



ABERDEEN

CITY COUNCIL

CORPORATE GOVERNANCE

DELEGATED POWERS

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DIRECTOR OF CORPORATE GOVERNANCE

HEAD OF FINANCE

1. General Powers delegated to the Head of Finance as Finance Officer''''

1.1 To act as Proper Officer for the purposes of Section 95 of the Local Government (Scotland) Act 1973 (proper administration of financial affairs).

1.2 To act as Treasurer for Grampian Police Joint Board.

1.3 Authorised to act as the proper officer in terms of the Local Government (Scotland) Acts 1973 and 1975, the Abolition of Domestic Rates etc. (Scotland) Act 1987, the Local Government Finance Act 1992 and associated delegated legislation for all administrative functions including preparation of the Assessment Roll, preparation and issue of rates notices, collection of rates, receiving and settling claims for exemption from rates, handling objections to rates levels and the abatement, remission or repayment of rates under the relevant rating provisions; and to deal with individual applications for discretionary Rating Relief within general policies adopted by the relevant Committee.

1.4 Authorised to act as the proper officer in terms of the Local Government Finance Act 1992 and associated delegated legislation for all administrative functions including the preparation and issue of Council Tax Notices, the collection of Council Tax, the handling of objections to assessments and the exemption, abatements or remission of charges.

1.5 Authorised to act as the proper officer in terms of The Social Security Contributions and Benefits Act 1992, The Social Security Administration Act 1992, The Child Support, Pensions and Social Security Act 2000, The Welfare Reform Act 2007 and associated Regulations and Orders relating to the administration of Housing and Council Tax Benefit, and the Discretionary Financial Assistance Regulations 2001.

1.6 To enquire into the financial standing of any organisation wanting to provide services with or for the Council in relation to any tender or contract.

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<#>To execute agreements for car loans.¶
<#>To determine applications for loan advances for purchase and improvement of dwellinghouses in accordance with Council policy.¶
<#>To implement changes in house loan rates.¶
To implement the Scheme of Members'

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<#>To approve the amount and payment of subsistence and travel expenses to Members undertaking business on behalf of the Council outwith the City of Aberdeen in accordance with regulations issued from time to time by the Scottish Government.¶
To manage the Council'

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2. Accountancy

- 2.1 To provide advice to the Council on the formulation of policies and strategies in respect of financial matters including the setting aside of surplus funds from reserves.
- 2.2 To develop the annual budget preparation strategy and financial monitoring procedures, including reporting on progress with Council approved saving targets.
- 2.3 To prepare and maintain a scheme of administration on Financial Regulations and discharge powers delegated to him/her in terms of the Regulations.
- 2.4 To prepare an Annual Unaudited Statement of Accounts for submission to Council, thereafter audited Accounts with an audit certificate and arrange for the publication of the annual accounts and the statutory audit.
- 2.5 To take appropriate action as part of the annual final accounts process to maximise the financial benefit to the Council within appropriate legislation, policies and regulations.
- 2.6 To liaise with the Council's External Auditors.
- 2.7 To submit all financial returns on behalf of the Council.
- 2.8 To prepare the Council's annual and longer term Capital and Revenue budgets.
- 2.9 To amend service budgets for new monies received or subsequent approvals during the year, with all such changes being recorded in the monitoring statements.
- 2.10 To determine the systems of accounting control and the form of accounts and supporting records, the Council's accounting policies and procedures. Where such are maintained within a Service other than the Office of the Head of Finance, the Head of Finance shall, before making any determination, consult with the Chief Officer/Head of Service concerned.
- 2.11 To authorise Services to write off stores differences.
- 2.12 To deal with individual applications for discretionary rating relief within general policies adopted by the Corporate Policy and Performance Committee.
- 2.13 To grant applications for relief under the Disabled Persons Rating Act in accordance with a general policy determined by the Corporate Policy and Performance Committee.
- 2.14 To determine applications for car loans under the Council's approved scheme and to execute agreements for car loans.
- 2.15 To determine applications for loan advances for purchase and improvement of dwellinghouses in accordance with Council policy.
- 2.16 To implement changes in house loan rates.
- 2.17 To decide on call-up loans, in consultation with the Head of Legal and Democratic Services, where borrowers have fallen into arrears with their house purchase loans.

- 2.18 To write off irrecoverable accounts of small value.
- 2.19 To control BACS and CHAPS transactions including directions for their authorisation.
- 2.20 To arrange lease financing arrangements.
- 2.21 To provide advice on any liability falling on the Council that is not otherwise covered by the Financial Regulations.

