

Head of finance

(Strategic finance, revenues and benefits, internal audit, exchequer services and procurement)

HEAD OF FINANCE		
Ref	Function	Consultation (where applicable)
1.0	FINANCIAL	
1.1	To receive and bank all income received by the council.	
1.2	To administer the statutory schemes for payment of housing benefit, rent allowances, rent rebates, council tax rebates and transitional relief, including the exercise of discretion in exceptional circumstances.	
1.3	To approve the issue of liability orders .	
1.4	To grant discretionary housing payments in accordance with the Child Support, Pensions and Social Security Act 2000.	
1.5	To administer sanctions and initiate proceedings in accordance with the Social Security Administration Act 1992 and the Theft Act 1968 and any future enactments.	
1.6	To authorise officers to obtain information from employers, etc. under Section 110A of the Social Security Administration Act 1992.	
2.0	DEBT COLLECTION	
2.1	To organise, administer and monitor the collection and recovery of sundry debts owed to the council, including penalty parking charges and to authorise the issue and service of all notices and demands concerning the same.	
2.2	Subject to any rules of court, to authorise those members of staff who may represent the council as advocates or as witnesses in any legal proceedings relating to the council tax community charge or housing benefit and in any other proceedings relating to any other locally levied or collected taxes fees and charges in court, public inquiries, tribunals or similar hearings or panels.	

HEAD OF FINANCE		
Ref	Function	Consultation (where applicable)
3.0	COUNCIL TAX, COMMUNITY CHARGE AND LOCAL TAXATION	
3.1	To administer the demand, collection and recovery of the council tax, community charges, rates and other locally levied or collected taxes.	
3.2	Subject to any rules of court, to authorise those members of staff who may represent the council as advocates or as witnesses in any legal proceedings relating to the council tax community charge and rates and in any other proceedings relating to any other locally levied or collected taxes fees and charges in court, public inquiries, tribunals or similar hearings or panels.	
4.0	BENEFITS	
4.1	To administer and determine all applications for housing, council tax, community charge or other benefits.	
4.2	To determine entitlement to concessionary fares and to organise, administer and maintain the concessionary fares scheme.	
4.3	To authorise criminal proceedings for housing and council tax benefit (SSAA 1992 and WRA 2007)	
4.4	To prosecute for offences relating to national benefits administered by the Department for Work and Pensions.	
4.5	To investigate national benefits (income support, jobseeker's allowance, incapacity benefit, state pension credit or employment and support allowance) in conjunction with investigating housing and council tax benefit in the same case.	
5.0	AUDIT	
5.1	Functions for maintaining an adequate and effective system of internal audit.	
6.0	COMMUNITY INFRASTRUCTURE LEVY	
6.1	In accordance with the Community Infrastructure Levy Regulations 59D to make payment to the towns and parishes	Head of planning

HEAD OF FINANCE		
Ref	Function	Consultation (where applicable)
	in respect of the Community Infrastructure Levy revenue received from: (a) 1 April to 30 September in any financial year – payment by 28 October (b) 1 October to 31 March in any financial year – payment by 28 April.	
6.2	To make payments to the towns and parishes in relation to the Community Infrastructure Levy Regulation 59 and 59D and approve payments (by 28 October and 28 April in any financial year) to the relevant receiving town or parish council or parish meeting.	Head of planning
6.3	To negotiate and enter into funding agreements with Oxfordshire County Council and Oxfordshire Clinical Commissioning Group or other public health care providers regarding the release of Community Infrastructure Levy funds.	
6.4	To determine applications for funding in line with the appropriate approved Community Infrastructure Levy Spending Strategy for funds allocated in the capital programme.	Head of planning, plus Cabinet member for amounts greater than £20,000
6.5	In accordance with the Community Infrastructure Levy Regulation 59(F), to approve projects submitted by parish meetings and spend of associated funding either directly to the parish meeting or through a third party, subject to consultation with the head of planning and the head of finance.	Head of planning
6.6	To collect Community Infrastructure Levy revenue and calculate the chargeable amount under Regulation 40 of the Community Infrastructure Levy Regulations 2010. Appropriate budgets must be created as follows in accordance with the financial procedure rules: (a) for the administration of Community Infrastructure Levy (5 per cent of the Community Infrastructure Levy revenue) (b) for the towns and parishes (15 or 25 per cent of the Community Infrastructure Levy revenue) (c) for the district council (remainder of the Community Infrastructure Levy revenue).	
6.7	In accordance with the Community Infrastructure Levy Regulations 59D to make payment to the towns and parishes	Head of planning

HEAD OF FINANCE		
Ref	Function	Consultation (where applicable)
	in respect of the Community Infrastructure Levy revenue received from: (a) 1 April to 30 September in any financial year – payment by 28 October (b) 1 October to 31 March in any financial year – payment by 28 April.	
6.8	To make payments to the towns and parishes in relation to the Community Infrastructure Levy Regulation 59 and 59D and approve payments outside of the prescribed payment cycle where a town or parish council has requested that the council retains all or part of the parish's allocation.	Head of planning
6.9	To recover Community Infrastructure Levy under Regulation 59E, the reimbursement of expenditure incurred and repayment of loans under Regulation 60, the collection of administrative expenses under Regulation 61, the reporting under Regulation 62 of the Community Infrastructure Levy Regulations 2010, the publishing of the annual infrastructure funding statement under Schedule 2 the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019	Head of planning
6.10	To deal with liability notices under Regulations 31 to 39 of the Community Infrastructure Levy Regulation 2010.	
6.11	To deal with exemptions and reliefs from the Community Infrastructure Levy under Regulations 41 to 45, 47 to 49 to 53, 54 to 54D, 55 to 57 of the Community Infrastructure Levy Regulation 2010.	
6.12	To deal with notices of chargeable development, liability notices, demand notices and infrastructure payments under Regulations 64 to 79 of the Community Infrastructure Levy Regulation 2010.	
6.13	To impose surcharges and interest under Regulations 80 to 88 of the Community Infrastructure Levy Regulation 2010.	
6.14	To deal with the recovery of the Community Infrastructure Levy including stop notices, liability orders and other enforcement mechanisms under Regulations 89 to 111 of the Community Infrastructure Levy Regulations 2010.	
7.0	MISCELLANEOUS	

HEAD OF FINANCE		
Ref	Function	Consultation (where applicable)
7.1	To exercise discretion in waiving the repayment of renovation and associated housing grants .	
7.2	Until 6 May 2021, to sign any document that is necessary to any legal procedure or proceedings on behalf of the council, unless any enactment otherwise authorises or requires, or the council has given requisite authority to some other person.	Democratic Services Manager
7.3	Until 6 May 2021, to attest the affixing of the common seal to any document that needs to be sealed.	Democratic Services Manager