

### **Delegated authority to officers from the Head of Finance.**

Under part 3 of the Constitution the Head of Finance can delegate any of his/her functions to any appropriately experienced and/or qualified officer in his/her service. He shall be responsible for ensuring that a full list of Officers in receipt of such delegated powers is maintained on the Council's internal website. Any decision taken under this authority shall remain the responsibility of the Head of Finance and must be taken in the name of that Officer who shall remain accountable and responsible for such decisions.

Notwithstanding the obligation to maintain such an updated list where any matter is delegated to a particular Officer this Scheme of Delegation shall be constituted as referring to any Officer to whom those duties may have been assigned from time to time whether as a result of any management restructure or otherwise and howsoever the post may be named or designated.

After consultation with the Head of Governance the following delegations for Revenues and Benefits shall be in place:

<b>No</b>	<b>TITLE OF POSTHOLDER</b>	<b>FUNCTIONS DELEGATED</b>
RB1	Head of Governance Head of Finance Revenue and Benefits Manager Senior Manager Benefits Senior Manager Revenue Senior Officers	<ol style="list-style-type: none"><li>1. To authorise Officers to appear in legal proceedings on behalf of the Council in any proceedings at any Court, Tribunal or Inquiry in accordance with section 223 Local Government Act 1972 for Council Tax under The Local Government Finance Act 1992 and The Council Tax (Administration and Enforcement) Regulations 1992. For Non-Domestic Rates under The Local Government Finance Act 1992 and The Non Domestic Rating (Collection and Enforcement) Regulations 1989.</li><li>2. To sign document necessary for legal procedure or proceedings on behalf of the Council in relation to the aforementioned Act and Regulations [unless any enactment otherwise requires or authorises].</li><li>3. To negotiate and settle claims without recourse to court proceedings including the use of alternative dispute resolution in relation to the aforementioned Act and Regulations.</li></ol>

For the purpose of this delegation scheme the named officers are:

<b>Position title</b>	<b>Name of current position holder</b>
Head of Governance	Brian Keane
Head of Finance	Simon Freeman
Revenue and Benefits Manager	Donna Beechener
Senior Manager Benefits	James Straw
Senior Manager Revenues	Jan Smith
Senior Officer	Amanda Boon
Senior Officer	Cathy Mehew