3. Expenditure

- 3.1 To pay all sums due to creditors subject to certification and authorisation by appropriate Service officers.
- 3.2 To approve the amount and payment of subsistence and travel expenses to officials undertaking business on behalf of the Council outwith the City of Aberdeen in accordance with the National Scheme of Conditions of Service.
- 3.3 To implement the Scheme of Members' Payment as approved by the Scottish Government.
- 3.4 To approve the amount and payment of subsistence and travel expenses to Members undertaking business on behalf of the Council outwith the City of Aberdeen in accordance with regulations issued from time to time by the Scottish Government.
- 3.5 To instruct the raising of any court proceedings, or the taking of any other legal action, in order to recover any sums owed to the Council and to instruct the enforcement of any court orders or decrees obtained in such proceedings or legal action.
- 3.6 To make payment of salaries, wages, compensation and other emoluments to all employees, retirement allowances to former employees, tax and national insurance contributions to the HMRC.
- 3.7 To determine the charges to be made for the provision of accommodation for Public Local Inquiries held in the Town House or other venue in the ownership of the Council.
- 3.8 To determine ex-gratia payments up to a value of £5,000 in respect of claims against the Council in consultation with the appropriate Head of Service and the Head of Legal and Democratic Services provided appropriate allowance is made in the approved estimates of the Council.
- 3.9 To authorise short notice civic hospitality requests in consultation with the Lord Provost and the Convener of the Finance and Resources Committee. (Also delegated to the Head of Legal and Democratic Services)
- 3.10 To ensure in conjunction with the Chief Executive, Directors and the Head of Procurement that there is a scheme of delegated financial limits in place.

4. Income

- 4.1 To make arrangements for the collection, payment and, where appropriate, recovery of all income due to or to be collected by the Council including council tax and business rates.
- 4.2 To oversee the administration of the Council's debtor write off procedures in line with Financial Regulations.
- 4.3 To make provision for doubtful debt as considered appropriate and may write off debt considered uncollectable up to individual value of £25,000 for business rates and £10,000 for all other debts without reference to Committee.

5. Insurance

- 5.1 To administer and manage Insurance matters within the Council.
- 5.2 Authorised to make arrangements with insurance companies concerning settlement of claims.

6. Treasury Management and Banking

- 6.1 To manage the Council's loan debt, including short and long term borrowing and all related activities ensuring funds are available for approved capital expenditure and day to day revenue expenditure.
- 6.2 To make the necessary arrangements for the Council's banking requirements including opening, closing and operating bank accounts, including authorised signatures, on behalf of the Council.
- 6.3 To operate the Council's bank accounts in accordance with the banking agreement approved by Committee and the bankers.
- 6.4 To take decisions on borrowing and investment in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management in Local Authorities.
- 6.5 To prepare and implement the Council's Treasury Policy Statement including revisions to the list and limit of approved counterparties for investment/lending transactions (Revision of Counterparty list) as agreed by the Finance and Resources Committee.
- 6.6 To make urgent changes necessary to the approved counterparties listing in consultation with the Director of Corporate Governance and thereafter report to Committee.
- 6.7 To report, to Committee, on an annual basis the future years treasury management strategy and the annual activity following the end of each year.
- 6.8 To engage specialist treasury management advisers and cash fund managers to support execution of the Council's approved treasury management policies, strategies and practices.

6.9 To invest surplus funds of the Common Good and other specific funds subject to any policy adopted by the Finance and Resources Committee.

6.10 To approve the rate of interest the Council is required to charge to borrowers with variable interest rates.

6.11 Authorised to act as Registrar of Stock Bonds and Mortgages, except for Negotiable Bonds and to appoint if required, any United Kingdom or foreign bank as a Register of Stocks, Bonds and mortgages raised either within or outwith the United Kingdom and whether in sterling or a foreign currency.

7. Pensions Administration

Powers delegated to the Head of Finance and Director of Corporate Governance in relation to the functions of the Pensions Panel.

7.1 To administer the Pension Fund as detailed in the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008, the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, the Local Government Pension Scheme (Transitional Provisions) (Scotland) Regulations 2008, the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 and the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 1998 (as amended).

7.2 To provide the Pensions Panel and Joint Investment Advisory Committee (JIAC) with all relevant information as is required to enable the committees to discharge their responsibilities in relation to the benefit administration and investment of the Pension Fund.

