

# **Finance & Corporate Services Directorate**

## **Mission Statement**

To maintain and continually strive to improve our **Courteous** and **Efficient Professional Services** to the public and all our clients.

## **Welcome to the Finance and Corporate Services Directorate**

The Finance and Corporate Services Directorate is based at the Civic Centre, Port Talbot and at the adjacent Aberafan House. In addition, there are offices at Neath Civic Centre and at Pontardawe, all of which are within a short distance of the M4 motorway. The Directorate employs over 350 people and has an annual budget in excess of £7.6 million.

## **Directorate Management Structure**

**The Director of Finance and Corporate services - Derek Davies**, is the Section 151 Officer for the Authority, a member of the Corporate Management Team and a CIPFA qualified accountant of 25+ years standing. He has many years Local Government experience and was previously the Director of Finance and Administration of the former Neath Borough Council. He leads a directorate management team consisting of four Heads of Service as follows:-

**Head of Financial Services – Hywel Jenkins** is responsible for:-

- Revenue Budget;
- Capital Programme;
- Financial Management System;
- Internal Audit;
- Exchequer Services;
- Statement of Accounts;
- Personnel & Corporate Services;
- Procurement.

**Head of Revenues – Martin Jones** is responsible for:-

- Council Tax – billing, collection and recovery of Council Tax;
- Housing Benefits – administration of the Housing and Council Tax Benefit schemes, including the recovery of overpaid benefit and the investigation of fraudulent claims;
- Business Rates – billing and recovery of non-domestic rates;
- Miscellaneous Income – billing, collection and recovery of miscellaneous income and housing advances;
- Cashiers – receipting all income received by the Authority;
- One Stop Shops – delivering a wide range of services to personal callers.

**Head of Legal & Democratic Services and Monitoring Officer** – is responsible for:-

- Litigation in respect of Trading Standards, Consumer Protection, Planning, Employment, Highways, Debt Recovery, Environmental, Leisure and Economic Development;
- Corporate Issues – Monitoring Officer, Property, Ombudsman Complaints, Data Protection, Housing and Registrar of Local Land Charges, Commons, Footpaths and Education;
- Childcare including Children Act, Adoptions, Mental Health and vulnerable adults;
- Proper Officer for Registrars of Births Deaths and Marriages;
- Coroner and Archive Services;
- Clerk to Margam Joint Crematorium Committee;
- Licensing
- Democratic Services Unit.

**Head of I.T and Telecommunications – Mike Danford** is responsible for:-

- Council's corporate ICT service, including software development and maintenance, systems integration and training;
- Technical Support including the provision of data and voice communications networks, data processing facilities, systems support operations and the help desk service.

### **Work Locations**

The main offices for the directorate are located at Port Talbot Civic Centre, Aberafan House, Neath Civic Centre and Pontardawe One Stop Shop.

### **Achievements**

The Directorate has received a Crystal Mark from the Plain English Campaign for its benefits application forms, benefits information booklet and web pages. Legal Services have obtained ISO 9000 (i) (e) Quality Mark (Information Level). In addition, the Directorate has held Investors in People accreditation since 2001.

### **Contact Point for Further Information**

If you require any further information about the Finance and Corporate Services Directorate, or about the post in which you are interested, please contact Personnel Services (01639 763219).

## Directorate Management Structure - Finance & Corporate Services

**Director**  
**Derek W. Davies**

**Head of Financial  
Services**  
**Hywel Jenkins**

Revenue Budget  
Capital Programme  
Financial Management System  
Internal Audit  
Exchequer Services  
Statement of Accounts  
Personnel & Corporate  
Services  
Procurement

**Head of Revenues**  
**Martin Jones**

Council Tax  
Business Rates  
Sundry Debtors  
Housing Benefits  
Fraud Investigation  
One Stop Shop

**Head of Legal &  
Democratic Services &  
Monitoring Officer**  
**Vacant Post**

Litigation Services  
Corporate Services  
Land Charges  
Childcare Services  
Registration  
of Births, Deaths & Marriages  
Archives  
Crematorium  
Licensing  
Democratic Services Unit

**Head of Information  
Technology &  
Communications**  
**Mike Danford**

ICT Advice  
Area Network  
Data Processing  
PC & 1st Line Support  
Application Development  
Database Admin  
Telephone Communication  
ICT Training  
Software Maintenance