

## 8. Director of Resources

<b>Authorised by</b>	Simon Higgins, Director of Resources
<b>Date last updated</b>	19 <sup>th</sup> March 2024

### (a) Legal

<b>Delegated Matter</b>	<b>Officer Level</b>
Senior Information Risk Owner	Director of Resources
Deputy Senior Information Risk Owner	Chief Legal Officer
Senior Responsible Officer for codes of practice and guidance related to the Regulation of Investigatory Powers Act 2000	Chief Legal Officer
To initiate, defend, participate, or to authorise an officer to participate and represent the Council in any legal proceedings in respect of any matter relating to the functions of the Council or Executive (including the service of any notice or order or the exercise of any power of entry) in any case where such action is necessary to give effect to decisions of the Council, its Committees, Executive, any Portfolio Holder or any person exercising delegated powers under this Scheme or in any case where the Chief Legal Officer considers that such action is necessary to protect the Council's interests	Chief Legal Officer
To authorise officers in writing to represent the Council in proceedings before the Court for the grant and renewal of authorisations relating to: <ul style="list-style-type: none"> <li>• directed surveillance;</li> <li>• use of covert human intelligence sources; and</li> <li>• acquisition of communications data</li> </ul> <p>Pursuant to S23A, S23B, S32A, and S32B of the Regulation of Investigatory Powers Act 2000.</p>	Chief Legal Officer
To authorise officers to represent the council in the magistrates court for all matters relating to the recovery of council tax and non domestic rates. including; <ul style="list-style-type: none"> <li>• Institute or defend proceedings for the recovery of council tax, or in connection with liability for the application of discounts and exemptions,</li> <li>• Requests for statutory information for distraint, attachment of earnings orders, attachment of benefit orders, committal to prison, application and issue of charging orders, issue proceedings for winding up or bankruptcy.</li> </ul>	Chief Legal Officer

<b>Delegated Matter</b>	<b>Officer Level</b>
To exercise any powers and duties in relation to matters relating to electoral registration or elections, except always those matters reserved to the Council under the Constitution	Chief Legal Officer
In accordance with Chapter 3 of the Localism Act 2011 and relevant regulations, power to review any decision to, and to consider and determine appeals against decisions to, list land or property as Assets of Community Value	Chief Legal Officer
In accordance with Chapter 3 of the Localism Act 2011 and relevant regulations, power to conduct an internal review of a claim for compensation arising from decisions to list land or property as Assets of Community Value	Reserved to Director of Resources

**(b) Finance**

<b>Delegated Matter</b>	<b>Officer Level</b>
To authorise officers to: <ul style="list-style-type: none"> <li>Determine, impose and quash penalties on behalf of the charging authority.</li> <li>Refund overpayments plus interest, as appropriate.</li> <li>Grant discretionary rate relief under section 47, Local Government Finance Act 1988 in accordance with any council agreed scheme.</li> </ul>	Chief Finance Officer
To assess the insurable risks of the council and ensure the council has adequate insurance cover	Chief Finance Officer
To enter into new insurance service arrangements subject to the satisfactory outcome of a due diligence process	Chief Finance Officer
To determine the decision-making authority limits for claims within the council's insurance programme	Chief Finance Officer

**(c) Management of property and assets**

<b>Delegated Matter</b>	<b>Officer Level</b>
To act as the Port of Workington Duty Holder	Director
To act as the Council's corporate property officer and commissioner of all property and related facilities management services	Assistant Director of Assets and Fleet
To be responsible, in accordance with any Council policies, for all land and property asset management matters in respect of all land and property asset	Assistant Director of Assets and Fleet Head of Property Services

Delegated Matter	Officer Level
management matters in respect of all land, buildings and property held by the Council	
To determine land and property is disposed of in accordance with section 123 of the Local Government Act 1972	Head of Property Services Property & Estates Manager Estate & Valuation Team Manager  following consultation with a suitably qualified legal officer
To authorise the freehold or leasehold acquisition and disposal of land where value is less than £1,000,000 (save that where any prescribed legal procedure has been followed no objections have been received)	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager  following consultation suitably qualified legal Officer
To authorise any disposal at an undervalue	N/A – decision for Council
To agreeing licences or short term rental or membership of workspace (ie where a lease will not be created and there is no security of tenure)	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To authorise terms of leases of above 125 years	N/A –decision for Executive
To authorise terms for new leases of up to 125 years	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To authorise terms for new leases of less than seven years	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To authorise and approve rent reviews and lease negotiations	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To authorise terms of licences, wayleaves, easements and rights of way and to grant permission for the waiver of restrictive covenants	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To approve routine requests for assignment or consents under the terms of an existing lease subject to the principals of good estate management	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager

