



***CABINET (POLICY AND RESOURCES) SUB COMMITTEE***

***IMMEDIATELY FOLLOWING CABINET (POLICY AND RESOURCES)  
SCRUTINY COMMITTEE  
TUESDAY 18 April 2023***

***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:**

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**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](mailto: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*)

**For Information:**

7. CCTV and Emergency Response Update (*Pages 17 - 26*)
8. Urgent Items  
Any urgent items (whether public or exempt), at the discretion of the Chairperson pursuant to Statutory Instrument 2001 No 2290 (as amended)

**K.Jones**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**11 April 2023**

**Cabinet (Policy and Resources) Sub Committee Members:**

Councillors. S.K.Hunt, S.A.Knoyle and C.Phillips

## EXECUTIVE DECISION RECORD

7 MARCH 2023

### CABINET (POLICY AND RESOURCES) SUB COMMITTEE

#### **Cabinet Members:**

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

#### **Officers in Attendance:**

H.Jones, C.Owen, C.Furlow-Harris, C.John and T.Davies

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#### 1. **APPOINTMENT OF CHAIRPERSON**

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

#### 2. **CHAIRPERSONS ANNOUNCEMENT/S**

The Chair welcomed everyone to the meeting.

#### 3. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

#### 4. **MINUTES OF PREVIOUS MEETING**

The Minutes from the meeting of 24 January, 2023, were agreed as an accurate record.

#### 5. **PUBLIC QUESTION TIME**

No questions had been received.

6. **THIRD SECTOR GRANTS 2023-24 - ADDITIONAL APPLICATIONS**

Members noted that the grant applications contained within the circulated report had been received outside of the deadline. Although Cabinet Members were in favour of awarding the grants, they asked that the timescales be adhered to in the next round of Third Sector Grant Funding.

It was also noted that the Council intended carrying out a review of the Third Sector Grants process, over the summer months.

**Decision:**

That the following organisations be awarded grant funding, as detailed below:

<b>Grant Award to Third Party Strategic Partner Organisations 2023/24</b>	<b>2023/24 Year 1</b>	<b>2024/25 Year 2</b>	<b>2025/26 Year 3</b>
Citizens Advice Swansea Neath Port Talbot	£90,000	£94,879	£98,674
NPT Shopmobility	£47,000	£51,480	£51,480
<b>Total</b>	<b>£137,000</b>	<b>£146,480</b>	<b>£150,154</b>

**Reason for Decision:**

To approve grants to a third sector organisations in line with the Council's Scheme.

**Implementation of Decision:**

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

7. **MISCELLANEOUS GRANT FUND APPLICATION**

It was noted that this application was reported to the Cabinet (Policy and Resources) Sub Committee on 24 January 2023, however, the incorrect Ward and premises i.e. Baglan Ward and Evans Bevan Playing Fields was reported. This was now correctly reported as Pontardawe Ward and the premises referred to is Cross Community Centre High Street, Pontardawe.

**Decision:**

That the Trustees of Jones CIC be granted £9,350 per annum towards the cost of the rent of £9,845 pa, in relation to the lease of Cross Community Centre, High Street, Pontardawe.

**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.

8. **COMMUNITY COUNCILS MINOR PROJECTS SCHEME**

**Decision:**

That a grant of 70% of actual costs, up to a maximum of £14,000, be awarded to Pelenna Community Council, to enable community improvements.

**Reason for Decision:**

To enable community improvements.

**Implementation of Decision:**

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

9. **RATE RELIEF FOR CHARITIES AND NON-PROFIT MAKING ORGANISATIONS**

**Decision:**

That the current scheme of rate relief for charities and non-profit organisations, be extended to 31 March 2029.

**Reason for Decision:**

To enable the Council to provide discretionary rates relief to ratepayers to the 31 March 2029.

**Implementation of Decision:**

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

10. **CYBER SECURITY STRATEGY 2023 UPDATE**

**Decision:**

That the update report be noted.

11. **ACCESS TO MEETINGS - EXCLUSION OF THE PUBLIC**

**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.

12. **WRITE OFF OF BUSINESS RATES**

**Decision:**

That approval be granted to write off the amounts of Business Rates, 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.

13. **WRITE OFF OF COUNCIL TAX**

**Decision:**

That approval be granted to write off the amounts of Council Tax, 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.

**CHAIRPERSON**

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

**18<sup>th</sup> April 2023**

**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**

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

**Background**

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**

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 Lisa Morgan – Senior Business Rates Officer  
Mrs Emma Harris – Team Leader  
Mrs Sarah Hanford – Team Leader

\*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**

No impact

### **Integrated Impact Assessment**

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**

No impact

### **Workforce impacts**

No impact

### **Legal impact**

No impact

### **Risk management**

No impact.

