



POLICY AND RESOURCES CABINET BOARD

*Immediately Following Scrutiny Committee on
THURSDAY, 15TH JANUARY 2015*

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To agree the Chairman for this Meeting
2. To receive any declarations of interest from Members

To receive the Report of The Director of Finance and Corporate Services

3. Budget 2015/16 - Corporate Services (*Pages 1 - 10*)
4. Miscellaneous Grants Applications (*Pages 11 - 16*)

To receive the Report of The Head of Corporate Strategy and Democratic Services

5. Budget 2015/16 - Corporate Strategy and Democratic Services (*Pages 17 - 24*)
6. Periodic Review of Polling Districts, Polling Places and Polling Stations (*Pages 25 - 76*)

To receive the Report of The Head of Financial Services

7. Business Rates - Recovery of Costs (*Pages 77 - 80*)
8. Civic Centre Cash Offices - Opening Hours (*Pages 81 - 94*)

9. Council Tax - Recovery of Costs (*Pages 95 - 98*)
10. NPT Welsh Church Acts Fund - Financial Statements 2013-14 (*Pages 99 - 124*)
11. Treasury Management Monitoring 2014-15 (*Pages 125 - 130*)
- To receive the Forward Work Programme 2014/15** (*Pages 131 – 134*)
12. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Statutory Instrument 2001 No 2290 (as amended)
13. Access to Meetings - 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

To receive the Private Report of The Head of Financial Services (Exempt under Paragraph 14)

14. Council Tax Write Offs (*Pages 135 - 144*)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Friday 9th January, 2015

Cabinet Board Members:

Councillors: A.H.Thomas and A.N.Woolcock

Notes:

- (1) If any Cabinet Board Member is unable to attend, any other Cabinet Member may substitute as a voting Member on the Committee. Members are asked to make these arrangements direct and then to advise the committee Section.*
- (2) The views of the earlier Scrutiny Committee are to be taken into account in arriving at decisions (pre decision scrutiny process).*

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POLICY AND RESOURCES CABINET BOARD

15th JANUARY 2015

REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

SECTION A – MATTER FOR INFORMATION

WARDS AFFECTED - ALL

BUDGET 2015/16 – CORPORATE SERVICES

Purpose of Report

To update Members on the Corporate Services Budget and Savings Proposals for 2015/16.

Background

On the 10th September 2014 it was reported to Cabinet that additional savings of £1m were to be consulted upon for 2015/16. These were in addition to some £700k from the existing FFP approved by Council on 30th January 2014.

As Members are aware the Corporate Services Budget totals some £18m and this reduction would be in the order of 10%. The Budget covers the following service areas:

- Financial Services
- ICT and Procurement
- Legal and Corporate Services
- Corporate Strategy and Democratic Services
- HR including Health & Safety and Resilience

Consultation

As Members are aware some 80% of the budget is spent on staff resulting in most of the required savings also being achieved from this area.

Workforce Consultation has taken place with all staff within Corporate Services, Trade Unions and with individual members of staff who have expressed Expressions of Interest to leave under the ER/VR Scheme. In addition, information was shared via the Council's in-house newsletter "In the Loop", meetings with the Chief Executive and Questions and Answer facilities via the intranet and post. A number of suggestions and comments have been received and responded to in relation to this latter method of consultation.

The report also highlighted the need for ongoing savings of a further £1.9m over the two financial years to March 2018. Across Corporate Services no compulsory redundancies are required for 2015-16 and some opportunities for "bumped" redundancies have been made available and are being progressed. Some members of staff terminated at the end of December 2014 with most due to leave at the end of March 2015. Members should note that further consultation will take place during the coming year in relation to the savings required to be delivered for 2016/17 and 2017/18.

Public Consultation

Specific consultation with the public/service users has taken place in relation to proposed changes to the Cashier Service and this is covered specifically by another report to today's meeting from the Head of Financial Services. Members will also be aware that there has been public consultation following the 1st October report to Cabinet up to the 24th December on the overarching Council proposals to set a balanced budget for 2015/16.

Savings Proposals

Attached at Appendix 1 is a list of all the savings being progressed for 2015/16. These savings are on track to being delivered as per original proposals with some monies being carried forward from the current year to underpin service requirements in 2015-16. This will result in a reduction in capacity and resources available from the next financial year resulting in alternative service structures being put in place. These new structures will be reported to Personnel Committee at the beginning of the new financial year.

Members should note that in relation to the HR Service that it has been possible to provide two specific posts to support improvements in Adults

Services which has enabled two members of staff to be re-deployed into these roles.

For Members attention enclosed within today's agenda are two other reports for decision. The first relates to changes within the Corporate Strategy and Democratic Services and the second in relation to changes to opening hours of the Cashier Service.

A further report in relation to charging arrangements for Court Deputy Services will be forwarded to the next meeting of this Committee.

Background Papers

Budget Reports to Cabinet of 10 September and 1 October 2014 and
Policy & Resources Scrutiny of 13 October 2014
Consultation Documentation
Budget Files

Appendix 1

Savings Proposals – Corporate Services

Officer Contact

Mr Hywel Jenkins, Director of Finance & Corporate Services
(Tel. No. 01639 763251; email: h.jenkins@npt.gov.uk)

Budget Saving Strategies - Corporate Services

New Ref	Description	Lead	Main Impacts - Updated	2015/16	2016/17	2017/18
				£000	£000	£000
CORP503	Workforce Strategy Savings	All	Implement new grading structure	52	88	40
CORP506	Legal	D Michael	Bring in house and procure legal work	50		
CORP509	Childcare Legal	D Michael	Reduce external legal fees	7		
CORP512	Litigation/ Commercial Law	D Michael	Reduce cost of insurance legal work	30		
CORP521	Finance & Revenues - staff savings	D Rees	Restructure of service and systems. Savings created from deletion of vacant posts and VR exercise.	65		
CORP522	Miscellaneous Expenditure Heads	D Rees	Base budget and procurement reductions across various expenditure heads	110		
CORP524	Finance & Revenue Services	D Rees	Staff savings - ERVR	39		
CORP534	Electoral	K Jones	Income generated through introduction of individual electoral registration	20		
CORP538	Democratic Services	K Jones	Reduce stationery budget - streamlined committee administration and greater reliance on electronic methods of working for both officers and elected members	10		
CORP542	Democratic Services	K Jones	Stop courier service for members	10		
CORP558	ICT staff reductions	S John	Efficiencies, recharge costs to projects, transformation reserve	30		
CORP561	ICT	S John	Staff savings via ER/VR and deletion of posts	20		
CORP562	ICT	S John	Reduce contribution into IT renewals reserve	50		

APPENDIX 1

New Ref	Description	Lead	Main Impacts - Updated	2015/16	2016/17	2017/18
				£000	£000	£000
CORP565	Increased income generation from the Court Deputy service	D Rees	Introduction of new charges from April 2015	30		
CORP566	Reduce the opening hours of the cash offices at both Neath and Port Talbot Civic Centres, plus efficiency savings in the cashiering service.	D Rees	Proposed daily opening hours from 10 a.m. to 3 p.m. at both Neath and Port Talbot Civic Centres. Currently open 8.45 a.m. to 4.30 p.m. (4 p.m. on Friday).	50		
CORP567	Review and re-structure of services within the financial services division to allow a number of staff to leave on VR.	D Rees	This will mean a significant reduction in terms of the staff resources available within the Finance Division. Whilst these reviews create efficiencies, there will still be an inevitable diminution of the services provided alongside increased workloads and pressure on the staff that remain.	165		
CORP568	Wales Audit Office (WAO) fees	D Rees	Reviews of working practices to create greater efficiencies which will lead to the reduced requirement for inspection and hence charges from WAO.	30		
CORP569	Use of 14/15 underspend to meet savings target in 15/16.	D Rees	The 15/16 shortfall will be met in 2016/17.	32	-32	
CORP570	Savings to be identified	D Rees	staff ER/VR over 2 years		259	227

APPENDIX 1

New Ref	Description	Lead	Main Impacts - Updated	2015/16	2016/17	2017/18
				£000	£000	£000
CORP571	Performance Audit Fees	K Jones	Reduced cost of WAO performance audit fees	26		
CORP572	Reduce Elections Team Staffing Resource	K Jones	Less resilience within elections team.	7		
CORP573	Income Target for Division	K Jones	Seek out income opportunities, mainly grant funding, to reduce pressure on council revenue budget	15		
CORP574	Complete winding up of Change Management and Innovation Unit	K Jones	No dedicated corporate capacity to support the council's change agenda	170		
CORP575	Reduce capacity in customer services	K Jones	Reduction in service performance	40		
CORP576	Introduce revised access to service policy across council	K Jones	Move to a digital by default policy. This will mean minimising the public information printed with people expected to use downloadable information; increasing the number of service available on line and increasing public take up of those services; introducing new technologies in the corporate contact centre to minimise the number of call handling staff required there.		200	100

APPENDIX 1

New Ref	Description	Lead	Main Impacts - Updated	2015/16	2016/17	2017/18
				£000	£000	£000
CORP577	Further review of CCTV operation to further reduce costs	K Jones	Options could include reducing the availability of the service further, recharging the cost to partners with a view to full cost recovery or transferring the service to another provider at no/minimal cost to the council. Review to progress during 2015.		80	80
CORP578	Further streamlining of democratic and corporate support following completion of modernisation programme	K Jones	Efficiency savings from modernisation programme			50
CORP579	Use of 2014/15 underspend to meet savings target in 2015/16.	K Jones	The 2015/16 shortfall will be met in 2016/17.	121	-121	
CORP580	Strategies to be identified	K Jones			95	20
CORP581	Increase income from Hillside SLA to reflect level of service demand. Current provision of £8k per annum does not reflect the service required.	Sheenagh Rees	With increased income the HR team will be able to continue to provide the service required by Hillside.	25		

APPENDIX 1

New Ref	Description	Lead	Main Impacts - Updated	2015/16	2016/17	2017/18
				£000	£000	£000
CORP582	Reduce Corporate Training & Development Management Development / Leadership Development budget	Sheenagh Rees	Reduced provision of management and leadership development. This will adversely impact upon the Council's ability to deliver the Council's change programme.	20		
CORP583	Reduce administrative support staff and professional support staff across HR / Health & Safety / Occupational Health / Training & Development NB: this includes planned FFP reductions of £31k / £38k / £35k over the 3 years (3 FTE)	Sheenagh Rees	Significantly reduced capacity across the 4 teams. Some work will be transferred to managers, a less flexible service will be available, some work will not be done and delayed response times in relation to some parts of the service. There are also some significant risks attached to reducing capacity that will impact on supporting Disciplinary Grievance Investigations, supporting managers in relation to sickness Management, reducing the ability to support construction design and management projects together with other Health & Safety work and reducing Corporate Training and development activity.	156	131	129
CORP584	Reduction in seconded trade union representatives budget	Sheenagh Rees	Reduced capacity within the seconded trade union team to participate in the Council's business - delays in formal processes and restrict TU ability to engage with the Council / work in partnership		7	7
CORP585	General Admin reductions	David Michael		20		

