



CABINET (POLICY AND RESOURCES) SUB COMMITTEE

***IMMEDIATELY FOLLOWING CABINET (POLICY AND RESOURCES)
SCRUTINY SUB COMMITTEE***

TUESDAY, 15 NOVEMBER 2022

***MULTI-LOCATION MEETING – COUNCIL CHAMBER PORT TALBOT
AND MICROSOFT TEAMS***

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE
DURATION OF THE MEETING**

Webcasting/Hybrid Meetings:

This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and/or training purposes.

Part 1

1. Appointment of Chairperson
2. Chairpersons Announcement/s
3. Declarations of Interest
4. Minutes of Previous Meeting (*Pages 3 - 8*)
5. Public Question Time
Questions must be submitted in writing to Democratic Services, democratic.services@npt.gov.uk no later than noon on the working day prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

For Decision

6. Council Tax and Business Rates - Representatives at Magistrate Court Proceedings (*Pages 9 - 16*)
7. Urgent Items
Any urgent items (whether public or exempt), at the discretion of the Chairperson pursuant to Statutory Instrument 2001 No 2290 (as amended)
8. Access to Meetings - Exclusion of the Public (*Pages 17 - 22*)
To resolve to exclude the public for the following items pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the Local Government Act 1972.

Part 2

For Decision

9. Write Off Of Council Tax (Exempt Under Paragraph 14) (*Pages 23 - 40*)
10. Application for Business Rates Hardship Relief (Exempt Under Paragraph 14) (*Pages 41 - 50*)
11. Sundry Debtor Write Offs (Exempt Under Paragraph 14) (*Pages 51 - 58*)

K.Jones
Chief Executive

Civic Centre
Port Talbot

Wednesday, 9 November 2022

Cabinet (Policy and Resources) Sub Committee Members:

Councillors. S.K.Hunt, S.A.Knoyle and A.Llewelyn

EXECUTIVE DECISION RECORD
CABINET (POLICY AND RESOURCES) SUB COMMITTEE
4 OCTOBER 2022

Cabinet Members:

Councillors: S.K.Hunt (Chairperson), S.A.Knoyle and A.Llewelyn

Officers in Attendance:

C.Griffiths, H.Jones, R.Headon, J.Stevens, C.L.John and J.Woodman-Ralph

Invitees:

Councillor: P.Rogers (Scrutiny Chairperson)

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Cllr S.K.Hunt be appointed Chairperson for the meeting.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

3. **FORWARD WORK PROGRAMME 2022/2023**

At the meeting it was confirmed that the Forward Work Programme was currently being updated and would be available at the next meeting.

4. **STRATEGIC EQUALITY PLAN ANNUAL REPORT 21/22**

Decision:

That the Head of People and Organisational Development be granted delegated authority to make such changes as may be needed to the Annual Report prior to publication, provided that such changes do not materially alter the content of the document considered by Cabinet (Policy and Resources) Sub Committee.

Reason for Decision:

To enable the Council to meet the statutory requirements set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

Implementation of Decision:

The decision will be implemented after the three day call in period which ends at 9am, Sunday, 9th October 2022.

5. **WELSH LANGUAGE PROMOTION STRATEGY 21/22**

Decision:

That the Head of People and Organisational Development be given delegated authority to make such changes as may be needed to the Annual Report prior to publication, provided that such changes do not materially alter the content of the document considered by Cabinet (Policy and Resources) Sub Committee.

Reason for Decision:

To enable the Council to meet the requirements set out in the Welsh Language Standards.

Implementation of Decision:

The decision will be implemented after the three day call in period which ends at 9am, Sunday, 9th October 2022.

6. **WELSH CHURCH ACT TRUST FUND DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR 2021-22**

Decision:

1. That the Draft Annual Report and Financial Statements for the Welsh Church Act Trust Fund 2021/2022 be approved.
2. That the Draft Annual Report and Financial Statements are submitted to the Wales Audit Office for independent examination.
3. That the accounts be submitted to the Charity Commission, if no material changes are identified by Wales Audit Office.

Reason for Decision:

To enable the Council to approve the draft annual report and financial statements for the Welsh Church Act Trust Fund 2021 – 22.

Implementation of Decision:

The decision is proposed for implementation after the three day call in period which ends at 9am, Sunday, 9th October 2022.

7. **MISCELLANEOUS GRANT FUND APPLICATIONS**

Decisions:

1. That the Trustees of Community Ventures Port Talbot CIC be granted £6,800 per annum towards the cost of the rent of £7,150 pa in relation to the lease of Baglan Community Centre.
2. That the Trustees of Community Ventures Port Talbot CIC be granted £13,600 per annum towards the cost of the rent of £14,300 pa in relation to Taibach Community Education Centre.
3. That the Trustees of Dyfed Road, Bowling Association be granted £680 per annum towards the cost of the rent £715 per annum in relation to the lease of Bowls Pavillion at Dyfed Road Sports Ground.