7.3 To prepare the budget and service plan.

7.4 To maintain the system of internal controls.

7.5 To prepare the Pension Fund annual review and the Aberdeen City Council financial statement of accounts.

7.6 To manage the triennial and interim actuarial valuations.

7.7 To manage the provision of FRS17 information on behalf of employers within the Pension Fund.

7.8 To manage the preparation of the Statements for the Funding Strategy, Governance Policy and the Communication Policy.

7.9 To ensure that the Pensions Service adheres to best practice.

7.10 In relation to the benefit administration of the Pension Fund:-

- Monitor developments which affect the administration of benefits
- Promote membership of the fund

- Manage the admission policy
- Collect and reconcile the employers and employee contributions
- Pay pensions benefits
- Maintain records in relation to the entire membership
- Devise and implement training, consultation and communication strategies with employers and scheme members
- Manage the AVC arrangements
- Approve early payment of retirement benefits on compassionate grounds in conjunction with the Pensions Manager and in consultation with the Convener of the Pensions Panel

7.11 In relation to the investment management of the Pension Fund:-

- Ensure awareness of the investment management environment and its possible impact on the Pension Fund
- With the assistance of external advisors prepare and monitor a strategic investment review of the Pensions Fund at least once every 5 years
- Implement investment reviews and strategic decisions
- Manage and prepare the Statement of Investment Principles
- Monitor the investment management structure and arrangements with regard to the Statement of Investment Principles
- Provide advice to members of the Pensions Panel and Joint Investment Advisory Committee in their role of appointing, retaining and terminating fund manager appointments
- Maintain records to monitor the investment performance of investment management of the Pension Fund
- Maintain a record of the Fund's Assets

7.12 Monitor the security and efficiency of the custodian in order to verify:

- The assets security
- The custodian's records of the Fund's assets agree with in-house and fund manager records
- The custodian's actions are in accordance with the agreement

7.13 Make recommendations to the Pensions Panel/Joint Investment Advisory Committee as to investment opportunities.

7.14 Manage the in-house private equity fund and cash flow.

DIRECTOR OF CORPORATE GOVERNANCE

HEAD OF LEGAL AND DEMOCRATIC SERVICES

1. To have the duty to initiate, defend or otherwise attend to the interests of the Council, including the authority to compromise, any action or other proceedings involving the Council, and to accept service of any document in connection therewith, if in his judgement it is appropriate in the Council's interest to do so.
2. To arrange for the waiver of conditions in titles to properties in Footdee reserving to the Council a right of repurchase, on the basis that no compensation will be payable to the Council, but that the Council's whole expenses in connection with the matter will be borne by the applicant.
3. Relative to the sale of Council houses under the Housing (Scotland) Act 1987 -
 - (i) To permit the taking of title in the joint names of the applicants and their spouses where the relevant statutory criteria are met.
 - (ii) To permit the inclusion as a joint purchaser of a person who does not satisfy the statutory criteria, and to permit the exclusion from the title or one or more joint applicants, provided in both cases that the granting of such approval is not in any way detrimental to the Council's interest.
 - (iii) To approve applications for consent to the letting of a dwellinghouse, following sale by the Council, when the letting is on a temporary basis.
 - (iv) To include in the Disposition a right of pre-emption in favour of the Council in cases involving houses specifically designed or adapted for occupation by disabled persons.
 - (v) To approve applications for the consent of the Council as security holders to minor exchanges of land as between two owners of former Council houses, where the Council's security is not adversely affected.
 - (vi) To decide whether to pursue recovery of any proportion of discount remaining repayable, following the sale of the house by a creditor following upon the default of the borrower.
 - (vii) To authorise and issue the service of Notices of Refusal in terms of Sections 68 and 69 of the Housing (Scotland) Act 1987 following an application by the tenant to purchase a house specifically designed for

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... (vii) To decide, in
consultation with the relevant
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Neighbourhood Services or
Head of Service for Shelter
and Environment, whether or
not to approve requests for
permission to keep normal
domestic pets in former
Council houses.

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occupation by a person of pensionable age whose special needs require accommodation of the kind provided by the house.