APPENDIX 1

New Ref	Description	Lead	Main Impacts - Updated	2015/16	2016/17	2017/18
				£000	£000	£000
CORP586	Reduction Coroner budget	David Michael	Joint Service with Swansea Council, potential variation in caseload and costs	20		
CORP587	Staffing Child Care	David Michael	Loss of trainee post	25		
CORP588	Legal Services	David Michael	Loss of trainee post	25		
CORP589	Increase income target Registrar	David Michael		10		
CORP590	Recharge to Licensing/increased income	David Michael		10		
CORP591	Staffing	David Michael	Risk of destabilising teams. Need to reduce workload		115	
CORP592	Staffing	David Michael	Risk of destabilising teams. Need to reduce workload			100
CORP593	Use of 2014/15 underspend to meet savings target in 2015/16.	David Michael	The 2015/16 shortfall will be met in 2016/17.	15	-15	
CORP594	ERVR savings - realised in 2014/15	Steve John		64		
CORP595	Reduce supplies & services budget	Steve John	Increased risk and reduce the ability to develop systems and undertake training on new software releases. Will impact on services that can be delivered.			37

APPENDIX 1

New Ref	Description	Lead	Main Impacts - Updated	2015/16	2016/17	2017/18
				£000	£000	£000
CORP596	Reduce contribution to IT renewals reserve	Steve John	Reduce ability to replace infrastructure and hardware, to support service delivery and implement new technology. Will probably place demand on Councils capital programme.		77	
CORP597	Efficiencies	Steve John	recharge costs to projects, bring future year savings forward	60		
CORP598	Strategies to be identified	Steve John	staff, limit renewal of contracts	126	153	193
CORP599	Insurance recharges	Hywel Jenkins		5		
Total				1,760	1,037	983

Code

Shaded area covering CORP 503 to CORP 562 relate to existing FFP proposals and CORP 565 on relate to additional proposals

POLICY AND RESOURCES CABINET BOARD

15th JANUARY 2015

REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

SECTION A – MATTERS FOR DECISION WARDS AFFECTED - ALL

MISCELLANEOUS GRANTS APPLICATIONS

Existing Policy Statement

- a) Each application will be considered on its merits.
- b) The Committee will only approve applications for financial assistance from voluntary or charitable organisations which are manifestly committed to voluntary endeavours of a local nature. This will not preclude the consideration of applications where the disposal of funds is outside the area but still provides significant benefits for the people from the Neath Port Talbot area.
- c) No applications will be considered from religious bodies except relating to church halls and other premises where there is significant community use of the property for non-religious activities.
- d) No applications will be considered from other public funded bodies such as community councils, hospital trusts, etc. or where the benefit may be in lieu of their contributions such as appeals for hospital equipment.
- e) Applications from individuals may be considered where both the person and the community derive a benefit.
- f) No grants will be made to any individual or organisation whose prime purpose is to distribute their funds to other charitable bodies.

Budget for 2014/15

The following grants are included and have been approved within this budget:-

	Budget 2014/15 £
Citizen Advice Bureau	82,680
Neath Port Talbot Council for Voluntary Service	45,494
Racial Equality Council	15,900
Maintenance of Mechanics Institute (in lieu of grant aid to Antiquarians & Archives)	14,037
West Glamorgan Association for the Blind	2,100
One-off grants	949
Total	<u>161,160</u>

Cyd Cymru – Wales Together

Cyd Cymru – Wales Together is a collective energy switching project. It was set up by the Welsh Government to enable Councils to assist households in their area to switch to a cheaper energy tariff. The City of Cardiff Council is the lead authority for this project.

For every resident that switches with Cyd Cymru – Wales Together money is paid into a Community Fund and distributed to Local Authorities based on the number of switchers within its area. This can then be donated to a local charity of the Council's choice or spent on local initiatives that support and benefit communities on fuel poverty alleviation .

The Council has received a cheque from Cardiff City Council in the sum of £555.62.

Members are requested to decide on where they would wish the money to be spent.

New Application

Please see attached Appendix 1.

Recommendations

It is recommended that Members:

- Decide on where they would wish the money to be spent in respect of the Cyd Cymru – Wales Together money received from Cardiff City Council.
- Decide on the application set out in Appendix 1.

Reason for Proposed Decision

To decide where the Cyd Cymru – Wales Together money is spent.
To decide on the funding application.

List of Background Papers

Letter from Cardiff City Council.
Letter of application.

Appendix

Appendix 1 –Miscellaneous Grant Application.

Officer Contact

Mr H J Jenkins – Director of Finance & Corporate Services
(Tel. 01639 763251 - email: h.jenkins@neath-porttalbot.gov.uk)

COMPLIANCE STATEMENT

MISCELLANEOUS GRANTS APPLICATIONS

(a) **Implementation of Decision**

The decision is proposed for implementation after the 3 day call-in period.

(b) **Sustainability Appraisal**

Community Plan Impacts:

Economic Prosperity	Positive
Education and Lifelong Learning	Positive
Better Health and Well Being	Positive
Environment and Transport	Positive
Crime and Disorder	Positive

Other Impacts:

Welsh Language	No impact
Sustainable Development	Neutral
Equalities	Positive
Social Inclusion	Positive

(c) **Consultation**

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

APPENDIX 1

MISCELLANEOUS GRANT APPLICATIONS

Applicant	Purpose	Amount Request/ Cost of “Project”	Previous Support	Comments
Margam Youth Centre Margam	Lease of Changing Room/Pavilion and Playing Field at Groeswen, Margam for 25 years with 5 year reviews	£1,350 p.a.	None	Provide grant to fully cover rent for initial 5 year period in line with rent review period.

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POLICY AND RESOURCES CABINET BOARD

15th JANUARY 2015

REPORT OF THE HEAD OF CORPORATE STRATEGY & DEMOCRATIC SERVICES – K. JONES

SECTION A – MATTER FOR DECISION

WARDS AFFECTED - ALL

BUDGET 2015/16 – CORPORATE STRATEGY & DEMOCRATIC SERVICES

1. Corporate Strategy and Democratic Services

- 1.1 Cabinet considered proposals on 10th September 2014 for achieving savings targets set for the department in 2015/16 of some £419,000. Those proposals were subsequently incorporated into the over-arching Budget Strategy Report that Cabinet considered on 1st October 2014 and upon which formal authority to consult was approved by Members of the Cabinet.
- 1.2 This report summarises the arrangements for scrutinising and consulting on the proposals for the Corporate Strategy and Democratic Services Department; the outcomes of those exercises; and puts forward final proposals, having taken into account feedback received following scrutiny and consultation.

2. Scrutiny

- 2.1 The departmental savings proposals were scrutinised by the Policy and Resources Scrutiny Committee on October 13th 2014. No objections were raised to the proposals for 2015/16. However, the Scrutiny Committee noted that outline proposals were also presented for the two subsequent financial years, principally in respect of the CCTV and access to services arrangements. The Scrutiny Committee noted that further detailed work was to be undertaken by officers in early 2015 and requested that proposals for 2016/17 and 2017/18 be submitted to the committee for scrutiny when the relevant detail was available.

3. Consultation

3.1 Workforce Consultation

3.1.1 All staff employed within the Corporate Strategy and Democratic Services Department were provided with written details of the proposed departmental savings for the period 2015/16 to 2017/18 on 2nd October 2014, following discussion with trade union representatives. Face to face meetings were held during September and October with each team to ensure there was a full understanding of the proposals and ways in which staff could contribute their feedback to the proposals. A deadline for receiving comments and alternative proposals was set of 15th December 2014.

3.1.2 Staff members are appreciative of the steps taken to inform them of the challenging financial situation facing the Council; how it impacts upon the department; and how it affects individual teams and team members. No objections to the proposals have been received during the consultation period and no alternative proposals have been put forward by staff. A commitment has been given to further consultation on proposals for 2016/17 and 2017/18.

3.1.3 In addition to the consultation initiated by the department, a corporate staff consultation programme has been conducted over the period September 2014 to December 2014. This has involved face to face meetings between the Chief Executive, e mail notifications to staff from the Chief Executive and articles within the Council's in-house newsletter "in the Loop". Additionally, a question and answer facility was set up on the intranet for staff to post questions and comments. There were a small number of staff comments and suggestions related to the number and remuneration of elected Members, the costs of the mayoralty; and the scope of the Council's Customer Services Department.

3.1.4 Responses have been provided to each suggestion/comment. However, the suggestions and comments received do not provide any additional opportunity to make savings as measures were: already included in the proposals; reflected areas where cost savings had already been achieved; or were not within the authority of the Council to effect.

3.2 Public Consultation

- 3.2.1 The departmental proposals for 2015/16 have limited public impact. Consequently, the department has relied on the corporate consultation exercise in terms of public consultation.
- 3.2.2 Three comments have been received as part of the over-arching corporate consultation exercise in respect of proposals for the financial year 2015/16. All of the comments relate to the cost of the mayoralty. Expenditure attached to the mayoralty has been the subject of focus in previous financial years. Staffing levels have already been reduced to a minimum; refreshments and civic hospitality budgets have been significantly reduced; financial support for twinning activities has been curtailed; and the type of engagements that are supported by the mayor during his/her term of office have been reviewed. Expenditure planned in 2015/16 is some 62% of that budgeted for in 2011/12 – the budget having reduced from £208,101 in 2011/12 to £128,358 in 2015/16. It is considered that there is no scope at this time to reduce expenditure further.
- 3.2.3 Additionally, the Partnership Event held on 8th September 2014 indicated broad support for making greater use of digital technology, in particular moving more services on-line. This area is a focus of the revised access to services strategy that will be presented to Members for scrutiny in early 2015 and which will then provide a framework for achieving some of the savings required in 2016/17 and 2017/18.

4. **Voluntary Redundancy Exercise**

- 4.1 Alongside the consultation exercises on the specific savings proposals put forward for the department in 2015/16, a corporate exercise to maximise the number of people leaving employment through voluntary redundancy has been carried out.
- 4.2 For the Corporate Strategy and Democratic Services Department, there were 31 expressions of interest received in voluntary redundancy. 7 of these staff members accepted voluntary redundancy following consideration of the financial packages available. As a consequence of the number of people opting to leave on grounds of voluntary redundancy, there has been a need to

make some further adjustments to the responsibilities of staff remaining in the Council's employment, however, these do not affect the delivery of the savings proposals for 2015/16. Details of the staffing structure that will operate from 1st April 2015 are being finalised and are subject to completing the necessary management of change procedures.

