates Court in connection with Rating and Council Tax matters:
 - 50361481 Revenues & Welfare Manager
 - 50361484 Revenues & Welfare Compliance Officer
 - 50361485 Revenues & Welfare Compliance Officer
 - 50361550 Revenues & Welfare Compliance Officer
 - 50361536 Revenues & Welfare Team Leader
 - 50361482 Revenues & Welfare Team Leader
 - 50361268 Senior Revenues & Welfare Officer (Business Rates)
- (31) In consultation with the Finance and Resources Portfolio Holder, to approve the annual National Non Domestic Rates returns to Central Government.

- (32) In consultation with the Finance and Resources Portfolio Holder, to make routine amendments to the Local Council Tax Support Scheme where necessary in light of legislative change to Council Tax Support, welfare benefits and other related legislation.
- (33) In consultation with the Finance and Resources Portfolio Holder, to add new Discretionary Rate Reliefs into the Discretionary Rate Relief Policy where (a) such new relief is fully funded by government (including any cost of implementation) and (b) there is clear guidance as to which businesses are eligible for the relief.