

- (4) To monitor and review the Council's commitments under the Climate Local Scheme.

## Delegation to Head of Revenues

- (1) 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.
- (2) In consultation with the Finance Portfolio Holder, to approve Discretionary Rate Relief.
- (3) To require a Valuation Officer to apportion the value of partly occupied non-domestic hereditaments under Section 44A, Local Government Finance Act 1988.
- (4) To take all actions he/she considers appropriate for recovery of Council debts.
- (5) To impose a civil penalty.
- (6) To reject an individual's appeal against liability and to pass the appeal to the Valuation Tribunal.
- (7) To recover an overpayment of Housing or Council Tax Benefit.
- (8) To back date an application for Housing Benefit or Council Tax Support.
- (9) To grant discretionary housing payments to customers in receipt of Housing Benefit or Universal Credit.
- (10) To grant hardship relief.
- (11) To authorise an Administrative Penalty in cases of an apparent fraudulent claim for Housing and/or Council Tax Benefit.
- (12) To insert advertising materials with Council Tax demands at his/her discretion.
- (13) To grant rate relief in accordance with the policy with a right of appeal to the Cabinet.
- (14) In consultation with the Head of Finance, to set the Council Tax Base for the Test Valley area.
- (15) That the following post holders be authorised to issue authorisations pursuant to the Regulation of Investigatory Powers Act 2000.  
~~50361324~~ — ~~Acting Head of Revenues (Benefits, CSU)~~  
~~50681547~~ — ~~Acting Head of Revenues (Local Taxation and Project Enterprise)~~
- (16) 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:

~~50361531~~ — ~~Local Taxation Manager~~

[50361536 Assistant Local Taxation Manager](#)  
[50361539 Assistant Local Taxation Manager](#)  
[50361481 Revenues & Welfare Manager](#)  
[50361484 Revenues & Welfare Compliance Officer](#)  
[50361485 Revenues & Welfare Compliance Officer](#)  
[50361550 Revenues & Welfare Compliance Officer](#)  
[50361536 Revenues & Welfare Team Leader](#)  
[50361539 Revenues & Welfare Team Leader](#)  
[50361482 Revenues & Welfare Team Leader](#)

- (17) In consultation with the Head of Finance and the Finance Portfolio Holder, to approve the annual National Non Domestic Rates returns to Central Government.
- (18) In consultation with the Head of Finance and the Finance 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.