### **Consultation**

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

## **Recommendation**

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**

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

## **Implementation of decision**

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

## **Appendices**

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

<b>Initiative description and summary:</b> Council Tax and Business Rates – Representatives at Magistrate Court Proceedings
<b>Service Area:</b> Finance
<b>Directorate:</b> 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
<b>Long term</b> - how the initiative supports the long term well-being of people		✓	
<b>Integration</b> - how the initiative impacts upon our wellbeing objectives		✓	
<b>Involvement</b> - how people have been involved in developing the initiative		✓	
<b>Collaboration</b> - how we have worked with other services/organisations to find shared sustainable solutions		✓	
<b>Prevention</b> - 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) <b>is not</b> required	✓
Reasons for this conclusion	
This is an administrative process only.	

A full impact assessment (second stage) <b>is</b> required	x
Reasons for this conclusion	

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	Name	Position	Date
Completed by	Ann Hinder	Principal Council Tax Officer	28.03.2023
Signed off by	Huw Jones	Chief Finance Officer	28.03.2023

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Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

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

**18 April 2023**

**Report of the Chief Digital Officer – Chris Owen**

**Matter for Information**

**Wards Affected:** All Wards

**Neath Port Talbot CCTV and Emergency Response Update**

**Purpose of the Report:**

1. That the update report be noted.

**Executive Summary:**

2. The CCTV public space network has been in place across the authority since the mid 1990's and is a non-statutory service provision.
3. Following a recent significant investment in the CCTV infrastructure, officers are pleased to confirm the return to full 24x7x365 days per year CCTV and emergency response monitoring and exploration of wider opportunities this brings.

**Background**

4. The NPT CCTV camera network consists of multiple cameras strategically located throughout Neath and Port Talbot town centres, along the Aberavon seafront and Briton Ferry (see

appendix 1 below for full list). Their aim is to improve safety within their working spaces and assist in tackling crime and anti-social behaviour.

5. The camera network has recently been fully replaced with a full high definition digital provision utilising the latest Wi-Fi technology. This change has resulted in a significant reduction in operating costs as we moved from the BT fibre optic network to a predominantly Wi-Fi transmission model.
6. The CCTV camera provision provides a highly visible deterrent and has supported a number of public safety scenarios including identifying criminal activity such as burglary, anti-social behaviour, assaults and assisting with arson investigations.
7. Key benefits provided by the service include:
  - Enhanced Town Centre safety
  - Improving public perception of safety in the Town Centre areas
  - Reducing anti-social behaviour
  - Targeted response and assistance in police operations to tackle anti-social behaviour in the Town Centres
  - Support for the users of Store net radio system with assistance to businesses from CCTV where required. E.g. tackling shoplifting and identifying potential issues before they occur
  - Ability to assist Police in ongoing investigations
8. Our control room has also been upgraded to better utilise the new digital images with a purpose designed monitor wall, allowing the CCTV Emergency Response controllers improved monitoring capabilities.
9. Officers have completed a full review of the teams operating arrangements, rewriting all job descriptions to ensure they are fit

for purpose and aligning them to a new 24x7x365 delivery model.

10. Following a formal management of change exercise and consultation period, staff have been aligned to their new roles. We have also increased staffing capacity by utilising the savings from the new infrastructure operating costs to recruit an additional member of the team, which provides the necessary resilience to allow the service to transition back to a 24x7x365 delivery model.
11. With the move back to 24x7x365 operation, we have opened up a wide range of opportunities for the service to increase its portfolio.
12. We have already expanded the operation to include the monitoring of the Neath multi-storey car park. This has immediately provided benefits by using these cameras alongside the public space cameras to assist with Anti-social behaviour and crime in this vicinity.
13. The service has also become the Emergency Planning Teams 24/7/365 major emergency first point of contact for the authority. This has replaced the previous model which relied on Wales and West Fire Service to be the Council's first point of contact for major civic contingency incidents.
14. CCTV Emergency Response controllers now monitor the CCTV network continuously. They are now able to liaise with emergency services and local business to maintain public safety, address any illegal activity and focus on anti-social behaviour on a 24x7x365 basis.
15. Through the Business Crime Reduction partnership we are now actively strengthening links with local businesses and the police by:
  - Participating in multi-agency town walkabouts.

- Reinstating attendance at Business Crime Reduction Partnership meetings.
  - Increased participation with Storenet radio to assist with day to day activities such as shoplifting and anti-social behaviour in the town centres.
  - Renewed ability to effectively assist Police in ongoing investigations during the daytime.
16. The service has also started to explore other income generation opportunities which include:
- Alarm monitoring for council owned buildings and schools - This is a service currently contracted out to private contractors on a building-by-building basis. There are currently around 80 civic buildings and schools, which are directly contracted to external alarm monitoring companies.
  - Provision of additional CCTV monitoring for local organisations such as Community Councils – Similar to Briton Ferry. Pontardawe Town Council have expressed an interest in exploring the possibility of NPTCBC provided a tailored CCTV monitoring service.
  - Receive CCTV feeds directly from Civic Buildings and assist in building security.
  - Provide secure remote access facilities for council buildings/locations – reducing costly security.
  - Working with Health and safety in the development of lone worker service for council staff.
17. Camera positions across the authority will be reviewed periodically to ensure they continue to meet the criteria required. We are developing an approach which will clearly set out the

criteria for camera placement, along with the process that will need to be followed.