5. Final Proposals

Following scrutiny and consultation there are no changes proposed to the savings schedule presented to Cabinet on 10th September 2014 for the Corporate Strategy and Democratic Services Department.

Savings proposals for the two financial years 2016/17 and 2017/18 will be subject of further, detailed examination and engagement with key stakeholders in early 2015. Consequently, those savings are shown as being "at risk" as they are proposals "in outline only" at this stage.

6. Equality Impact

A screening equality impact assessment has been carried out and that indicates no significant equality impacts associated with proposals that will be implemented in 2015/16. However, there are equality impacts from proposals to change the Council's access to services arrangements from 2016/17 onwards. A full equality impact assessment will be conducted when drawing up the detailed proposals in early 2015.

7. Crime and Disorder Impact

There will be some minor adjustments to the staffing arrangements within the CCTV service in 2015/16 to reflect the consequential impact of reducing the service agreed as part of last year's budget strategy (2014/15). These changes should mean that resilience is strengthened until the long term strategy for the service has been determined. Officers intend to bring a report to Members in early 2015 on the options available and to seek direction as to the options that officers should examine in detail. The crime and disorder impact of any proposed service change will be fully assessed as part of that work.

8. Recommendations

It is recommended that Members note the consultation that has taken place and authorise the Head of Corporate Strategy and Democratic Services to implement the savings proposals set out in this report.

9. Reason for Proposed Decision

To provide the formal authority for the savings proposals set for the Corporate Strategy and Democratic Services to be implemented.

Officer Contact

Mrs K Jones – Head of Corporate Strategy & Democratic Services
(Tel. 01639 763284 - email: k.jones3@neath-porttalbot.gov.uk)

Background Papers

- Cabinet Report, September 10th 2014
- Staff Consultation Paper, October 2014
- Equality Impact Assessment – Screening Assessment

COMPLIANCE STATEMENT

BUDGET 2015/16 – CORPORATE STRATEGY AND DEMOCRATIC SERVICES DEPARTMENT

(a) Implementation of Decision

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

(b) Sustainability Appraisal

Economic Prosperity	-	Negative
Education & Lifelong Learning	-	Neutral
Better Health & Wellbeing	-	Neutral
Environment & Transport	-	Neutral
Crime & Disorder	-	Neutral

Other Impacts

Welsh Language	-	Neutral
Sustainable Development	-	Neutral
Equalities	-	Neutral
Social Inclusion	-	Neutral

(c) Consultation

This item has been subject to external consultation as part of the wider budget proposals for the financial year 2015/16 and the outcome of that consultation is summarised in the body of the report.

Budget Saving Strategies

New Ref	Board	Description	Lead	Main Impacts	2015/16	2016/17	2017/18	2018/19	2019/20	<i>est</i> staff
					£000	£000	£000	£000	£000	
CORP534	PRB	Electoral	K Jones	Income generated through introduction of individual electoral registration	20					
CORP538	PRB	Democratic Services	K Jones	Reduce stationery budget - streamlined committee administration and greater reliance on electronic methods of working for both officers and elected members	10					
CORP542	PRB	Democratic Services	K Jones	Stop courier service for members	10					
CORP571	PRB	Performance Audit Fees	K Jones	Reduced cost of WAO performance audit fees	26					
CORP572	PRB	Reduce Elections Team Staffing Resource	K Jones	Less resilience within elections team.	7					1.0
CORP573	PRB	Income Target for Division	K Jones	Seek out income opportunities, mainly grant funding, to reduce pressure on council revenue budget	15					
CORP574	PRB	Complete winding up of Change Management and Innovation Unit	K Jones	No dedicated corporate capacity to support the council's change agenda	170					5.0
CORP575	PRB	Reduce capacity in customer services	K Jones	Reduction in service performance	40					2.0
CORP576	PRB	Introduce revised access to service policy across council	K Jones	Move to a digital by default policy. This will mean minimising the public information printed with people expected to use downloadable information; increasing the number of service available on line and increasing public take up of those services; introducing new technologies in the corporate contact centre to minimise the number of call handling staff required there.		200	100			10.0
CORP577	PRB	Further review of CCTV operation to further reduce costs	K Jones	Options could include reducing the availability of the service further, recharging the cost to partners with a view to full cost recovery or transferring the service to another provider at no/minimal cost to the council		80	80			8.0
CORP578	PRB	Further streamlining of democratic and corporate support following completion of modernisation programme	K Jones	Efficiency savings from modernisation programme			50			1.0
CORP579	PRB	Use of 2014/15 underspend to meet savings target in 2015/16.	K Jones	The 2015/16 shortfall will be met in 2016/17.	121	-121				
CORP580	PRB	Strategies to be identified	K Jones			95	20			
					419	254	250	0	0	27.0

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POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – K.JONES

15th JANUARY 2015

SECTION A – MATTER FOR DECISION

WARD(S) AFFECTED: ALL

PERIODIC REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

Purpose of Report

The Council is required by the Electoral Administration Act 2006, to conduct periodic reviews of Polling Districts, Polling Places and Polling Stations within the County Borough, and covering the Parliamentary Constituencies of Aberavon and Neath. The first of these reviews was completed in 2007, with a subsequent review in 2011 and under legislation the Council is required to undertake a further review by 31st December, 2014.

Background

A wide consultation process has been conducted as part of the review, and this has particularly involved Members of this Council, the various Town/Community Councils, Members of Parliament, Assembly Members, Members of the European Parliament and Disabled Access Groups. An online consultation was also open to all residents to submit their views in relation to their local Polling Station. The details of the review were also made available via public notices and through the Council's internet website. An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required (see Appendix 1).

Submissions were received from a number of Members, Town/Community Councils and community groups particularly with regard to the location of certain Polling Stations. These representations and suggestions have been evaluated and where possible recommended as alternative Polling Station venues (see Appendix 2).

Inevitably a small number of Polling Station alterations suggested during the consultation period have not been taken forward due to a variety of practical, financial and logistic reasons which are outlined below:

- A suggestion was made to move electors currently allocated to Blaenhonddan Primary School to Bryncoch Community Centre in the Bryncoch North ward. It was decided not to take forward this particular proposal due to the distance that electors would have to travel to Bryncoch Community Centre from Blaenhonddan Primary School which is located in an uphill position and could prove difficult for electors with mobility issues. Blaenhonddan Primary School remains in a highly visible and easily reachable location on Main Road both by foot and by car with ample parking facilities also available for electors.
- Suggestions were put forward by Neath Town Council to consider using the Neath Community Centre (next to the Gwyn Hall) and Neath Town Hall. While the venues itself are potentially viable as polling station locations, concerns exist over the limited parking available for both polling station staff and electors in both locations (with Morrisons Car Park being a pay and display). In addition, the current polling station for the polling districts (Neath Civic Centre) remains in a highly visible and easily reachable location in the Town Centre both by foot and by car with parking facilities also available for Polling Station Staff.

Recommendations

It is recommended as follows:-

- (a) that there be no changes to any of the Polling Districts within the County Borough;
- (b) that the proposed changes in locations of Polling Stations be approved as indicated.

Reasons for Proposed Decision

The decisions provide for the effective management of the electoral process within the County Borough.

List of Background Papers

Equality Impact Assessment Screening Form
List of Responses

Details of Polling Districts and Polling Stations.
Returning Officer Observations

Officer Contact

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COMPLIANCE STATEMENT

TITLE OF REPORT

PERIODIC REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

(a) Implementation of Decision

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

(b) Sustainability Appraisal

Community Plan Impacts

Economic Prosperity	..	No Impact
Education & Lifelong Learning	..	No Impact
Better Health & Wellbeing	..	No Impact
Environment & Transport	..	No Impact
Crime & Disorder	..	No Impact

Other Impacts

Welsh Language	..	No Impact
Sustainable Development	..	No Impact
Equalities	..	Positive
Social Inclusion	..	No Impact

(c) Consultation

This item has been subject to external consultation.

Appendix 1

Equality Impact Assessment Screening Form

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1

What service area and directorate are you from?

Service Area: Electoral Services

Directorate: Chief Executive's

Q1(a) What are you screening for relevance?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe below

Neath Port Talbot Electoral Services team are currently undertaking a County wide polling station review. Legislation stipulates that this exercise must be undertaken every 5 years. As part of the exercise local residents had an opportunity to put forward representations and recommendations to move or change their local polling stations. Local residents did not put forward any proposals but following a review by the Returning Officer it was determined that the following changes needed to be made to 14 of the current polling stations. In some instances it was necessary to make changes due to the current building used as a polling station closing or no longer being fit for purpose for staff or electors. In other instances changes have been implemented to help where possible to improve access for disabled electors and minimise disruption to schools (although this has not always been possible in all situations). The following changes have been put forward:

- Relocating the polling station currently situated in St. Joseph's Comprehensive School to the Aberavon Community Centre. This change has been proposed as it will prevent electors accessing the school while pupils are present and led to less disruption during school hours and over better disabled access than is currently available at the school. Furthermore, Aberavon Community Centre is only 0.3 miles from the current polling station location resulting in minimal change for electors in terms of distance to their polling station.
- Relocating the polling station currently situated in Booth at Windsor Village to the Booth at Westlands. This change has been proposed as currently we have two mobile polling stations which are extremely costly less than 0.4 miles apart from each other with relatively small electorates. By combining the two stations into one will result in a cost saving of approximately £975 with little inconvenience to the electors. While it is acknowledged that mobile polling stations are poor with regards to disabled access (not possible for a wheelchair to access the station) and where possible we look for alternative permanent stations within the polling district area, it has not been possible to find an alternative for this area. We have contacted the Port Talbot Resource

Centre as a possible alternative but there is no-where within the building that the poll could be carried out in secrecy and was therefore deemed unsatisfactory.

