

**EXECUTIVE DECISION RECORD**  
**CABINET BOARD – 27<sup>TH</sup> MARCH, 2014**  
**POLICY AND RESOURCES**

**Cabinet Board Members:**

Councillors: P.A.Rees, E.V.Latham and A.N.Woolcock (Chairman)

**Officers in Attendance:**

H.Jenkins and Miss G.Cirillo

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1. **MEMBER'S DECLARATION OF INTEREST**

The following Member made a declaration of interest at the commencement of the meeting:-

Councillor A.N.Woolcock - Re: Report of the Head of Financial Services – Review of Council Tax Single Person Discount as he is a single person.

2. **APPOINTMENT OF CHAIRMAN**

Agreed that Councillor A.N.Woolcock be appointed Chairman for the meeting, but given the above mentioned declaration the Review of Council Tax Single Person Discount item, Councillor P.A.Rees would take the Chair and Councillor E.V.Latham would substitute.

3. **MINUTES OF THE POLICY AND RESOURCES CABINET BOARD HELD ON THE 13<sup>TH</sup> FEBRUARY, 2014**

Noted by the Committee.

## **Report of the Director of Finance and Corporate Services**

### **4. MISCELLANEOUS GRANTS**

#### **Decisions:**

1. That the following applications for miscellaneous grants, as detailed within the circulated report, be approved:-
  - (a) Bowling Clubs for a maximum of 5 years in line with the lease agreement;
  - (b) Community Groups operating former Library Premises for a maximum of 5 years in line with the lease agreement.
2. That the following miscellaneous grant application be refused:-  
  
Port Talbot Food Bank, Port Talbot.

#### **Reasons for Decisions:**

1. In order that the services in 1 above are sustained for a maximum of five years.
2. As the application in 2 above was not in accordance with criteria and would set a precedent.

#### **Implementation of Decisions:**

The decisions will be implemented after the three day call-in period.

### **5. BETTER, SIMPLER, CHEAPER – PROGRESS REPORT**

#### **Decision**

That the report be noted.

## **Report of the Head of Financial Services**

6. **REVIEW OF COUNCIL TAX SINGLE PERSON DISCOUNT**  
(Councillor A.N.Woolcock re-affirmed his interest in this item and withdrew from the room. Councillor P.A.Rees took the Chair and Councillor E.V.Latham substituted).

### **Decision:**

That the Single Person Discount review for 2014/15 be undertaken by Capita and an appropriate press release made in advance.

### **Reason for Decision:**

To decide on the method for carrying out a Single Person Discount Review.

### **Implementation of Decision:**

The decision will be implemented after the three day call-in period.

7. **TREASURY MANAGEMENT MONITORING**

### **Decision:**

That the report be noted.

## **Report of the Head of Corporate Strategy and Democratic Services**

8. **CORPORATE PERFORMANCE MANAGEMENT**

### **Decision:**

That the revised approach in relation to Corporate Performance Management, as detailed within the circulated report, be endorsed.

**Reasons for Decision:**

1. To ensure the Council has a robust, fit for purpose corporate performance management framework to support the delivery of its commitment to protect jobs and services particularly to those most vulnerable and disadvantaged in communities in times of severe and enduring austerity;
2. To support the discharge of the duty placed on the Council, as contained within the Local Government (Wales) Measure 2009, to ‘make arrangements to secure continuous improvement in the exercise of its functions’.

**Implementation of Decision:**

The decision will be implemented after the three day call-in period.

9. **WELSH LANGUAGE MEASURE (WALES) STANDARDS INVESTIGATIONS**

**Decision:**

That the impact and the approximate cost of complying with the proposed Welsh Language Standards, as detailed in the circulated report, be agreed.

**Reason for Decision:**

To agree a response to the Standards Investigation.

**Implementation of Decision:**

The decision will be implemented after the three day call-in period.

10. **SICKNESS ABSENCE MONITORING REPORT**

**Decision:**

That the Policy and Resources Scrutiny Committee considers whether there is merit in a Special meeting; to consider, in full, the improvement work to date on sickness absence.

**Reason for Decision:**

To consider, in full, the improvement work to date regarding sickness absence across the Authority.

**Implementation of Decision:**

The decision will be implemented after the three day call-in period.

11. **STRATEGIC EQUALITY PLAN ANNUAL REPORT – 2012/2013**

**Decision:**

That the report be noted.

**Joint Report of the Head of Legal Services and the Head of ICT**

12. **INFORMATION COMMISSIONER'S OFFICE AUDIT OF NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

**Decisions:**

1. That the recommendations in the Information Commissioner's Office Audit be accepted together with the agreed actions;
2. That data protection matters be reported to Corporate Director's Group at least annually, that data protection issues be added to the remit of the Corporate Governance Group and that an Information Security Group be established;
3. That no information sharing agreement be entered into without consultation with the Head of Legal Services;
4. That Officers examine the options for improving training and awareness;
5. That Officers report back to Members twelve months from now on the outcome of the Audit, any feedback from the Information Commissioners Office and the actions undertaken.

**Reason for Decisions:**

To comply with the recommendations made from the Audit process.

**Implementation of Decisions:**

The decisions will be implemented after the three day call-in period.

13. **ACCESS TO MEETINGS**

**Decision:**

That pursuant to Regulation 4(3) and (5) of Statutory Instrument 2001 No. 2290, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraphs 12, 13 and 14 of Part 4 of Schedule 12A to the Local Government Act 1972.

**Private Report of the Head of Financial Services**

14. **HOUSING BENEFIT WRITE OFFS**

**Decision:**

That the write off of the amount of Housing Benefit, as described in the private circulated report, be approved.

**Reason for Decision:**

The accounts are irrecoverable.

**Implementation of Decision:**

The decision will be implemented after the three day call-in period.

**CHAIRMAN**