

Appendix 1 to Minute Number 82

Part 2 Council Procedure Rules:

That Council procedure Rule 27 is amended from:

"27. Special Meetings

(1) A special meeting of the Council will be called on the requisition of the Council by resolution, the Chairman, the Monitoring Officer or any five members.

(2) A special meeting of the Executive, Committees or sub-committee will be called on the requisition of either the Leader or the Chairman or of a fifth of the whole number of the Executive committee, or sub-committee submitted in writing or by e-mail to the Chief Executive. The notice of the special meeting will set out the business to be considered and no business other than that set out in the notice will be considered at that meeting. The reason for the need for special meeting will be recorded in the minutes of the meeting."

To read as follows:

27. Additional and Urgent Meetings

(1) Additional Meetings – are meetings called by the Chairman in addition to those published at the beginning of each municipal year in the Schedule of Meetings. The agenda for additional meetings must be published at least five clear working days ahead of the meeting.

(2) Urgent Meetings – are meetings called in accordance with the guidance below, to deal with urgent matters which could not be foreseen and which cannot wait until the next scheduled meeting or an additional meeting to be scheduled. The notice of the urgent meeting will set out the business to be considered and no business other than that set out in the notice will be considered at that meeting. These meetings shall not be considered suitable meetings for the signing of minutes of the previous meeting. The reason for the need for urgent meeting will need to be specified in the agenda for the meeting and recorded in the minutes of the meeting. The notification, in line with access to information procedure rules, does not need to be published with five clear working days notice, but as much notice as possible should be provided.

a) An urgent meeting of the Council will be called on the requisition of the Council by resolution, the Chairman, the Monitoring Officer or any five members.

b) An urgent meeting of the Executive, Committees or Sub-Committees will be called on the requisition of either the Leader or the Chairman or of a fifth of the whole number of the Executive, Committee, or Sub-Committee submitted in writing or by e-mail to the Chief Executive.

Part 3: Section 4 Scheme of delegations

Italic text sets out addition with removed text struck through

Head of Housing & Property Services shall have authority to:

HS(New) *authorise the Officer to have delegated authority to serve Notices of Intent and Final Notices under the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014*

HCP(13) Local Government (Miscellaneous Provisions) Act 1982,
(ii) to:-
Part III – Street Trading
Schedule 4, paragraphs 3 - 7, Street Trading licences and consents, grant, ~~renewal~~ and variation *in line with the street trading policy so long as no objections received; and issue renewals so long as no objections received*

The **Head of ICT** shall have authority to:

ICT (1) Act under the provisions of either the Public Health Act 1925 or Town Improvement Clauses Act 1847, *inline with adopted Street Naming & Numbering policy of the Council*, to
(i) deal with the numbering and re-numbering of properties;
(ii) approve the naming of streets following consultation with the appropriate Parish or Town Council.

The following delegations move from the Head of Finance to Head of Customer Service, who shall have authority to:

F (4) Appear in Court when legal action is taken against a person who has made a fraudulent claim for Housing or Council Tax Benefit, or Council tax Reduction or other fraudulent claims against the Council.

F (15) Take the following action under the NNDR and Council Tax Regulations:
(i) Applications for certificates and the sanction of appropriate relief (apportionment of rateable value of partly occupied hereditaments);
(ii) Granting and refusal of mandatory relief under the Council Tax and Rating Regulations;
(iii) Approve applications for discretionary rate relief.
(iv) Refunds of Council Tax, Business Rates and Council Tax;
(v) Institution of legal proceedings against ratepayers for recovery outstanding rates and Council Tax;
(vi) Authority under Section 223(1) of the Local Government Act 1972 to represent the Council in making formal complaint and taking the subsequent proceedings in the local Magistrates Court.
(vii) Authority to serve completion notices under the appropriate Council Tax and Rating regulations;

- (viii) Authority to instruct Enforcement Agents to take control of goods, issue requests for information, apply Attachment of earnings Orders and deductions from Income Support, Charging Orders;
 - (ix) Selection and appointment of Enforcement Agents;
 - (x) Authority to quash penalties;
 - (xi) Authority to appeal against any Assessment of Council Tax banding or rating assessment;
 - (xii) Authority to represent the Council at Valuation Tribunals in connection with appeals against: liability to pay the Council Tax including discounts, exemptions and reductions , and the banding of a dwelling;
 - (xiii) Authority to represent the Council at Housing and Council Tax Benefit tribunals in connection with appeals against housing and council tax benefit.
 - (xiv) Authority to write off irrecoverable Council Tax, Non-Domestic Rates and Housing Benefit Overpayments;
 - (xv) Authority to consider and determine applications for Hardship relief under Section 49 of the Local Government Finance Act 1988;
 - (xvi) to determine discretionary council tax relief applications.
- F (16)
- (i) Decide upon all claims received for Housing, Council Tax Benefit or Council Tax Reduction including the exercising of all discretions under the general policy guidance from time to time given by the Council.
 - (ii) Assess overpayments under the Regulations and taking such steps as are appropriate to recover the amount overpaid.
 - (iii) Decide upon all claims for Discretionary Housing and Council Tax Payments.

Part 4

Code of procurement practice:

Warwick District Council Code of Procurement Practice (The Code)

17. Contract Signing and Order Authorisation

~~17.3 Contracts must be signed or sealed in accordance with the Council's Scheme of Delegation. Contracts over the sums specified in the Public Contracts Directive must be signed or sealed in accordance with the Council's Scheme of Delegation by the Chief Executive or their Deputies.~~

~~17.4 Contracts under Signature—The Officer signing the contract on behalf of the Council must ensure that he/she has the relevant authorisation to sign the contract. All other contracts may be signed by Chief Officer as defined under Article 12 of the Constitution or their duly authorised nominated officer- The Officer signing the contract on behalf of the Council must ensure that he/she has the relevant authorisation to sign the contract.~~