4. To instruct at the request of the Director of Housing and Environment, the carrying out at the Council's expense in the first instance, of the works necessary to comply with Notices on behalf of the Council in terms of the Housing (Scotland) Act 1987 and work notices and maintenance orders under the Housing (Scotland) Act 2006 and to take appropriate action to recover the costs from the parties concerned all subject to the maximum sum owing to the Council in respect of such works not exceeding such sum as may from time to time be determined by the Council.
5. In consultation with the Director of Housing and Environment to grant or decline applications for retrospective Landlords consent on condition that recognition is given to all other, including planning, consents and approvals have been obtained and subject, where an application is declined, to the applicant having the right to request that the matter be referred to Committee for consideration.
6. To serve on the owners concerned, at the request of the Director of Housing and Environment, Revocation of Demolition or Closing Orders in circumstances where properties have been restored to the tolerable standard.
7. To serve Closing Orders on appropriate vacant Below Tolerable Standard dwellings as may be requested by the Director of Housing and Environment.
8. To determine all applications for the grant, variation and renewal of licences, approvals, permits and registrations under (a) the Civic Government (Scotland) Act 1982 and its associated regulations but not in respect of applications for the grant of Street Trader (Hot Food) Licence (b) the Theatres Act 1968, (c) the Cinema Act 1985, (d) the Gambling Act 2005, Licensing (Scotland) Act 2005, (e) the Game Act 1860, except where (1) an objection to the application is lodged or adverse observations on the application are submitted by an official of a local or central government Department or Agency, or (2) the application involves special circumstances or unusual features.
9. To authorise the use of the Council's Crest in consultation with the Head of Service, Office of Chief Executive.
10. To instruct the raising of any court proceedings, or the taking of any other legal action, in order to recover any sums owed to the Council and to instruct the

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- 4. To approach the Scottish Government (1) at the request of the Head of Shelter and Environment and subject to the approval of the City Chamberlain to obtain an increase in the relevant cost limits in respect of repair and improvement grants, and (2) to seek a waiver in terms of Section 240(2)(b) of the Housing (Scotland) Act 1987 to enable approval to be given to an application for improvement grant in respect of the improvement or conversion of a house provided after 15th June, 1964.¶
- 5. To serve on the owners concerned, wher... [6]
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enforcement of any court orders or decrees obtained in such proceedings or legal action.

11. The immediate temporary suspension of licences under the Civic Government (Scotland) Act 1982 without a hearing where requested by the Chief Constable.
12. To approve vehicles which comply with the specification for licensing as wheelchair accessible taxis.
13. To grant non-contentious applications for licences for knife and sword dealers under the mandatory licence scheme.
14. To approve taxi meter types where the application is accompanied by the correct documentation and the taxi inspector is satisfied as to the accuracy of the meter after inspection.
15. To act as Clerk to the Licensing Board.
16. To advertise and sign approved road traffic orders and those orders at the stage of statutory consultation.
17. To promote temporary traffic orders.
18. To authorise the attendance of Councillors at conferences in Aberdeen where the conference fee is under £50.
19. To clerk the School Placings and Exclusion Appeals Committee.
20. To submit objections to the Licensing Board on behalf of the Special Licensing Objections Committee.
21. To make changes to the named elected member representatives (where a political composition has not been agreed) on the outside bodies list (this not being relevant where an appointment is required to be made at Council or Committee level.
22. To authorise short notice civic hospitality requests in consultation with the Lord Provost and the Convener of the Finance and Resources Committee. (Also delegated to the Head of Finance).

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DIRECTOR OF CORPORATE GOVERNANCE

HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

1. To approve and arrange for the application of all matters which conform to the national conditions of service and local conditions of service of all categories of employees of the Council, or in the opinion of the Head of Service are acceptable minor variations thereto acceptable to management, the employee and trade unions as appropriate.
2. To arrange for the application of national agreements and legislative requirements, and where appropriate the amendment of local conditions of service and contracts of employment of employees, subject to report to Committee prior to application of such changes where Management, employees or trade unions disagree with such changes or where such changes to local conditions of service could involve matters of principle or policy.
3. In conjunction with the Service Director, the creation of fixed term jobs within the Council where the duration of the contract is linked to available funding, including all costs. These positions will be filled in accordance with Council recruitment procedures.
4. To make provision for the corporate, generic, training and education needs of Council staff, as appropriate, from the central training budget. Services should make local provision for service or job related training.
5. To authorise requests for the extension of either full or half sickness allowance including teachers in exceptional circumstances in conjunction with the appropriate Heads of Service and where the costs of this extension can be met from within existing service budgets.
6. To authorise employee secondments of up to three months duration in connection with participation in disaster relief operations (subject to the exigencies of service and in consultation with the relevant Head of Service).

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¶ To advertise and sign approved road traffic orders and those orders at the stage of statutory consultation.¶

¶ To promote temporary traffic orders.¶

¶ To authorise the attendance of Councillors at conferences in Aberdeen where the conference fee is under £50. ¶

¶ To clerk the School Placings and Exclusion Appeals Committee.

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