- Relocating the polling station currently situated in Baglan Primary School to Baglan Community Centre. This change has been proposed to prevent the school from having to close to pupils which leads to disruption for both parents and pupils. Furthermore, Baglan Community Centre is only 0.3 miles from the current polling station location resulting in minimal change for electors in terms of distance to their polling station. While we acknowledge that Baglan Community Centre has recently formed part of the Council's Community Centre consultation regarding the transfer of ownership, we do not foresee any issues in utilising the community centre should there be a change from Council ownership.
- Relocating the polling station currently situated in Booth adjacent to Flats 13-18 Cae Lynch to Caewathan Community Centre. This change has been proposed as it will result in better access for disabled electors who cannot currently enter a mobile polling station, result in significant cost savings and is only 0.2 miles from the current polling station location resulting in minimal change for electors in terms of distance to their polling station.
- Relocating the polling station currently situated at Tudor Park Football Pavilion to Croeserw Community Enterprise Centre. This change has been proposed due the poor condition of Tudor Park Football Pavilion which has always been raised by staff and polling station inspectors as unacceptable. Following a review of the station it was determined that it was no longer acceptable to use Tudor Park as a polling station. The nearest alternative we could locate is Croeserw Community Enterprise Centre which is approximately 0.6 miles away. While we accept that this may be considered too far for some electors to walk it is the only viable alternative available.
- Relocating the polling station currently situated at the Lifelong Learning Centre to Central Junior School. This change has been proposed due to the closure of the Lifelong Learning Centre. Following a review by the electoral services team the only viable alternative in the area was Central Junior School. While we appreciate this goes against our policy of utilising schools, in this particular area the only alternative is Central Junior School and as it is already utilised as a polling station it will keep disruption to a minimum. Furthermore, Central Junior School is only 0.3 miles from the current polling station location resulting in minimal changes for electors in terms of distance to their polling station.
- Relocating the polling station currently situated at Port Talbot Gas Club to Dalton Road Community Centre. This change has been proposed due to the poor condition of the Port Talbot Gas Club which has always been raised by staff and polling station inspectors as unacceptable. Following a review of the station it was determined that it was no longer acceptable to use Port Talbot Gas Club as a polling station. The nearest alternative with good public transport links is Dalton Road Community Centre which is approximately 0.6

miles. While we accept that this may be considered too far for some electors to walk it is the only viable alternative available and there are bus stops between the two stations to minimise the disruption to electors.

- Relocating the polling station currently situated at Sandfields Library to Awel-Y-Mor Primary School Community Room. This change has been proposed due to accessibility issues with the room utilised in Sandfields Library as a polling station and security risks to the library after library staff have left for the day (room located to side so anybody has access the library without polling station staff knowing). By utilising Awel-Y-Mor Primary school Community Room it allows the school to remain to open to pupils as an alternative entrance is used to access the room preventing pupils coming in to contact with members of the public. It is currently unacceptable that disabled electors have great difficulty in accessing the polling station currently in Sandfields library, and the school was previously utilised as a polling station up to November 2012.
- Relocating the polling station currently situated at Mozart Drive Community Centre (AO1) to Tir Morfa. This change has been proposed by a local member and sees the arrangement return to what has been previously been in place up to 2014. The only reason the change took place in 2014 was due to Tir Morfa undergoing renovations.
- Relocating the polling station currently situated in Blaenhonddan Primary School (NE3 only) to Owain Glyndwr Community Centre. This change has been proposed due to previous complaints from electors who believe having two polling stations within the school – one for Bryncoch North and one for Bryncoch South is confusing particularly when local and community council elections are held as there are different ballot papers for each area. While it necessary to keep the polling station for Bryncoch North (ND1) at the school due to there being no other alternative, it is felt that by moving the Bryncoch South (NE3) polling station to Owain Glyndwr would help to alleviate any confusion for electors for future elections. Furthermore, Owain Glyndwr Community Centre is 0.6 miles from the current polling station and located next to the area's local shopping area which should help to minimise disruption for electors.
- Relocating the polling station currently situated in Llangatwg Comprehensive School to Cadoxton Community Centre. This change has been proposed as it will prevent electors accessing the school while pupils are present and led to less disruption during school hours. Furthermore, Cadoxton Community Centre is 0.6 miles from the current polling station location resulting in minimal change for electors in terms of distance to their polling station.
- Relocating the polling station currently situated in the Booth adjacent to No 8 Gardner's Lane to the Baptist Chapel Vestry. This change has been proposed as it will result in better access for disabled electors who cannot currently enter a mobile polling station, result in significant cost savings and is only 0.2 miles from the current polling station location resulting in minimal change for electors in terms of distance to their polling station.

- Relocating the polling station currently situated in the Booth at Lakeside to The Priory. This change has been proposed as we are no longer able to utilise the land at Lakeside to site a mobile polling station. The only viable alternative in the area is The Priory restaurant. This change will also result in better access for disabled electors who cannot currently enter a mobile polling station, result in significant cost savings and is only 0.1 miles from the current polling station location resulting in minimal change for electors in terms of distance to their polling station.

In addition to the reasons outlined above for each individual change, in the vast majority of cases we are allocating new stations where current polling stations already exist (with the exception of Lakeside and Tir Morfa). This will help to bring significant cost savings in terms of reduction in the number of polling station staff required and the number of buildings or mobile units utilised as polling stations. At the same time all changes keep to within the Electoral Commission limit of 2,500 electors per polling station and have been designed to limit the burden on electors as much as possible by ensuring there is no significant distance to travel as a result of the change.

Q2(a) What does Q1a relate to?

Direct front line service delivery

Indirect front line service delivery

Indirect back room service delivery

(H)

(M)

(L)

(b) Do your customers/clients access this service...?

Because they need to

Because they want to

Because it is automatically provided to everyone in NPT

On an internal basis i.e. Staff

(H)

(M)

(M)

(L)

Q3 What is the potential impact on the following protected characteristics?

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?

High visibility
to general public
 (H)

Medium visibility
to general public
 (M)?

Low visibility
to general public
 (L)?

(b) What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)

High risk
to reputation
 (H)

Medium risk
to reputation
 (M)

Low risk
to reputation
 (L)

Q5 How did you score?
Please tick the relevant box

MOSTLY H and/or M → **HIGH PRIORITY** → **EIA to be completed**
Please go to Section 2

MOSTLY L → **LOW PRIORITY / NOT RELEVANT** → **Do not complete EIA**
Please go to Q6 followed by Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

Following the EIA screening process it was determined that it was not necessary for a full EIA to be conducted due to the predominately low impact and risk associated with changing the location of polling stations within some areas of the County Borough. Furthermore, while it is accepted that in some instances electors may have a slightly longer journey to their polling station, all electors will be notified of the changes at the earliest possible opportunity and have the provision to apply for a postal or proxy vote should they deem the location of the new polling station to be inconvenient for them. While we accept there are some drawbacks with the proposals in terms of accessibility issues with mobile stations we have done everything we can to minimise this disruption and seek alternatives where possible.

Section 2

Screener- This to be completed by the person responsible for completing this screening
Name: Clare Sim
Location: Port Talbot Civic Centre
Telephone Number: 01639 763180
Date: 9/12/2014
Approval by Head of Service

Name: Karen Jones
Position: Head of Corporate Strategy and Democratic Services
Date: 9/12/2014

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.

**Review of Polling Districts, Polling Places and Polling Stations
Representations, Suggestions and Observations**

Organisation/Name	Register Code(s)	Points made in Representation
Cllr. Robert Jones	AL2	<ul style="list-style-type: none"> The current land at Lakeside where the booth is situated has been closed, therefore the Priory is the only other building suitable for future elections.
Trudy Launchbury Amman Valley Trotting Club	NN1	<ul style="list-style-type: none"> The polling station has been used for many years and has excellent facilities in the centre of the village, within walking distance for elderly residents. The building has been adapted to accommodate disabled electors. It is adapted for the less able bodied residents. It is also large enough to allow voters the privacy necessary on polling day. The other venues in the village that could be used are Tairgwaith Primary School or Tairgwaith Club.
Russell Ward Celtic Leisure	N/a	<ul style="list-style-type: none"> No comments to make.
Mike Key Gwaun Cae Gurwen Community Council	NM1 – NM2	<ul style="list-style-type: none"> The only issue brought to our attention at the last election, was that there was no Welsh speaker at the Gwaun Cae Gurwen Community Centre. Could we have a Welsh speaker at the polling station for future elections.
Cllr. Janice Dudley	ND1 – ND2 NE1 – NE6	<ul style="list-style-type: none"> Could the Scout Hut / Owain Glyndwr be utilised as a polling station for residents of the South Ward, and Bryncoch Community Centre for residents of Bryncoch North.
Cllr. Des Davies	NU1 – NU5	<ul style="list-style-type: none"> The current polling station arrangements for Resolven are satisfactory.
Peter Lloyd Jones Cwmlllynfell Community Council	NI1 – NI2	<ul style="list-style-type: none"> It is the view of the community council that the present polling districts in the community should remain unchanged as their boundaries are coterminous with the community wards which in turn form the building blocks for the County Borough Electoral Division and as such provide appropriate democratic polling arrangements. The current polling places and polling stations should be retained in their current form as they are suitable for the requirements of the polling districts.
Cllr. Alun Llewelyn	NZ1- NZ3	<ul style="list-style-type: none"> The current polling stations are well established and familiar to the electors of Ystalyfera. There will need to be a further review in 2018 if Ysgol Y Wern moves to the Ysgol Ystalyfera campus. Beulah Vestry has fair access and parking. The

		only suitable location in Cwmtwrch is Ysgol Y Wern, which has fair access and sufficient parking, and is the most suitable location for a station at present. Community Hall has good access and parking.
Cllr. James Stephen Evans	AO1 – AO2	<ul style="list-style-type: none"> The Tir Morfa site has a long and successful history as a polling station. Closure of the school meant a cessation in its use as a polling station. The recent European Parliamentary Elections served to underscore the fact, that this is a most unsatisfactory arrangement, in that although the Mozart Drive centre was made available to those who had formerly used Tir Morfa, nevertheless Mozart Drive proved too remote for those self-same individuals. Tir Morfa is a large facility with excellent parking and is positioned in a strategically central position. The building itself is replete with these amenities required to sustain polling station
Paul Bulmer BRAG	AE6	<ul style="list-style-type: none"> The Bryn Village Hall is very conveniently located, is an adequate size to enable privacy, and has an adjacent car park and is in a safe well lit area. Bryn School is an alternative venue.
Kathryn Charles Neath Town Council	NG1 NG2 NP1 NO3	<ul style="list-style-type: none"> Cimla Community Centre - No change. Neath Community Centre (next to Gwyn Hall, Neath) has parking available in nearby car park, however there is limited car parking outside the premises due to 1 hour parking restrictions. There is good access to the polling station and it is centrally located for community. Good facilities and services offered. Neath Town Hall has parking available at Morrisons' car park, good access (disabled lift available) and it is centrally located for the community. Good facilities and services offered. Melincryddan Community Centre is centrally located but with limited parking, although on road car parking is available close by. Good facilities and services offered.