18. Officers will provide further updates to Members as the service develops.

**Financial Impacts:**

19. There are no financial impacts associated with this report.

**Integrated Impact Assessment:**

20. There is no requirement to undertake an Integrated Impact Assessment.

**Valleys Communities Impacts:**

21. There are no valley communities impacts associated with this report.

**Workforce Impacts:**

22. There are no workforce impacts associated with this report.

**Legal Impacts:**

23. There are no legal impacts associated with this report.

**Risk Management Impacts:**

24. There are no risk management impacts associated with this report.

**Consultation:**

25. There is no requirement for external consultation on this item.

**Recommendation:**

26. That the update be noted

**Appendices:** Appendix 1 – Current NPT Camera Locations (please see below)

**List of background papers:** None

**Officer Contact:**

Chris Owen

Chief Digital Officer

Tel: 01639 686217

[c.m.owen@npt.gov.uk](mailto:c.m.owen@npt.gov.uk)

Chris Cole

Operational Manager – CCTV

Tel: 01639 686167

[c.j.cole@npt.gov.uk](mailto:c.j.cole@npt.gov.uk)

## APPENDIX ONE

### LOCATIONS OF CAMERAS COVERED BY PUBLIC SPACE CCTV

<b>ID</b>	<b>AREA</b>	<b>LOCATION</b>
1	Neath Town Centre	Full Moon
2	Neath Town Centre	Castle Hotel
3	Neath Town Centre	Angel Place
4	Neath Town Centre	Old Market Street
5	Neath Town Centre	Bridge Street
6	Neath Town Centre	Gnoll Park Road
7	Neath Town Centre	Prince of Wales
8	Neath Town Centre	Nat West
9	Neath Town Centre	Green Street
10	Neath Town Centre	Wind Street
11	Neath Town Centre	New Street
12	Neath Town Centre	Church Place
13	Neath Town Centre	Water Street
14	Neath Town Centre	Civic Centre
15	Neath Town Centre	Windsor Road
16	Neath Town Centre	Victoria Gardens
18	Neath Town Centre	Civic Centre
19	Neath Town Centre	Victoria Gardens
20	Neath Town Centre	Victoria Gardens
21	Neath Town Centre	Windsor Road
22	Neath Town Centre	Stockhams Roundabout
<b>ID</b>	<b>AREA</b>	<b>LOCATION</b>
24	Milland Rd Car Park	Milland Road Bridge
25	Milland Rd Car Park	Milland Lift
26	Milland Rd Car Park	Milland Lift
27	Milland Rd Car Park	Railway Station

28	Milland Rd Car Park	Milland Road Car Park
29	Milland Rd Car Park	Milland Road Car Park
30	Milland Rd Car Park	Milland Road Car Park
31	Milland Rd Car Park	Milland Road Car Park
<b>ID</b>	<b>AREA</b>	<b>LOCATION</b>
40	Neath Town Centre	Water Street/Wind Street
41	Neath Town Centre	Wind Street
42	Neath Town Centre	Water Street(awaiting installation)
<b>ID</b>	<b>AREA</b>	<b>LOCATION</b>
164	Baglan Library	Laurel Ave
201	Port Talbot Town Centre	Cwmafan Road
203	Port Talbot Town Centre	Civic Centre
205	Port Talbot Town Centre	Prior Street
206	Port Talbot Town Centre	Forge Road
207	Port Talbot Town Centre	Bethany Square
208	Port Talbot Town Centre	Shopping Centre
209	Port Talbot Town Centre	Heilbronn way
210	Port Talbot Town Centre	St Mary Place
213	Port Talbot Town Centre	Market Car Park
214	Port Talbot Town Centre	Station Road
215	Port Talbot Town Centre	Station Road
216	Port Talbot Town Centre	Market Car Park
217	Port Talbot Town Centre	Train Station/Transport Hub
218	Port Talbot Town Centre	Grove Place
219	Port Talbot Town Centre	Cramic Way
220	Port Talbot Town Centre	Cramic Way
221	Port Talbot Town Centre	Cramic Way
301	Port Talbot Town Centre	Water Street
<b>ID</b>	<b>AREA</b>	<b>LOCATION</b>
305	Promenade	Lido
306	Promenade	Seafront
307	Promenade	Western Avenue



308	Promenade	Franco's
309	Promenade	Scarlett Avenue
<b>ID</b>	<b>AREA</b>	<b>LOCATION</b>
401	Briton Ferry Area	Lodge Cross West
402	Briton Ferry Area	Neath Road
403	Briton Ferry Area	Rockingham Terrace
404	Briton Ferry Area	Neath Road
405	Briton Ferry Area	Church Street
406	Briton Ferry Area	Lodge Cross East
407	Briton Ferry Area	Old Road
	<b>ADDITIONAL CAMERAS</b>	<b>LOCATION</b>
1	Neath MSCP	All Cameras
2	Aberafan MSCP	All Cameras

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