

THREE RIVERS AND WATFORD JOINT COMMITTEE SCHEME OF DELEGATION

Three Rivers District Council and Watford Borough Council have agreed that the Joint Committee shall have delegated authority to exercise the following functions on their behalf:

Human Resources:

- Appointment of Officers other than head of paid service and chief officers
- Approval of terms and conditions of officers other than head of paid service and chief officers
- Management and administration of employee related services, pay, pensions, benefits, expenses and member allowances

ICT:

- Maintenance of ICT equipment
- Security of ICT equipment
- Obtaining of any necessary licences for use of ICT systems and programmes
- Training of staff working on ICT matters

Finance:

- Making payments on behalf of the Councils
- Maintaining the accounts of the Councils
- Maintaining the system of purchase orders
- Managing the operation of the Councils' insurances
- Issuing guidance and providing advice to members and officers of the Councils on the financial procedure rules of the Councils
- Providing training to officers working on financial matters
- Monitoring the Councils' prudent financial management and compliance with approved accounting practices and reporting to members on these matters
- Preparation of the Councils' annual statement of accounts
- Maintenance of the Councils record of assets
- Monitoring the financial administration of external partnerships and other organisations in which the Councils are involved
- Negotiation of insurances for the Councils
- Undertaking Housing Benefit and Council Tax Benefit and Corporate fraud investigations and prosecutions
- Virements within the Joint Committee's budgets
- Grant and redemption of mortgages
- Treasury management investments and borrowing

Revenues and Benefits:

- Issuing of Council Tax bills
- Issuing of National Non-Domestic Rates Bills
- Maintenance of data base for billing purposes
- Collection of payments of Council Tax and National Non-Domestic Rates
- Recovery of Council Tax and National Non-Domestic Rates
- Administration, assessment and payment of Housing Benefit and Council Tax Benefit
- Issuing of bills for recovering of Housing Benefit and Council Tax Benefit Overpayment
- Recovery of arrears of repayment of Housing Benefit and Council Tax Benefit Overpayment

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- Preparation of benefit subsidy claims
- Writing off of Housing Benefit and Council Tax Benefit overpayment in accordance with the policy of the relevant Council
- Compilations of returns to central Government relating to Revenues and Benefits
- Provision of administrative and support services relating to Revenues and Benefits
- Calculation of Council Tax Base
- Collection fund accounting
- Recommendation for approval applications for discretionary Council Tax and Housing Benefit claims
- Recommendation for approval applications for National Non-Domestic Rate Relief
- Recommendation for approval applications for discretionary National Non-Domestic Rate Hardship Fund
- Authorisation of officers to attend court for the purposes relating to prosecutions for non payment of Council Tax and National Non-Domestic Rates
- Approval of write-offs of bad debts within the scope of policies established by each Council for the write- off of bad debts.
- Recovery of debts

Delegation to Officers:

The powers delegated to Officers shall be exercised in accordance with or subject to:-

Such conditions as the Joint Committee may from time to time prescribe, and the Contract and Financial Procedure Rules of the Councils.

The necessary financial provision having been made

In the case of matters relating to staff the appropriate National or other conditions of service and any scales of remuneration approved by the Joint Committee

Matters are delegated to the post not the individual

No delegation shall be exercised by a member of staff with any sort of personal interest in a matter

Any function specified in this scheme to be exercised by an Officer can in the event that the decision is urgent and that Officer is unable to take the decision be taken by either of the two Directors

Matters Delegated to Directors and Heads of Shared Services:

Resources and Routine Expenditure:

- To be responsible for the day to day management of all material resources made available to them for the exercise of their functions within their area of responsibility including writing off damaged or surplus equipment up to a value of £5000. Any surplus equipment to be offered back to the Councils before being disposed of. In the event that it is not required by the Councils to dispose of it on the best available terms and entering into contracts subject to complying with the relevant Councils' contract procedure rules
- To incur expenditure up to the amounts approved in the budget subject to compliance with the Councils' Contract and Financial Procedure Rules
- To vire between cost centres within their area of responsibility subject to a maximum of £10,000 in any one year
- To vire between CIPFA sub-headings within an individual cost centre within their area of responsibility, subject to a maximum of £5,000 in any one year

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All virements subject to the caveat that the virement would not commit expenditure that would result in an overspend in any following financial year.