4. That the Trustees of Aberavon Green Stars Rugby Football Club be granted £2,040 per annum towards the cost of rent of £2,145 per annum in relation to the lease of Playing Fields and Pavilion at Little Warren Playing Fields Port Talbot.
5. That Me, Myself and I and MMI Trading with Care be granted £10,000 per annum in relation to the cost of rent of £10,600 per annum in relation to the lease of Brynhyfryd School.
6. That the Pelenna Community Council be granted £570 per annum towards the cost of rent of £600 per annum in relation to the lease of land at Miles End Playing Field, Tonmawr.
7. That the Trustees of Gwynfi Affiliated Sports Project (GASP) be granted £330 per annum towards the cost of rent of £350 per annum in relation to the lease of unused land at Park Lane, Blaengwynfi.
8. That a grant of £250 be granted to the Wales Seniors Cricket in respect of representation by a local resident who plays for Tata Steel Cricket Club at the Inaugural over 60's Cricket World Cup Brisbane held September 2022.

Reason for Decisions:

To consider the amount of financial support in respect of the grant applications received.

Implementation of Decisions:

The decision will be implemented after the three day call in period which ends at 9am, Sunday, 9th October 2022.

8. **NEATH PORT TALBOT WELSH CHURCH ACT TRUST FUND**

Decision:

That a grant of 25% of the actual total cost be made available to a maximum of £1,000 towards costs of works to redecorate entrance, staircase x 2, small chapel and kitchen area of Sardis English Baptist Church.

Reason for Decision:

To agree the amount of financial support in respect of the grant application received.

Implementation of Decision:

The decision will be implemented after the three day call in period which ends at 9am, 9th October 2022.

9. **COMPLIMENTS AND COMPLAINTS ANNUAL REPORT 2021-2022**

Decision:

That the report be noted.

10. **PUBLIC SERVICE OMBUDSMAN FOR WALES ANNUAL REPORT 2021/2022**

Decision:

That the report be noted.

11. **REGULATIONS OF INVESTIGATORY POWERS ACT POLICY**

Decision:

That the report be noted.

12. **ACCESS TO MEETINGS**

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

13. **DEBTOR WRITE OFFS (EXEMPT UNDER PARAGRAPH 14)**

Decision:

That approval be granted to write off the amounts as detailed in the private circulated report.

Reason for Decision:

To enable the Council to write off irrecoverable accounts.

Implementation of Decision:

The decision will be implemented after the three day call in period which ends at 9am, Sunday, 9th October 2022.

14. **SUNDRY DEBTOR WRITE OFFS (EXEMPT UNDER PARAGRAPH 14)**

Decision:

That the irrecoverable debts contained in Appendix 1 to the circulated report be written off.

Reason for Decision:

The debts are irrecoverable.

Implementation of Decision:

The decision will be implemented after the three day call in period which ends at 9am, Sunday, 9th October 2022.

CHAIRPERSON



**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CABINET (POLICY AND RESOURCES) SUB COMMITTEE**

15 NOVEMBER 2022

REPORT OF THE CHIEF FINANCE OFFICER – HUW JONES

Matter for Decision

Council Tax and Business Rates – Representatives at Magistrate Court Proceedings

Wards Affected: All

Purpose of report

1. To update the list of staff who are authorised to represent the Authority at Magistrates Court proceedings.

Background

2. Following changes in the Council Tax and Business Rates section there is a need to update the list of staff who are authorised to represent the Council at Magistrates Court proceedings for the recovery of Council Tax and Business Rates.

Proposal

3. In pursuant to section 223 of the Local Government Finance Act 1972, the following be authorised to represent the Authority in proceedings before a Magistrate Court for the purpose of the recovery of Business Rates and Council Tax. Any previous officers not listed below be removed from the authorised list.

*Mrs Ann Hinder – Principal Officer

*Miss Lesley Spencer – Senior Council Tax Officer

*Mrs Angela Greenway – Senior Council Tax Officer

Mr Christopher Watkins – Team Leader

Mr Matthew Tucker – Team Leader

Mrs Julia Jervis – Team Leader

Mrs Rosemary Stanbury – Senior Business Rates Officer
Mrs Lisa Morgan – Team Leader

- 4 *These Officers are also authorised to represent the Authority for the purpose of prosecutions for non-provision of information following receipt of a liability order for unpaid Council Tax.

Financial Impact

5. No impact

Integrated Impact Assessment

6. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at Appendix 1, has indicated that a more in-depth assessment is not required.

Valleys Community Impacts

7. No impact

Workforce impacts

8. No impact

Legal impact

9. No impact

Risk management

10. No impact.

Consultation

11. There is no requirement under the Constitution for external consultation on this item.

Recommendation

12. It is recommended that Members approve the revised list of people to represent the Authority in proceedings before a Magistrate Court for the purpose of the recovery of Council Tax and Business Rates.

Reason for proposed decision

13. To confirm officers authorised to represent the Authority at Magistrate Court proceedings.

Implementation of decision

14. The decision is proposed for implementation after the three day call in period.

Appendices

15. Appendix 1 – Stage 1 Integrated Impact Assessment

List of background papers

Local Government Finance Act 1972.

