

<p>Local Government Finance Act 1988 – National Non-Domestic Rates (NNDR)</p> <p>To deal with refunds, part-occupation of hereditaments, mandatory and discretionary rate relief, rebates arrears, including bankruptcies, tenants and lodgers, valuation (including agreements and appeals to Valuation Courts), Court proceedings and distress proceedings</p>	Finance Manager
<p>To write-off NNDR <u>debt</u> not exceeding £10,000</p>	<p><u>Head of ARP, Head of NNDR, Recovery and Enforcement or Head of Benefits and Council Tax Billing and Strategic Manager (Revenues)</u></p> <p><u>Within ARP, Operations Managers Revenues to write-off debts below £1,500 and Recovery Managers Revenues and NNDR Team Leaders to write-off debts below £100</u></p>
<p>To deal with write-offs exceeding £10,000 but under £20,000, after consultation with the Chairman of the Committee, where recovery is unlikely / uneconomic.</p>	Finance Manager
<p>Section 49 To determine applications for remission of non-domestic rates on hardship grounds.</p>	Finance Manager
<p>To determine applications in respect of partly occupied properties.</p>	Finance Manager
<p>Local Government Finance Act 1992 (as amended) Council Tax</p> <p>To deal with/authorise issue of completion notices, discounts, recovery and enforcement exemptions, agreement of alternative and voluntary instalment arrangements, determination of joint and several liability, refunds, imposition of penalties, reductions for people with disabilities, second adult rebates, determination of sole or main residence, grant of transitional reductions, write-offs up to £1,000 where recovery is unlikely or uneconomic.</p>	Finance Manager
<p>To take appropriate action on a Referendum on Council Tax in the event of a determination by the Secretary of State.</p>	Finance Manager and Returning Officer
<p>To write-off Council Tax and Housing Benefit Overpayments <u>debt</u> not exceeding £5,000</p>	<p><u>Head of ARP, Head of NNDR, Recovery and Enforcement or Head of Benefits and Council Tax Billing</u></p>

	<u>Within ARP, Operations Managers Revenues to write-off debts below £1,500 and Recovery Managers Revenues and NNDR Team Leaders to write-off debts below £100</u> <u>Head of ARP and Strategic Manager (Revenues)</u>
To deal with write-offs exceeding £5,000 but under £10,000, after consultation with the Chairman of the Committee, where recovery is unlikely or uneconomic.	Finance Manager
To determine matters where appeals may be made to the Council as billing authority.	Finance Manager
To administer the Collection Fund.	Finance Manager
To agree the settlement of precept payment dates with the Major and Local Precepting Authorities.	Finance Manager
To remit, by way of write-off, any amounts becoming due through the revised policy to remove discretionary Council Tax discount for empty properties, in exceptional circumstances or on hardship grounds, after consultation with the Chairman of the Committee.	Finance Manager
To determine the Council Tax Base for the whole and parts of the Council's area for the forthcoming financial year beginning 1 April, with the policy on discounts and premiums to be reviewed by the relevant Committee on at least a three yearly basis.	Finance Manager
Business Rates Retention Scheme To deal with the National Non-Domestic Rates return (NNDR1) by 31 January immediately preceding the financial year to which it relates.	Finance Manager

2. ACCESS TO INFORMATION PROCEDURE RULES

1. These rules apply to all meetings of the Council, Committees, Area Committees (if any), and Sub-Committees. Agenda and reports may be available for Working Parties and Panels (together called meetings of the Council).

2. ADDITIONAL RIGHTS TO INFORMATION

These rules do not affect any statutory rights to information contained elsewhere in this Constitution or the law.

3. RIGHTS TO ATTEND MEETINGS

Members of the public may attend all meetings subject only to the exceptions in these rules.

4. NOTICES OF MEETING

The Council will give at least five clear days notice of any meeting by posting details of the meeting at the Reception area, the Council Offices, The Grange, Nutholt Lane, Ely.

5. ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING

In accordance with statutory requirements, the Council will make copies of the agenda and reports open to the public available for inspection at Council Offices at least five clear days before the meeting. However, the Council has agreed that the agenda and reports for meetings of full Council, Finance & Assets Committee, Operational Services Committee and Audit Committee will be published, open to the public, available for inspection at Council Offices at least seven clear days before the meeting.

If an item is added to the agenda later, the revised agenda (where reports are prepared after the summons has been sent out, the designated officer shall make each such report available to the public as soon as the report is completed and sent to Councillors) will be open to inspection from the time the item was added to the agenda. Access to exempt report or documents are dealt with below.

6. SUPPLY OF COPIES

The Council will supply copies of:

- (a) any agenda and reports, which are open to public inspection;
- (b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- (c) if the Chief Executive thinks fit, copies of any other documents supplied to Councillors in connection with an item;

to any person on payment of a charge for postage and any other costs.

7. ACCESS TO MINUTES, ETC AFTER THE MEETING

The Council will make available copies of the following for six years after a meeting:

- (a) the minutes of the meeting, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- (b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonable fair and coherent record;