- To authorise payments of ex gratia sums up to £1000 in respect of any one occurrence, subject to compliance with the relevant Councils' policies and the payment met from the appropriate service budget

Staffing:

- To be responsible for the day to day management of all human resources made available for the exercise of functions within their area of responsibility including appointments, terminations, re-grades, training, discipline and dismissals subject to complying with the overall policy and structural requirements of the Joint Committee

Legal Proceedings:

- To authorise the Councils' legal representatives to negotiate any out of court settlements and accept terms on agreed on legal advice which are in the best interests of the Councils' for any legal proceedings which are within their area of responsibility (for the avoidance of doubt, in any proceedings involving a staffing matter the Head of Service who is responsible for the member of staff will be the authorised officer)

Matters Delegated to the Head of Finance Shared Services

- Release of contract bonds and other non investment bonds after notification by the appropriate chief officer or head of service
- The grant and redemption of mortgages
- To borrow such monies as the Councils are authorised to borrow
- To make internal and external investments of all monies available for investment and to vary such investments as and when necessary subject to complying with the investment policies of the respective Council
- To make payments of ex gratia sums up to £1000 in respect of any one occurrence not covered by insurance, subject to consultation with the relevant chief officer or head of service and the payment met from the appropriate service budget
- To deal with insurance claims
- To pay all certified sums due from the Councils
- To make petty cash reimbursements subject to a maximum of £100 per item inclusive of VAT
- To authorise officers to approve covert surveillance in accordance with the requirements of the Regulation of Investigatory Powers Act 2000

Matters Delegated to the Head of Revenues and Benefits

Rating

- To agree proposals with the Valuation Officer
- To approve applications for mandatory relief under section 40 of the General Rate Act 1967
- To make proposals for the alteration of the Valuation List
- To institute proceedings for the recovery of arrears of rates
- To approve applications for rate refunds under section 9 of the General Rate Act 1967 where appropriate certificates have been issued by the Valuation Officer
- To grant Temporary Rate Relief for partly occupied property under section 25 of the General Rate Act 1967

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- To write off debts in respect of rates that are not recoverable
- To grant rate relief under the Rating (Disabled Persons) Act 1978

Housing Benefit

- To agree or refuse a request to backdate the commencement of a claim within the legislation
- To set the level of a rent for calculation of rent allowance where the Rent Officer has stated that the accommodation is excessive for the claimant's purposes
- To determine exceptional circumstances cases
- To institute proceedings for the recovery of overpaid Housing Benefit either criminal or civil

Council Tax

- To institute proceedings for the recovery of Council Tax and Council Tax benefit
- To instruct bailiffs to execute liability orders to recover Council tax in appropriate circumstances
- To determine exceptional circumstances

National Non-Domestic Rate

- To institute proceedings for the recovery of National Non-Domestic Rate
- To instruct bailiffs to execute liability orders to recover the rate in appropriate circumstances
- To enter into agreements with ratepayers to discharge their liability where formal recovery proceedings are deemed inappropriate
- To issue completion notices to the owner of newly constructed non-domestic properties

Other Income

- To collect and account for all income due to the Councils
- To accept an offer made to clear a debt owed to either Council which falls short of the full amount billed provided that it is in the best interests of the particular Council to do so.
- To institute proceedings for the recovery of debts
- To write off debts that are not recoverable, subject to consultation with the relevant chief officer or head of service and the payment met from the appropriate service budget

Matters delegated to the Head of Human Resources

- To administer the respective Councils' schemes for car loans and car leases, cycle loans, and other staff travel permits
- To administer the respective Councils' childcare voucher scheme