Review of Polling Districts, Polling Places and Polling Stations

APPENDIX 3

Electoral Divisions, Communities and
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Aberavon Constituency



* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendatiions
AA1	Aberavon	Aberavon	St. Mary's Centre	735	Access via temporary ramp. Parking close by. Located close to community	Good facilities and services.	Good	No Change
AA2		Aberavon	St. Joseph's Comprehensive School	935	Adequate parking and access. Located close to community.	Good facilities and services.	Good	PROPOSED: Aberavon Community Centre
AA3		Aberavon	Aberavon Community Centre	485	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AA4		Aberavon	Sandfields Primary School	672	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change

Review of Polling Districts, Polling Places and Polling Stations

Electoral Divisions, Communities and
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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendatiions
AA5		Aberavon	Booth At Westlands	903	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required. Close to another mobile station.	Adequate	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AA6		Aberavon	Booth At Windsor Village	500	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required. Close to another mobile station.	Adequate	PROPOSED: Booth at Westlands
AB1	Baglan	Baglan	Ebenezer Chapel Vestry	570	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AB2		Baglan	Church Hall Church Road	1591	Adequate parking and access. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AB3		Baglan	Blaen Baglan Primary School	1188	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AB4		Baglan	Baglan Primary School	1219	Good parking and access. Located close to community.	Good facilities and services.	Good	PROPOSED: Baglan Community Centre
AB5		Baglan	Baglan Community Centre	944	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station
AC1	Briton Ferry East	Briton Ferry (Craig-Y-Darren Ward)	Ty Llansawel Day Centre	789	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AC2		Briton Ferry (Cwrt Sart Ward)	Briton Ferry Community Hall	797	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change

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AC3		Briton Ferry (Cwrt Sart Ward)	Cwrt Sart Comprehensive School	690	Access via temporary steel ramp placed at an acute angle. Parking facilities close by. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station
AD1	Briton Ferry West	Briton Ferry (Brynhyfryd Ward)	Ysgol Tyle'r Ynn	456	Adequate parking and access. Located close to community.	Good facilities and services.	Good	No Change
AD2		Briton Ferry (Brynhyfryd Ward)	Brynhyfryd Primary School *	629	Adequate parking and access. Located close to community.	Good facilities and services.	Good	No Change
AD3		Briton Ferry (Shelone Wood Ward)	Llansawel Primary School	738	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AD4		Briton Ferry (Shelone Wood Ward)	Brynhyfryd Primary School *	339	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change

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AE1	Bryn and Cwmavon	Cwmavon	The Library, Cwmavon *	1382	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AE2		Cwmavon	Bethany Apostolic Church	1137	On-street parking close to station. Poor access - no ramp at front entrance. Rear entrance has disabled access but reached via unlit path in poor condition. Door threshold also causes difficulties for electors. Located close to community.	Good facilities and services.	Adequate	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AE3		Cwmavon	Booth At Heol Mabon	479	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	No Change - monitor current polling station
AE4		Cwmavon	Seion Bethania Chapel Vestry	831	Adequate parking. Temporary ramp required for access to station. Located close to community.	Good facilities and services.	Good	No Change
AE5		Cwmavon	Rock Chapel Vestry	271	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AE6		Bryn	Bryn Village Hall	740	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AE7		Cwmavon	The Library, Cwmavon *	275	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AE8		Cwmavon	Pontrydyfen Primary	163	On-street parking and adequate access. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station
AF1	Coedffranc Central	Coedffranc (East Central Ward)	Salvation Army Community Hall	1256	Good parking facilities next to station. Access poor for wheelchair bound electors - single door on ground level not accessible for wheelchair. Located close to community.	Good facilities and services.	Adequate	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AF2		Coedffranc (Central Ward)	Booth Adjacent To Flats 13-18 Cae Lynch	536	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	PROPOSED: Caewathan Community Centre
AF3		Coedffranc (Central Ward)	Caewathan Community Centre	1151	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AG1	Coedffranc North	Coedffranc (North Ward)	The Community Hall, Church of Latter Day Saints	1287	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AG2		Coedffranc (North Ward)	Mission Hall, Lonlas	554	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AH1	Coedffranc West	Coedffranc (West Central Ward)	Carnegie Community Centre	487	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AH2		Coedffranc (West Central Ward)	Booth At Serecold Avenue	1056	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	No Change - monitor current polling station
AH3		Coedffranc (West Ward)	Llandarcy Institute	329	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station

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AH4		Coedffranc (West Ward)	Jersey Marine Community Centre	387	On-street parking. Adequate access although disabled electors encounter difficulties entering the station due to the entrance doors. Located close to community.	Good facilities and services.	Adequate	No Change
AH5		Coedffranc (West Ward)	Crymlyn Burrows Community Centre	125	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AI1	Cymmer	Glyncorrwg (Cymmer Ward)	Afan Christian Fellowship	74	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AI2		Glyncorrwg (Cymmer Ward)	Afan Lodge	287	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AI3		Glyncorrwg (Cymmer Ward)	Tudor Park Football Pavilion	545	Good parking facilities at PS. Access poor for disabled electors - no level access into station and narrow doorways and steps inside station. Located close to community.	Poor facilities and services - staff bring own basic provisions of toilet roll, soap and hand towels. Additional heating required.	Adequate	PROPOSED: Croeserw Community Centre
AI4		Glyncorrwg (Cymmer Ward)	Croeserw Community Centre	523	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AI5		Glyncorrwg (Cymmer Ward)	Cymmer Afan Community Library	717	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendatiions
AJ1	Glyncorrgw	Glyncorrgw (Glyncorrgw Ward)	Noddfa O.A.P. Centre	810	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AK1	Gwynfi	Glyncorrgw (Gwynfi Ward)	Pen Afan Primary School *	733	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AK2		Glyncorrgw (Gwynfi Ward)	Pen Afan Primary School *	278	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AL1	Margam	Margam	Coed Hirwaun Primary School	989	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AL2		Margam	Booth At Lakeside Golf Driving Range	157	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	PROPOSED: The Priory
AL3		Margam	Round Chapel Vestry	769	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AL4		Margam	School Hall At Groes Primary School	411	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change
AM1	Port Talbot	Port Talbot	Lifelong Learning Service	576	Good parking and access via permanent ramp. Located close to community	Good facilities and services.	Good	PROPOSED: Central Junior School

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AM2		Port Talbot	Central Junior School	1204	Good parking and access via permanent ramp. Located close to community	Good facilities and services.	Good	No Change
AM3		Port Talbot	Riverside Baptist Church	1191	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AM4		Port Talbot	Velindre Community School	1432	Good parking and access via permanent ramp. Located close to community	Good facilities and services.	Good	No Change
AN1	Sandfields East	Sandfields East	Port Talbot Gas Club	867	Good parking close to PS. No level access into PS and not well lit. Located close to community.	Adequate facilities and services. Additional heating may be required.	Adequate	PROPOSED: Dalton Road Community Centre

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
AN2		Sandfields East	The Scout Hall, Darwin Road Playing Fields	886	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change
AN3		Sandfields East	NSA Afan, Bevin Avenue	1220	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AN4		Sandfields East	Dalton Road Community Centre	1003	On-street parking. Access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change
AN5		Sandfields East	Sandfields Library	1244	Good parking and adequate access via permanent ramp. Disabled electors cannot enter polling station due to step into room where polling station located. Located close to community.	Adequate facilities and services.	Adequate	PROPOSED: Awel Y Mor Primary School - Community Room

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
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AO1	Sandfields West	Sandfields West	Mozart Drive Community Centre *	1814	Good parking and access. Located close to community.	Good facilities and services.	Good	PROPOSED: Tir Morfa
AO2		Sandfields West	Mozart Drive Community Centre *	1489	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station
AO3		Sandfields West	Traethmelyn Primary School *	1076	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station
AO4		Sandfields West	Traethmelyn Primary School *	702	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendatiions
AP1	Taibach	Taibach	Operatic Society Headquarters	713	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change
AP2		Taibach	Wesley Church Schoolroom	582	Good parking and access. Located close to community.	Good facilities and services.	Good	No Change
AP3		Taibach	Taibach Community Centre	1117	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change - monitor current polling station
AP4		Taibach	St. David's Church Hall	1145	On-street parking and good access. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendatiions
AP5		Taibach	Booth Adjacent To St. Peter's Church	320	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	No Change - monitor current polling station

Total	51500
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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NA1	Aberdulais	Blaenhonddan (Aberdulais Ward)	Cilfrew Community Centre	803	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NA2		Blaenhonddan (Cilfrew Ward)	National Trust Hall, Aberdulais Falls	957	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NB1	Alltwen	Cilybebyll (Alltwen Ward)	Capel Yr Alltwen	1956	On-street parking. Access via temporary ramp. PS located on a steep hill not close to community.	Good facilities and services.	Adequate	No Change
NC1	Blaengwrach	Glynneath (West Central Ward)	Pensioners Hall, Glynneath	662	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NC2		Blaengwrach	Cwmgwrach Welfare Memorial Hall	878	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change
ND1	Brynoch North	Blaenhonddan (Brynoch North Ward)	Blaenhonddan Primary School *	868	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
ND2		Blaenhonddan (Brynoch North Ward)	Brynoch Community Centre	965	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change
NE1	Brynoch South	Blaenhonddan (Brynoch South Ward)	Caewern Community Centre	899	On-road parking. Access via steps. Alternative entrance for disabled electors. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NE2		Blaenhonddan (Bryncoch South Ward)	Booth At Brookfield	595	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloo required.	Adequate	No Change - monitor current polling station
NE3		Blaenhonddan (Bryncoch South Ward)	Blaenhonddan Primary School *	205	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	PROPOSED: Owain Glyndwr Community Centre
NE4		Blaenhonddan (Bryncoch South Ward)	Owain Glyndwr Community Centre	1029	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NE5		Blaenhonddan (Bryncoch South Ward)	Waunceirch Community Hall	816	On-road parking. Access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NE6		Blaenhonddan (Bryncoch South Ward)	Booth At Lidl's Car Park	1081	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	No Change - monitor current polling station
NF1	Cadoxton	Blaenhonddan (Cadoxton Ward)	Cadoxton Community Centre	1141	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NF2		Blaenhonddan (Cadoxton Ward)	Llangatwg Comprehensive School	255	On-road parking limited due to school area. Access via permanent ramp, although ground uneven on approach to PS, and lip on the door when leaving the station which could be problematic for wheelchair users. Located close to community.	Good facilities and services.	Adequate	PROPOSED: Cadoxton Community Centre
NG1	Cimla	Neath (Cefn Saeson Ward)	Cimla Community Centre *	2180	Limited car parking leading to queueing on main road. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NG2		Neath (Crynallt Ward)	Cimla Community Centre *	1059	Limited car parking leading to queueing on main road. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NH1	Crynant	Crynant	Crynant Community Centre	1598	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NI1	Cwmllynfell	Cwmllynfell (Cwmllynfell Ward)	Cwmllynfell Hall	729	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NI2		Cwmllynfell (Penrhiwfawr Ward)	Community Hall, Rhiwfawr	220	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NJ1	Dyffryn	Dyffryn Clydach	Traherne Court	896	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NJ2		Dyffryn Clydach	Booth At The Playground, Highlands	543	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	No Change - monitor current polling station
NJ3		Dyffryn Clydach	Dyffryn Clydach Memorial Hall	1074	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NK1	Glynneath	Glynneath (East Ward)	Wesleyan Chapel Vestry	790	On-road parking and access via temporary ramp. Located close to community,	Good facilities and services.	Good	No Change
NK2		Glynneath (Central Ward)	Glynneath Town Hall	1131	Good parking and access via permanent ramp. Located close to community,	Good facilities and services.	Good	No Change
NK3		Glynneath (West Ward)	M & C.W. Clinic	821	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NL1	Godre'rgraig	Ystalyfera (Godre'rgraig Ward)	Godre'rgraig Primary School	753	Good parking within school grounds. Access via temporary ramp. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NL2		Ystalyfera (Godre'rgraig Ward)	Booth Near To No.6 & No.8 Graig Newydd	709	Adequate parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloo required.	Adequate	No Change - monitor current polling station
NM1	Gwaun Cae Gurwen	Gwaun Cae Gurwen (Gwaun Cae Gurwen Ward)	Community Hall, New Road	1414	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change
NM2		Gawun Cae Gurwen (Cwmgors Ward)	The Community Hall, Cwmgors	903	Ample parking close to station. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NN1	Lower Brynamman	Gwaun Cae Gurwen (Tai'r Gwaith Ward)	The Community Hall, Tairgwaith	347	Good parking and access to PS. Located close to community,	Good facilities and services.	Good	No Change
NN2		Gwaun Cae Gurwen (Lower Brynamman Ward)	Ebenezer Chapel, Lower Brynamman	707	On-road parking close to PS. Good access to station. Located close to community.	Good facilities and services.	Good	No Change
NO1	Neath East	Neath (Melincrythan Ward)	Pensioners Hall, Wellfield	631	Car parking available on site or car park next door. Access via permanent ramp. Located close to community,	Good facilities and services.	Good	No Change
NO2		Neath (Melincrythan Ward)	Maria Street Church Vestry	836	Limited on-street parking. Good access into PS. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NO3		Neath (Melincrythan Ward)	Melin Advice Centre	744	Good parking and access to PS. Located close to community,	Good facilities and services.	Good	No Change
NO4		Neath (Penrhiwtyn Ward)	Baptist Chapel Vestry	1146	On-road parking. Good access to PS. Located close to community.	Good facilities and services.	Adequate	No Change
NO5		Neath (Penrhiwtyn Ward)	St.Catherine's Church Hall	479	On-road parking. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NO6		Neath (Penrhiwtyn Ward)	Booth Adjacent To 8 Gardner's Lane, Neath	932	Adequate on-road parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	PROPOSED: Baptist Chapel Vestry

