



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

***IMMEDIATELY FOLLOWING CABINET SCRUTINY COMMITTEE  
TUESDAY, 20 FEBRUARY 2024***

***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 - 6*)
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 two working days prior to the meeting. Questions must relate to items on the agenda. Questions will be dealt with in a 10 minute period.

6. Urgent Items  
Any urgent items (whether public or exempt) at the discretion of the Chairperson pursuant to Regulation 5(4)(b) of Statutory Instrument 2001 No. 2290 (as amended).
7. Access to Meetings - Exclusion of the Public (*Pages 7 - 12*)  
To resolve to exclude the public for the following item 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**

8. Debtor Write Offs (Exempt Under Paragraph 14) (*Pages 13 - 24*)

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

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

**13 February 2024**

### **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**

**9 JANUARY 2024**

**Cabinet Members:**

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

**Officers in Attendance:**

N.Daniel, H.Jones, C.Griffiths, C.Owen, N.Blackmore, A.Hinder, A.Thomas and T.Davies

**Scrutiny Chair and Vice Chair:** Councillor P.Rogers and C.Jordan

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1. **APPOINTMENT OF CHAIRPERSON**

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

2. **CHAIRPERSONS ANNOUNCEMENTS**

The Chair welcomed all to the meeting.

3. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

4. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting, held on 17 October 2023, be agreed as accurate.

5. **FORWARD WORK PROGRAMME 2023-24**

The Forward Work Programme was noted.

6. **PUBLIC QUESTION TIME**

No public questions were received.

7. **COUNCIL TAX AND BUSINESS RATES – REPRESENTATIVES AT MAGISTRATE COURT PROCEEDINGS**

**Decision:**

That 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, as detailed within the circulated report, be approved.

**Reason for Decision:**

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

**Implementation of Decision:**

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

8. **MISCELLANEOUS GRANT FUND APPLICATION**

**Decision:**

That the Trustees of Taibach Community Library be granted £1,495 per annum towards the cost of the rent (the equivalent of approx. 95% of the new rent), in relation to the lease of Taibach Community Library, Taibach.

**Reason for Decision:**

To decide on 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.

9. **AMENDMENT TO THE AUTHORISATION LIMITS FOR WRITE OFFS**

**Decisions:**

1. That the new levels of write off authorisation be agreed, namely debts under £5,000 to be approved by the Chief Finance Officer, debts greater than £5,000 to be authorised by the Executive after considering a report of the Chief Finance Officer.
2. That this decision be commended to Full Council to agree the appropriate changes to the Constitution.

**Reason for Decisions:**

To enable the debts for Council Tax, Business Rates, Housing Benefit overpayments, parking enforcements and Sundry debt to be written off consistently and in line with the Council's constitution.

**Implementation of Decisions:**

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

10. **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.

11. **WRITE OFFS OF DEBT**

**Decision:**

That the write off of debts, as detailed in the private, circulated report, be approved.

**Reason for Decision:**

The amounts due are irrecoverable.

**Implementation of Decision:**

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

12. **APPLICATION FOR HARDSHIP RELIEF**

**Decision:**

That the application for hardship relief, as detailed in the private, circulated report, be approved.

**Reason for Decision:**

As detailed in the private, circulated report.

**Implementation of Decision:**

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

**CHAIRPERSON**



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, 20 February 2024**

#### **ACCESS TO MEETINGS/EXCLUSION OF THE PUBLIC**

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.
<b>Item (s):</b>	Item 8 – Debtor Write Offs
<b>Recommendation(s):</b>	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.
<b>Relevant Paragraph(s):</b>	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

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

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

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