

L - DELEGATION TO THE CORPORATE LEAD OFFICER FINANCE & PROCUREMENT & CHIEF FINANCE OFFICER & S.151 OFFICER.

The Corporate Lead Officer Finance & Procurement is designated and appointed:

- Section 151 Officer and Chief Finance Officer for Ceredigion County Council; and
- Chief Finance Officer and Section 151 Officer for the Growing Mid Wales Board and the Mid Wales Corporate Joint Committee, to include the following duties: ensuring that the financial affairs are properly managed (including record keeping and preparing accounts), accepting and receiving funds, making orders and payments, be an authorised signature, accepting grant offers, completing and submitting grant claims and returns, opening bank accounts and investing surplus monies, ensuring appropriate taxation issues are duly dealt with and nominating corporate managers that are appropriately qualified to undertake and supervise tasks on behalf of the Section 151 Officer.

The following functions are to be delegated to the Corporate Lead Officer Finance & Procurement and to any officers authorised by the Corporate Lead Officer Finance & Procurement from time to time as appropriate subject to such officers being suitably qualified for the discharge of those duties and functions.

1. The assessment, administration, billing, collection and recovery of Council Tax and Non-Domestic Rates, and all other revenues, local taxes and monies due to the Council including recovery through Magistrates Courts and the paying in of all such monies to the County Fund or other appropriate fund.
2. To award Mandatory Non-Domestic Rates Relief, and to determine applications for Discretionary Non-Domestic Rates Relief in accordance with the Council's policy and/or regulations.
3. To award hardship relief following determination of applications for Section 49 (Non Domestic Rates) or Section 13A (Council Tax) Hardship Relief by the Cabinet Members for Finance & Personnel following consultation with members of the Section 49 Panel, or as determined by the Section 49 Appeals Panel.
4. The imposition and waiving of penalties under the Local Government Finance Act 1992.
5. The servicing of notices of objection upon the Valuation Officer or Listing Officer and the execution of valuation agreements.
6. The submission of proposals to amend the Valuation List.
7. The assessment, administration and payment of Housing Benefit and Council Tax Benefit.

8. The administration of Counter-Fraud work in relation to Housing and Council Tax Benefit. This includes administering sanctions and instigating prosecution proceedings in accordance with the Council's Benefit Fraud Prosecution Policy.
9. To investigate, carry out surveillance where necessary (subject to proper authorisation), and report on any fraud and/or corruption in accordance with the Council's Anti-Fraud and Corruption Strategy.
10. To write off irrecoverable amounts due to the Council in accordance with the Council's write off policy.
11. To write off redundant stocks and/or equipment.
12. To implement and monitor the Treasury Management Statement and Annual Investment Strategy. To raise loans and make investments (temporary investment of surplus monies and longer term investment of monies held for specific purposes) as and when required at appropriate rates. To maintain and update credit rating criteria of institutions for investment purposes and to amend the specified and non specified categories and individual investment limits.
13. To effect movement between the separately agreed limits for borrowing and other long term liabilities.
14. To make appropriate arrangements for the appointment of the Council's Bankers and any other necessary professional advisers/consultants.
15. To open and close bank and building society accounts for investment purposes and to open and close credit card accounts for payment and income purposes.
16. To determine and declare local average rates (interest) in accordance with legislation.
17. To award advances by way of loan under the Housing Acts or other legislation in accordance with regulations prevailing from time to time.
18. To administer the Council's Assisted Car Purchase (Car Loan) Scheme in accordance with its terms and conditions, to periodically review and revise the terms and conditions, and to determine the interest rate to apply.
19. To agree terms, complete and sign lease agreements for vehicles, plant and equipment leases.
20. To make payments out of the County Fund in accordance with any relevant legislation or Financial Procedure Rules.
21. To determine the fees to be charged for miscellaneous items that relate specifically to the Financial Services.
22. To implement nationally agreed salary, remuneration (Chief Executive) and Wales Government awards; and nationally agreed, or Council approved, travelling, subsistence and other allowances.
23. To manage any Trust Funds under the stewardship of the Council.

24. To arrange provision of adequate and appropriate insurance cover for the Council, and manage the processing and determination of insurance claims.
25. To manage the Self Insurance Reserve and all matters relating to it, including risks to be covered and payments to be made from, or to, the Reserve.
26. To provide financial services for other organisations and bodies.
27. To implement the Council's Procurement Strategy.
28. To review and amend the Council's Financial Procedure Rules in consultation with the Section 151 Officer.
29. To nominate officers to represent the Council at Magistrates Court pursuant to the provision of Section 223 (1) of the Local Government Finance Act 1975.
30. To nominate officers to represent the Council at Valuation Tribunals in Accordance with Rule 5 of the Rating Appeal (Local Valuation Courts) Regulations, and Schedule 11 of the Local Government Finance Act 1988, as amended:
31. To authorise signatories for authorising banking transactions and authorising financial grant claims
- ~~32. To act as Deputy Electoral Registration Officer.~~
33. To authorise signatories for authorising financial grant claims and all associated transactions.
34. To sign contracts and other documents on behalf of the Council.
35. To authorise the issue of On-line Money Claim debt recovery proceedings, and to designate officers to represent the Council in such proceedings.