Delegated Matter	Officer Level
To authorise the termination of leases or other interests in council land and property where desirable in delivery of approved projects or the Council's Asset Management Strategy	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To sign property valuations and assessments	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To sign any Right To Buy valuations or redetermination submissions	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To deal with lettings or such other basis of occupation of any Council accommodation to outside bodies and organisations within criteria for charging determined by the Executive from time to time and to approve applications for the use of space within Council buildings.	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
Responsibility for the discounting of rental figures for tenancies at will granted to new tenants	Head of Property Services
To take all operational decisions in respect of the management and maintenance of the Council's buildings and facilities	Head of Property Services  Property & Estates Manager  Estates & Valuation Team Manager  Facilities Team Manager
Maintaining up to date records of all land and buildings, including values and plans, for inclusion in the corporate fixed asset register in the format prescribed by the chief Finance Officer	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager Facilities Team Manager
Ensuring that all land and buildings are maintained so as to best protect and safeguard the Council's interests	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager Facilities Team Manager
To be responsible for developing and delivering an Asset Management Strategy that details short, medium and long term use of assets, and establishes arrangements for monitoring and reporting asset performance.	Assistant Director of Assets and Fleet  Head of Property Services

Delegated Matter	Officer Level
Arranging for the regular valuation of assets for accounting purposes to meet the requirements specified by the Chief Finance Officer	Head of Property Services Estates & Valuation Property & Estates Manager Estates & Valuation Team Manager
Arranging the disposal of surplus assets and . the acquisition of land and buildings on behalf of the Council subject to the necessary approvals	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
Undertake insurance valuations as and when required by the officer responsible for insurance	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager
To undertake repairs and maintenance of the Council's assets.	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager Facilities Team Manger
<b>Specific Contracts:</b>	
Authorising expenditure from Corporate Maintenance budget and Schools Maintenance budget to deliver Maintenance Measured Term Contract:	Head of Property Services Property & Estates Manager Estates & Valuation Team Manager Facilities Team Manger  Lead Compliance Surveyor up to £25K for e-procurement and over £25K for accounts payable  Building Management Coordinator up to £25K for e- procurement and over £25K for accounts payable  Technical Property Support Officer up to £10K for e- procurement and up to £10K for accounts payable  Programme Assistant up to £10K for e-procurement
Authorising expenditure from Maryport Business Centre budget, Millom Hub budget, MOBET budget and Children's	Head of Property Services Property & Estates Manager

<b>Delegated Matter</b>	<b>Officer Level</b>
Centre budget to deliver Maintenance Measured Term Contract	Estates & Valuation Team Manager Facilities Team Manager Technical Property Support Officer up to £10K for e-procurement and up to £10K for accounts payable Programme Assistant up to £10K for e-procurement

(d) Management of Fleet and Transport

<b>Delegated Matter</b>	<b>Officer Level</b>
Ensure compliance with the Council's Heavy Goods Vehicles and Public Service Vehicles Operator's Licences	Assistant Director Assets & Fleet  Head of Fleet Services  Standards & Compliance Manager (Fleet)
Maintenance of the Council's vehicle fleet in accordance with legal requirements and industry standards	Assistant Director Assets & Fleet  Head of Fleet Services  Workshop Operations Manager
Fleet management functions including bulk fuel and fuel cards procurement and administration, the vehicle telematics systems, the Safer Driving Programme and vocational driver reports	Assistant Director Assets & Fleet  Head of Fleet Services  Business Manager (Fleet)  Standards & Compliance Manager (Fleet)
Management of the Council's pool cars fleet and Business Travel Needs function	Assistant Director Assets & Fleet  Head of Fleet Services  Business Manager (Fleet)
Driving and vehicle maintenance education and training for the Council workforce	Assistant Director Assets & Fleet Head of Fleet Services

Delegated Matter	Officer Level
	Standards & Compliance Manager (Fleet)
Ownership and implementation of the Management of Occupational Road Risk requirements	Assistant Director Assets & Fleet Head of Fleet Services Business Manager (Fleet)
Fleet procurement and disposal support	Assistant Director Assets & Fleet Head of Fleet Services Fleet Manager
Delivery of the in-house transport service	Assistant Director of Assets & Fleet