Officer contact

Mr Huw Jones – Chief Finance Officer
Email: h.jones@npt.gov.uk

Ms Ann Hinder - Principal Council Tax Officer
Tel. No. 01639 763908
E-mail: a.hinder@npt.gov.uk

Impact Assessment – First Stage

1. Details of the initiative

Initiative description and summary: Council Tax and Business Rates – Representatives at Magistrate Court Proceedings
Service Area: Finance
Directorate: Chief Executive's Office

2. Does the initiative affect:

	Yes	No
Service users		✓
Staff	✓	
Wider community		✓
Internal administrative process only	✓	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		✓				
Disability		✓				
Gender Reassignment		✓				
Marriage/Civil Partnership		✓				
Pregnancy/Maternity		✓				

Impact Assessment – First Stage

Race		✓				
Religion/Belief		✓				
Sex		✓				
Sexual orientation		✓				

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		✓				
Treating the Welsh language no less favourably than English		✓				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		✓				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment,		✓				

Impact Assessment – First Stage

such as air quality, flood alleviation, etc.						
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6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people		✓	
Integration - how the initiative impacts upon our wellbeing objectives		✓	
Involvement - how people have been involved in developing the initiative		✓	
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions		✓	
Prevention - how the initiative will prevent problems occurring or getting worse		✓	

Impact Assessment – First Stage

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	✓
Reasons for this conclusion	
This is an administrative process only.	

A full impact assessment (second stage) is required	x
Reasons for this conclusion	

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	Name	Position	Date
Completed by	Ann Hinder	Principal Council Tax Officer	20.10.2022
Signed off by	Huw Jones	Chief Finance Officer	

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Report of the Head of Legal and Democratic Services

**Cabinet (Policy and Resources) Sub Committee – Tuesday, 15
November 2022**

ACCESS TO MEETINGS/EXCLUSION OF THE PUBLIC

Purpose:	To consider whether the Public should be excluded from the following items of business.
Item (s):	Agenda Item 9 – Write Off Of Council Tax Agenda Item 10 – Application for Business Rates Hardship Relief Agenda Item 11 – Sundry Debtor Write Offs
Recommendation(s):	That the public be excluded from the meeting during consideration of the following item(s) of business on the grounds that it/they involve(s) the likely disclosure of exempt information as set out in the Paragraphs listed below of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 subject to the Public Interest Test (where appropriate) being applied.
Relevant Paragraph(s):	14

1. Purpose of Report

To enable Members to consider whether the public should be excluded from the meeting in relation to the item(s) listed above.

Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.

Such a resolution is dependant on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information, as defined in section 100I of the Local Government Act 1972.

2. Exclusion of the Public/Public Interest Test

In order to comply with the above mentioned legislation, Members will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it/they involve(s) the likely disclosure of exempt information as set out in the Exclusion Paragraphs of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Information which falls within paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The specific Exclusion Paragraphs and the Public Interest Tests to be applied are listed in Appendix A.

Where paragraph 16 of the Schedule 12A applies there is no public interest test. Members are able to consider whether they wish to waive their legal privilege in the information, however, given that this may place the Council in a position of risk, it is not something that should be done as a matter of routine.

3. Financial Implications

Not applicable

4. Integrated Impact Assessment

Not applicable

5. Valleys Communities Impact

Not applicable

6. Workforce Impact

Not applicable.

7. Legal Implications

The legislative provisions are set out in the report.

Members must consider with regard to each item of business the following matters.

- (a) Whether in relation to that item of business the information is capable of being exempt information, because it falls into one of the paragraphs set out in Schedule 12A of the Local Government Act 1972 as amended and reproduced in Appendix A to this report.

and either

- (b) If the information does fall within one or more of paragraphs 12 to 15, 17 and 18 of Schedule 12A of the Local Government Act 1972 as amended, the public interest test in maintaining the exemption outweighs the public interest in disclosing the information; or
- (c) if the information falls within the paragraph 16 of Schedule 12A of the Local Government Act 1972 in considering whether to exclude the public members are not required to apply the public interest test by must consider whether they wish to waive their privilege in relation to that item for any reason.

8. Risk Management

To allow Members to consider risk associated with exempt information.

9. Recommendation(s)

As detailed at the start of the report.

10. Reason for Proposed Decision(s):

To ensure that all items are considered in the appropriate manner.

11. Implementation of Decision(s):

The decision(s) will be implemented immediately.

12. List of Background Papers:

Schedule 12A of the Local Government Act 1972

13. Appendices:

Appendix A – List of Exemptions

Appendix A

NO	Relevant Paragraphs in Schedule 12A
12	Information relating to a particular individual
13	Information which is likely to reveal the identity of an individual
14	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
15	Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
16	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
17	Information which reveals that the authority proposes: <ul style="list-style-type: none"> • To give under any enactment a notice under or by virtue of which requirements are imposed on a person, or • To make an order or direction under any enactment.
18	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

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