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NP1	Neath North	Neath (Castle Ward)	Neath Civic Centre *	555	Limited on-road parking close to PS. Good access to station. Located close to community.	Good facilities and services.	Good	No Change
NP2		Neath (Llantwit Ward)	Neath Civic Centre *	1065	Limited on-road parking close to PS. Good access to station. Located close to community.	Good facilities and services.	Good	No Change
NP3		Neath (Llantwit Ward)	Y.M.C.A., Neath	1493	Limited on-road parking. Access via permanent ramp. Located close to community,	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NQ1	Neath South	Neath (Gnoll Ward)	Scout Hall, Cimla Crescent	823	Parking available close to PS. Access via permanent ramp. Floor in PS slopes downwards. Located close to community,	Good facilities and services.	Good	No Change
NQ2		Neath (Mount Pleasant Ward)	St. Peter & Paul Church Hall	1478	Parking available at mini supermarket next door to PS. Good access into PS. Located close to community.	Good facilities and services.	Good	No Change
NQ3		Neath (Mount Pleasant Ward)	St. Joseph's R.C. Church Hall	696	On-road parking. Good access into PS. Located close to community,	Good facilities and services.	Good	No Change
NQ4		Neath (Mount Pleasant Ward)	Siloh Church Hall	687	Limited on-road parking. Step into polling station. Located close to community.	Good facilities and services.	Adequate	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NR1	Onllwyn	Onllwyn	Pantyyffordd Community Centre	274	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NR2		Onllwyn	Onllwyn Miners Welfare Hall Lounge	73	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change
NR3		Onllwyn	Maesmarchog Primary School	597	Parking available on school grounds. Access to PS via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change
NS1	Pelenna	Pelenna (Tonmawr Ward)	Pelenna Community Centre	424	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NS2		Pelenna (Pontrhydyfre n Ward)	Pontrhydyfen Community Centre	498	On road parking. Good access to PS. Located close to community,	Good facilities and services.	Good	No Change
NT1	Pontardawe	Pontardawe (Pontardawe Ward)	Llangiwg Primary School	753	Parking available on school grounds. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NT2		Pontardawe (Pontardawe Ward)	Tabernacl Chapel, Thomas Street	1198	On-road parking. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NT3		Pontardawe (Pontardawe Ward)	Alltycham & Rhydyfro Community Hall	1090	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NT4		Pontardawe (Pontardawe Ward)	Neath Port Talbot First Stop Shop	595	On-road parking. Access via lift for disabled electors at back of building. Located close to community	Good facilities and services.	Good	No Change
NT5		Pontardawe (Rhyd-y-fro Ward)	Rhydyfro Primary School	549	Parking available on school grounds. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NU1	Resolven	Clyne & Melincourt	Pensioners Hall, Melincourt	320	Car parking available across the road from PS. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NU2		Clyne & Melincourt	Clyne Community Centre	336	Good parking and access to PS. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NU3		Resolven (South Ward)	Resolven Building Blocks	621	On-road parking. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NU4		Resolven (Abergarwed Ward)	Sardis Chapel Vestry *	203	On-road parking. Access via temporary ramp. Located close to community.	Good facilities and services.	Good	No Change
NU5		Resolven (North Ward)	Sardis Chapel Vestry *	1007	On-road parking. Access via temporary ramp. Located close to community.	Good facilities and services.	Good	No Change
NV1	Rhos	Cilybebyll (Rhos Ward)	The Community Centre, Rhos	1626	Good parking and access to PS. Located close to community.	Adequate facilities and services. Roof prone to leaking.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NV2		Cilybebyll (Gellinudd Ward)	Booth At Rhos Meadow Garage (Texaco)	381	Adequate on-road parking. Access poor for disabled elector - unable to attach ramp to mobile station. Located close to community.	Adequate facilities and services: mobile polling station, portaloos required.	Adequate	No Change - monitor current polling station
NW1	Seven Sisters	Seven Sisters	Dulais Valley Primary Care Centre	322	Car park available at centre. Good access via automated doors in PS. Located close to community.	Good facilities and services.	Good	No Change
NW2		Seven Sisters	Seven Sisters Community Hall	1295	Good parking and access via permanent ramp. Located close to community.	Good facilities and services.	Good	No Change

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Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NX1	Tonna	Tonna	Cysgodfa Day Centre, Tonna	926	On-road parking. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NX2		Tonna	Noddfa Newydd Baptist Church	1066	Parking available. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NY1	Trebanos	Pontardawe (Trebanos Ward)	Community Hall Trebanos	1120	Limited on-road parking. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change

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* Double Station

Register Code	Electoral Division	Community	Polling Station	Electorate	Access	Suitability	Venue	Recommendations
NZ1	Ystalyfera	Ystalyfera (Ystalyfera Ward)	Beulah Chapel Vestry	54	On-road parking. Good access to PS. Located close to community.	Adequate facilities and services. Toilet located across the road from PS.	Adequate	No Change - monitor current polling station
NZ2		Ystalyfera (Ystalyfera Ward)	Y Wern Primary School	1006	Parking available on school grounds and on main road. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change
NZ3		Ystalyfera (Ystalyfera Ward)	The Community Hall, Ystalyfera	1235	Parking available on site. Good access to PS. Located close to community.	Good facilities and services.	Good	No Change

Total	58118
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Appendix 4

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

RETURNING OFFICER'S OBSERVATIONS

As Returning Officer for Neath Port Talbot County Borough Council I have noted that the Council is to undertake a review of Polling Districts, Polling Places and Polling Stations.

With regard to the existing Polling Districts I have no comment to make, and am content to leave this aspect of the review to the Council.

A number of Polling Stations required examination with a view to improving access or seeking alternative locations. I would ask the Council to consider the following recommendations which are as follows:-

Polling District	Current Polling Station	Proposed Polling Station
AA2 - Aberavon	St. Joseph's Comprehensive School	Aberavon Community Centre
AA6 – Aberavon	Booth at Windsor Village	Booth at Westlands
AB4 - Baglan	Baglan Primary School	Baglan Community Centre
AF2 – Coedffranc Central	Booth adjacent to Flats 13-18 Cae Lynch	Caewathan Community Centre
AI3 - Cymmer	Tudor Park Football Pavilion	Croeserw Community Centre
AL2 - Margam	Booth at Lakeside	The Priory
AM1 – Port Talbot	Lifelong Learning Centre	Central Junior School
AN1 – Sandfields East	Port Talbot Gas Club	Dalton Road Community Centre
AN5 – Sandfields East	Sandfields Library	Awel-Y-Mor Primary School
AO1 – Sandfields West	Mozart Drive Community Centre	Tir Morfa
NE3 – Bryncoch South	Blaenhonddan Primary School	Owain Glyndwr Community Centre
NF2 – Cadoxton	Llangatwg Comprehensive School	Cadoxton Community Centre
NO6 – Neath East	Booth adjacent to Number 8 Gardener's Lane	Herbert Baptist Chapel



Steven Phillips
Electoral Registration Officer & Returning Officer

POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

15TH JANUARY 2015

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

BUSINESS RATES – RECOVERY OF COSTS

1. Purpose of Report

1.1 To determine the level of costs to be recovered from business ratepayers in respect of the issue of summonses and the granting by the Magistrates of liability orders.

2. Background

2.1 The legislation governing the administration of council tax provides that reasonable costs may be recovered:

- on the issue of a summons
- on the granting by the Magistrates of a liability order.

2.2 Current costs are recovered as follows:

- | | | |
|--|---|--------|
| • on the issue of a summons | - | £40.00 |
| • on the granting of a liability order | - | £30.00 |

2.3 It is normal policy to review the level of costs charged on an annual basis, and to increase those costs, however regulations limit the combined total charged to £70.00.

2.4 It is proposed to reapportion the combined total as follows:

- on the issue of a summons - £41.00
- on the granting of a liability order - £29.00

2.5 This review of charges ensures the amount for a summons in relation to council tax debt is the same as the amount business rates debt.

