

DELEGATIONS TO OFFICERS BY JOINT COMMITTEE – SCHEDULE 4

To the Head of the Shared Services

- 1.1 The issuing of Council Tax bills and bills for national non-domestic rates and the maintaining of appropriate data bases for those purposes.
- 1.2 The collection of payments of Council Tax and national non-domestic rates ('NNDR') provided that separate Collection Funds shall be maintained in respect of each Partner Council.
- 1.3 Recovery of arrears of Council Tax and national non-domestic rates including making arrangements for payments by instalments and the institution of legal proceedings, including authorising employees of the Host Authority working on behalf of the Joint Committee to appear before a Magistrates' Court.
- 1.4 The administration, assessment and payment of Housing Benefit, Discretionary Housing Payments and Council Tax Reduction , including authorising employees of the Host Authority on behalf of the Joint Committee to make determinations, notify determinations, notify determinations of overpayment, review a determination or extension of time for making representations or further review in relation to legislation relating to Housing Benefit, Discretionary Housing Payments and Council Tax Reduction.
- 1.5 The issuing of bills for collection of payments and recovery of arrears for Housing Benefit overpayments, including making arrangements for payments by instalments and institution of legal proceedings.
- 1.6 The compilation of all returns to Central Government relating to Revenues and Benefits.
- 1.7 Administrative and other support services required to ensure that functions set out in paragraphs 1.1 to 1.7 are carried out.
- 1.8 To engage such employees (to be employed by the Host Authority) as may be required in connection with the functions delegated in paragraphs 1.1 to 1.7 above and in respect of which budget provision has been made by the Joint Committee and the Partner Councils.
- 1.9 Subject to the Host Authority's Contract Standing Orders, to enter into contracts which are:
 - (a) Limited to the value of £150,000 in respect of revenue and £250,000 in respect of capital
 - (b) not likely to result in net expenditure beyond the amount remaining for that year under the appropriate budget heading for the proposed contract spend;
 - (c) not contracts for the acquisition or disposal of any interest in land.