SECTION S– CORPORATE DIRECTOR OF FINANCE AND RESOURCES

1. All of the following matters except those reserved to Member-level meetings:

1.1 Corporate and Strategic Finance including:

- Financial advice and support including production of the annual Statement of Accounts and budget details
- Management of the Capital Programme
- Approving the roll-over of unspent capital and associated revenue expenditure
- Overall responsibility for all aspects of financial transactions, including authorising signatures
- Overall responsibility for debt write-offs and approving those that fall under delegated officer responsibilities
- The Council’s overall Pensions arrangements including:
  - Investments on behalf of the Council and the Pension Fund, including sale/disposal of investments as well as new investments.
  - Complying with the statutory rules governing the investment of Local Government Pension Scheme (LGPS) assets, including the various policy documents, actuarial valuation and statements required under the regulations.
  - Reviewing and taking action on actuarial valuations.
  - Alerting the Council to any problems with the funding level or the administration of the Fund in accordance with section 151 responsibilities.
  - Ensuring audit and governance arrangements.
  - Ensuring the effective administration and preparation of the accounts including the Annual Statement of Accounts and Annual Report for the Pension Fund.
- Integrated Business Planning and the Medium Term Financial Strategy
- Managing investments on behalf of the Council
- Management of the Council’s Pension Fund

1.2 Audit and Risk including:

- Internal Audit
- Insurance
- Risk Management
- Corporate Anti Fraud
- Whistleblowing
- Corporate Complaints

1.3 Regeneration including:

- Spatial Planning and Environmental Sustainability
- Area Planning
- Development Control
- Transport Strategy
- Land Charges
- Town Centres
- Tree Preservation and specifically issuing interim Tree Preservation Orders and confirming unopposed Tree Preservation Orders
1.4 **Asset and Commercial Services including:**

- Design & Surveying
- Decent Homes Delivery
- Asset Management (Civic Buildings)
- Housing Development & Partnership
- Property Services
- Capital Programme Delivery
- Corporate Programme Management
- Facilities & Cleaning
- Corporate Security
- Fire Safety
- Architectural
- Mechanical and Electrical Design
- Building Maintenance and Safety
- Right to Buy
- Emergency Planning
- Commercial Services (management of major council contracts)
- Client Management functions for the Elevate contract in relation to:
  - Revenue and Benefits services, including collection of rents, Council Tax, NNDR and miscellaneous income, administration of Housing and Council Tax Benefit, Free School Meals, Student Grants (up to 2010/11), Clothing Grants and Benefit Fraud investigations and determining appeals for Non-Discretionary Domestic Rate Relief
  - Corporate Procurement
  - Accounts Payable

1.5 **Customer Strategy, ICT and Transformation including:**

- Information Governance including Freedom of Information and Data Protection
- One B&D and Transformational Programme
- Registrars (Births, Deaths and Marriages)
- Complaints (with the exception of Corporate Stage 3 Complaints and Ombudsman cases, including agreeing compensation over £250 up to £5,000 in respect of any service area, which are the responsibility of the Chief Executive)
- Client Management functions for the Elevate contract in relation to:
  - ICT Services
  - Customer Access and Contact via OSS, Contact Centre and web

1. Assisting, where required by the Chief Executive, to discharge his/her Corporate responsibilities in relation to leading on all strategy and policy development, service co-ordination and performance management to ensure the overall effectiveness of the Council’s services.

3. **Proper Officer Functions**

3.1 Appointed to carry out the function of the Chief Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
3.2 Managing the provision of an emergency service and assisting the Chief Executive with the responsibility of the Council's Major Emergency Contingency Plan.

(Contact Officer: Group Manager, Democratic Services: Tele: 020 8227 2135)