3. Recommendation

3.1 It is recommended therefore, that while the overall figure for costs remain unchanged, the apportionment is amended as below:

- on the issue of a summons - £41.00
- on the granting of a liability order - £29.00

4. Reason for Proposed Decision

4.1 To set the 2015/16 administrative costs to be recovered from the issue of summonses and liability orders.

List of Background Papers

The Non-Domestic Rating (Collection & Enforcement) (Local List) Regulations 1989

Officer Contact

Mr Dave Rees – Head of Financial Services

Tel. No: 01639 763634

Email: d.rees1@npt.gov.uk

Mrs Ann Hinder – Principal Council Tax Officer

Tel. No: 01639 763908

Email: a.hinder@npt.gov.uk

COMPLIANCE STATEMENT

COUNCIL TAX – RECOVERY OF COSTS

(a) **Implementation of Decision**

The decision is proposed for implementation after the 3 day call-in period.

(b) **Sustainability Appraisal**

Community Plan Impacts:	
Economic Prosperity	No impact
Education and Lifelong Learning	No impact
Better Health and Well Being	No impact
Environment and Transport	No impact
Crime and Disorder	No impact
Other Impacts:	
Welsh Language	No impact
Sustainable Development	No impact
Equalities	No impact
Social Inclusion	No impact

(c) **Consultation**

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

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POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

15TH JANUARY 2015

SECTION A – MATTER FOR DECISION

WARDS AFFECTED: ALL

BUDGET PROPOSAL TO REDUCE THE OPENING HOURS OF THE CIVIC CENTRE CASH OFFICES

1. Introduction

- 1.1 As part of the 2015/16 budget savings proposals for the Finance and Corporate Services Directorate, a savings target of £50k was set against the cashiering service. The savings proposal to achieve this target, that was presented to Members, was to reduce the opening hours of the cash offices at both the Neath and Port Talbot Civic Centres.
- 1.2 The cash offices at both the Neath and Port Talbot Civic Centres currently open between 8.45am and 4.30 pm Monday to Thursday and 8.45am to 4.00pm on Fridays.
- 1.3 A public consultation exercise was carried out in both cash offices by way of a paper questionnaire, for those visiting the cash offices along with an on-line questionnaire that people who do not currently use the cash offices could also complete if they so wished.
- 1.4 The exercise ran for 4 weeks from the 17th November to the 12th December 2014. A total of 678 responses were received, 3 of which were from people who do not currently use the cash office and the details of the answers given to the key questions are given below.
- 1.5 It must be noted that not everyone who used the cash office during this period did actually complete a questionnaire and where appropriate comparisons is with data gathered from total usage of the two cash offices for the 3 month period 1st April to 30th June 2014.

2. Summary of answers given

2.1 What time did you use the cash office?

2.1.1 From the opening time of 8.45am until 2.00pm, the spread of people who completed the surveys was fairly even with the highest being between 10.00am and 11.00 am. The afternoons in contrast were much quieter with only 14% of surveys being completed in the 2.00pm to 4.30pm period.

2.1.2 This contrasts slightly with the data of actual cash office transactions collected between April and June '14, which shows 24% usage in that time period.

Table of usage for the period 1st April to 30th June 2014

	8.45 to 8.59	9.00 to 9.59	10.00 to 10.59	11.00 to 11.59	12.00 to 12.59	13.00 to 13.59	14.00 to 14.59	15.00 to 15.59	16.00 to 16.30	Total
Port Talbot	188	1,636	1,306	1,217	916	784	900	689	156	7,792
Neath	238	923	1,095	1,198	1,039	851	961	748	197	7,250
Total	426	2,559	2,401	2,415	1,955	1,635	1,861	1,437	353	15,042

2.2 What was the purpose of your visit to the cash office?

2.2.1 The vast majority of people using the cash office in the survey did so to pay their Council Tax (74%). The next closest category was 'other' at 10% which consisted mainly of members of staff using the cash office for such items as Community Meals payments, Court Deputy Service, Licensing, petty cash etc.

2.2.2 This is consistent with the data collection carried out whereby again 74% of the usage was for Council Tax payments.

2.3 Would you be prepared to pay by alternative Methods?

2.3.1 Of those who completed the survey, 10% said they would be prepared to pay by direct debit, 4% would pay on-line and 5% would pay by post.

2.4 What options would you prefer if the cash office were to reduce its opening hours?

2.4.1 The split between the three options was fairly even between the 3 options, being:

- Open later, finish earlier (108 people)
- Close lunchtimes (116 people)
- Open fully 3 days, close 2 days (93 people)

2.4.2 The most popular option (261 people) was ‘other’ where most people wanted the service to remain as it is. A small number (17) specifically referred to the fact that they currently work and that changes may impact on their ability to get to the cash office while a small number of others wanted to extend the opening hours to evenings and/or Saturdays.

2.5 If the cash office were to close for two days which two days would you prefer?

2.5.2 There was a very even split on this question. Wednesday was the least favoured for closure (14% of those that answered), while the other 4 days varied between 20% and 22%.

2.6 Any Other Comments

2.6.1 The vast majority of the comments made here were similar to those included in the ‘other’ option above whereby people in the main wanted the cash office service to remain as it is and that they didn’t want any further cuts to services on top of those already experienced.

3. Other Work

3.1 As mentioned earlier a detailed data analysis was carried out of the transactions of both cash offices for the period 1st April 2014 to 30th June 2014. This data analysis not only assisted in arriving at the recommendation being made to members but will also help us in shaping the service provision going forward if the recommendation is accepted.

- 3.2 Two members of staff have accepted the Council's offer of voluntary redundancy so there will be no requirement for any cash office staff to be made compulsorily redundant, or to reduce their hours of working if the recommendation is accepted. There will however, have to be a change to the working patterns of the cashiers and this will be carried out through the management of change process.
- 3.3 An exercise aimed at encouraging cash office payers to make their Council Tax payments by direct debit instead will be carried out in the New Year which should reduce the numbers of people who use the cash office in future.

4. Conclusions

- 4.1 In order to achieve the target savings for the cashiering service, staff costs have to be reduced and this can best be achieved by reducing the opening hours of the two Civic Centre cash offices.
- 4.2 It is clear that most people who currently use the cashiering service do not want it to change and do not want further cuts to their service. A major factor in not wanting a change to the service is the high quality service that the cashiering team have provided over many years that people have grown accustomed to and very much appreciate.
- 4.3 Having said that, the change being proposed will affect the fewest number of service users possible. This along with the fact that a number have said they are prepared to use alternative methods of payment and the exercises to promote direct debit use and otherwise accommodate Council services use, means that the vast majority of cash office users will be unaffected by the recommended change. Also, for those who will still wish to pay their Council Tax by cash they can still do so at the Post Office in the same way, if the cash offices are not open.

5. Appendix

- 5.1 Equality Impact Assessment (EIA) Report Form – Cashiering Service

6.0 Recommendation

- 6.1 It is recommended that in order to achieve the target savings of £50k for 2015/16, the cash office opening hours should be amended to 10.00am to 3.00pm Monday to Friday from the 1st April 2015.

7. Reasons for Proposed Decision

7.1 To satisfy budget saving proposal included in the Forward Financial Plan for 2015/16.

List of Background Papers

Cashiers Questionnaire

Budget Reports to Cabinet of 10 September & 1 October 2014, P&R Scrutiny Committee of 13 October 2014

Officer Contact:

Mr Dave Rees – Head of Financial Services

Tel. No: 01639 763634

E-mail: d.rees1@npt.gov.uk

COMPLIANCE STATEMENT

BUDGET PROPOSAL TO REDUCE THE OPENING HOURS OF THE CIVIC CENTRE CASH OFFICES

(a) **Implementation of Decision**

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

(b) **Sustainability Appraisal**

Community Plan Impacts:	
Economic Prosperity	Negative
Education and Lifelong Learning	No Impact
Better Health and Well Being	No Impact
Environment and Transport	No Impact
Crime and Disorder	No Impact
Other Impacts:	
Welsh Language	No Impact
Sustainable Development	Negative due to reduced hours
Equalities	Some Negative Impacts due to reduced hours but alternative payment arrangements available
Social Inclusion	No Impact

(c) **Consultation**

This item has been included in the Forward Financial Plan.

Equality Impact Assessment (EIA) Report Form – Cashiering Service

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

Please refer to the ‘Equality Impact Assessment Guidance’ while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.

Where do you work?
Service Area: Financial Services Division
Directorate: Finance and Corporate Services

(a) This EIA is being completed for a...

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x

(b) Please name and describe below... A proposal is being put to members to reduce the opening hours of the civic centre cash offices which, together with other cost reductions, seeks to generate savings of £50,000 on the current net budget for the service of £184,000.

There are a number of options available in terms of reduced opening hours including opening later and closing earlier each day, closing for a set period at lunchtimes and only being open on certain days of the week. A decision on which of the options available will be recommended to members will be made following detailed data analysis work and a public consultation exercise.

The cashiering service operates from two cash offices based at the civic centres of Neath and Port Talbot. On average the service currently deals with 1,900 transactions per week, between the two cash offices. Of these approximately 1,080 are in respect of council tax payments. Of the total council tax payments made currently only 6.5% of them are made by cash/cheques.

In total there are seven members of staff (4.00 FTE) employed between the two cash offices. Both cash offices are open to the public from 8.45am to 4.30pm Monday to Thursday and 8.45am to 4.00pm on Fridays.

Following the public consultation exercise, the recommendation that will be made to members is for the opening hours of the Civic Centre cash offices to be amended to 10.00am to 3.00pm Monday to Friday.

(c) It was initially screened for relevance to Equality and Diversity on ... No screening work was carried out as it was felt that a full Equality Impact Assessment would be appropriate.

(d) It was found to be relevant to...

Age	x	Race	x
Disability	x	Religion or belief.....	x
Gender reassignment	<input type="checkbox"/>	Sex	x
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation.....	<input type="checkbox"/>

Pregnancy and maternity

Welsh language

(e) Lead Officer

Name: Janet North

Job title: Chief Accountant - Technical

Date: 1st October 2014

(f) Approved by Head of Service

Name: Dave Rees

Date: 1st October 2014

Updated: 5th January 2015

Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project:

What are the aims? To reduce the opening hours of the cash offices which, together with other cost reductions, seeks to generate savings of £50,000 on the current net budget for the service of £184,000. Whilst the availability of a cashiering service to the public will be reduced, the aim will be to encourage greater take up of other methods of payment such as direct debit and on-line payments. If however, some members of the public still wish to pay in cash but find the new opening times inconvenient, they can still pay in cash in the same way at the Post Office. **(29.9.14)**

Who has responsibility? The initiative is the responsibility of the Head of Financial Services. It will be the responsibility of the Chief Accountant (Technical and Exchequer) to monitor and review the outcomes. **(29.9.14)**

Who are the stakeholders? The initiative will affect both the public and staff. It is expected that the effect on the public will be neutral due to the alternative methods of payment available.

It is hoped that the cost savings required will be achieved via voluntary redundancy or redeployment thereby creating a neutral effect for staff. **(29.9.14)**

Following the offer of voluntary redundancy, two members of staff have accepted and will leave on 31st March 2015. This means that no-one will be under threat of compulsory redundancy or reduced hours. There is however likely to be a requirement to change working patterns of staff which will be dealt with through the management of change process. **(5.1.15)**

Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age	x	Race	x
Disability	x	Religion or belief.....	x
Gender reassignment	x	Sex	x
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation.....	x
Pregnancy and maternity	<input type="checkbox"/>	Welsh language.....	x

What information do you know about your service users and how is this information collected? Very little current information is available on the cash office service users, other than that based on data on the citizens of Neath Port Talbot in general. A service user survey will be carried out over the next few weeks to rectify this lack of information. **(29.9.14)**

An equalities monitoring questionnaire was included as part of the service user survey which provided data on those users who completed it. **(5.1.15)**

Any Actions Required?

1. Carry out a thorough data analysis of cash office usage for the most recent three month period. **(29.9.14)**











This was completed and the information was provided. **(5.1.15)**

2. Carry out a customer survey on the proposal. **(29.9.14)**

The survey was carried out over a period of four weeks from 17.11.14 to 12.12.14. **(5.1.15)**

Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	 <input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Disability	 <input type="checkbox"/>	x	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	 <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Marriage & civil partnership	 <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Pregnancy and maternity	 <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Race	 <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Religion or belief	 <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Sex	 <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Sexual orientation	 <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
Welsh language	 <input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>

Thinking about your answers above, please explain in detail why this is the case? including details of any consultation (and/or other information), which has been undertaken to support your view? The Council offers a variety of alternative options to paying by cash including direct debit and on-line payments. Cash payments can still be made at the cash offices though the times when this option is available will be restricted. If however members of the public still wish to make cash payments for council tax at a time when the cash offices are no longer open they can still do so at the local Post Office.

Option to open each day but for fewer hours – Some people may take the opportunity to access other facilities at the civic centres when visiting the cash office that they would not be able to do elsewhere, which may be a negative impact for them. Also, there are more likely to be queues at the time when the cash offices are open which would have been less likely previously. This will be a negative impact particularly for any service users that may have difficulty in standing to queue.

Option to only open on particular days of the week – In addition to the above, the days chosen to open may not be suitable for certain service users for a variety of reasons which will mean that the opportunity to use the cash office service is taken away from them completely. **(29.9.14)**

The survey suggested that there was no clear preference from the service users on the options other than the majority would prefer the service to remain as it is. A small number (17) did make a particular point that they worked and as such reducing the opening hours might make it more difficult to use the cash offices. Given the usage data from the analysis exercise and the survey it would appear that opening later in the morning and closing earlier in the afternoon would impact on the least number of service users. **(5.1.15)**

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view?

None to date, but a service user survey will be carried out. **(29.9.14)**

A public consultation exercise was carried out in both cash offices by way of a paper questionnaire along with an on-line questionnaire that people who do not currently use the cash offices could also complete if they so wished. The exercise ran for 4 weeks from the 17th November to the 12th December 2014. A total of 678 responses were received, 3 of which were from people who do not currently use the cash office. **(5.1.15)**

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)

None to date but the above possible negative impacts will be explored via the data analysis and service user survey. If these or any other negative impacts come to light then details of actions required for example providing chairs for people to sit on if they are required to queue at the cash office, will be provided. **(29.9.14)**

The following actions will be taken to mitigate possible impacts of the proposal:

1. Recommend the reduction in hours mirrors the period of least usage by the public, thereby affecting the fewest number of people possible.
2. Continue to offer the option of paying Council Tax by cash at the post office.
3. Encourage and support the use of alternative payment methods such as direct debit and on-line.
4. Explore alternative options for staff use of the cash offices.

(5.1.15)

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

Foster good relations between different groups	Advance equality of opportunity between different groups
Elimination of discrimination, harassment and victimisation	Reduction of social exclusion and poverty

(Please see guidance for definitions)

Please explain any possible impact on each of the above.

As the initiative may have a small negative impact on a small number of people it is possible that it will impact negatively in terms of the first three items detailed above. Whilst possible, this is felt to be unlikely and any impact would be small. Further information will be available on this when the data analysis and service user survey are completed. In terms of a reduction in social exclusion and poverty this proposal will have no impact either negative or positive. **(29.9.14)**

Following the survey, there is very little change to the above statement. Two relevant pieces of data from the survey show that 32% of those who completed the survey declared their age as 60 or over, whilst 35% declared themselves as having a disability. However, it is felt that any impact will be mitigated by limiting the reduction in hours to periods which will affect the least number of people. **(5.1.15)**

What work have you already done to improve any of the above?

Not applicable**(29.9.14)**

Is the initiative likely to impact on Community Cohesion?

The proposal should have no impact on community cohesion. **(29.9.14)**

How will the initiative treat the Welsh language in the same way as the English language?

It is unclear whether the option of using the Post Office will have an impact.

(29.9.14)

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

- None required at this stage. **(29.9.14)**
- Also, none required following the survey **(5.1.15)**

Section 5 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor this function, service, policy, procedure, strategy, plan or project:

Monitoring arrangements: If the proposal is accepted and implemented, data usage information will be compared with that available prior to the proposal being put in place. Also, relevant information from the Council’s customer comments, compliments and complaints process will be analysed and acted upon. **(29.9.14)**

This remains the case. **(5.1.15)**


Actions:

1. Maintain and analyse data usage statistics.
2. Monitor customer comments, compliments and complaints. **(29.9.14)**

These remain the actions on monitoring arrangements. **(5.1.15)**

Section 6 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

- | | |
|--|--------------------------|
| Outcome 1: Continue the initiative... | x |
| Outcome 2: Adjust the initiative... | <input type="checkbox"/> |
| Outcome 3: Justify the initiative... | <input type="checkbox"/> |
| Outcome 4: Stop and remove the initiative... | <input type="checkbox"/> |
- 

For outcome 3, detail the justification for proceeding here

Section 7 - Publication arrangements:

On completion, please contact the Corporate Strategy Team for advice on the legal requirement to publish the findings of EIAs.

Action Plan:

Objective - What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome - How will we know we have achieved our objective?	Progress
Carry out a data analysis of usage of the cashiering service for the last 3 months.	David Rees via the Finance Project Team.	31 st October 2014	We will be able to analyse cash office usage over a number of pre-set criteria.	Data analysis completed. Data used to inform the proposal.
Carry out a service user survey.	David Rees	14 th November 2014	We will have details of who our service users are, and their opinions, in order to help us shape the proposals.	Survey completed, data used to inform the proposal and update the EIA.
Maintain and analyse data usage statistics.	Chief Accountant Technical and Exchequer.	On-going	Having greater management information on the service.	On-going. Data used to prepare service report.
Monitor customer comments, compliments and complaints.	Chief Accountant Technical and Exchequer.	On-going	Having greater management information on the service. (29.9.14)	On-going
Seek approval from Members to reduce the opening hours of the Civic Centre cash offices to 10.00am – 3.00pm Monday to Friday	David Rees	1 st April 2015	Approval granted at Committee	
Encourage and support the use of alternative payment methods such as direct debit and on-line.	Principal Council Tax Officer	31 st March 2015	Reduced numbers of people paying Council Tax by cash.	
Explore alternative options re staff use of cash offices	David Rees	31 st March 2015	Reduced number of services using the cash office. (5.1.15)	

POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

15TH JANUARY 2015

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

COUNCIL TAX – RECOVERY OF COSTS

1. Purpose of Report

- 1.1 To determine the level of costs to be recovered from council taxpayers in respect of the issue of summonses and the granting by the Magistrates of liability orders.

2. Background

- 2.1 The legislation governing the administration of council tax provides that reasonable costs may be recovered:

- on the issue of a summons
- on the granting by the Magistrates of a liability order.

- 2.2 Current costs are recovered as follows:

- | | | |
|--|---|--------|
| • on the issue of a summons | - | £40.00 |
| • on the granting of a liability order | - | £24.50 |

- 2.3 It is normal policy to review the level of costs charged on an annual basis, and to increase those costs. It is recommended, therefore, that the following level of costs be charged for 2015/16:

- | | | |
|--|---|--------|
| • on the issue of a summons | - | £41.00 |
| • on the granting of a liability order | - | £25.00 |

2.4 This represents an overall increase of 2.33%. In the current economic climate, it is considered that this is a reasonable increase.

3. Recommendation

3.1 It is recommended therefore, that the costs be increased with effect from 1st April 2015 to the following:

- on the issue of a summons - £41.00
- on the granting of a liability order - £25.00

4. Reason for Proposed Decision

4.1 To set the 2015/16 administrative costs to be recovered from the issue of summonses and liability orders.

List of Background Papers

Council Tax (Administration and Enforcement) Regulations 1992

Officer Contact

Mr Dave Rees – Head of Financial Services

Tel. No: 01639 763634

Email: d.rees1@npt.gov.uk

Mrs Ann Hinder – Principal Council Tax Officer

Tel. No: 01639 763908

Email: a.hinder@npt.gov.uk

COMPLIANCE STATEMENT

COUNCIL TAX – RECOVERY OF COSTS

(a) **Implementation of Decision**

The decision is proposed for implementation after the 3 day call-in period.

(b) **Sustainability Appraisal**

Community Plan Impacts:	
Economic Prosperity	No impact
Education and Lifelong Learning	No impact
Better Health and Well Being	No impact
Environment and Transport	No impact
Crime and Disorder	No impact
Other Impacts:	
Welsh Language	No impact
Sustainable Development	No impact
Equalities	No impact
Social Inclusion	No impact

(c) **Consultation**

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

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POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

15TH JANUARY 2015

SECTION A – MATTER FOR DECISION

WARDS AFFECTED: ALL

NEATH PORT TALBOT WELSH CHURCH ACTS FUND – FINANCIAL STATEMENTS 2013/14

1. Purpose of Report

- 1.1 This report is to inform Members of the 2013/14 Welsh Church Acts Fund financial performance and certification of the 2013/14 Financial Statements.

2. Neath Port Talbot Welsh Church Acts Fund –Financial Statements 2013/14

- 2.1 The Draft Neath Port Talbot Welsh Church Acts Fund Annual Report and Financial Statements were submitted to the Policy & Resources Cabinet Board on 13th November prior to passing to the Wales Audit office to undertake their annual independent examination thereof.
- 2.2 Following this independent examination no material amendments to the accounts have been required.
- 2.3 The letter of representation is attached in Appendix 2, and will be forwarded to the Auditors following approval.

3. Appendices

- Appendix 1 - Statement of Accounts 2013-14
- Appendix 2 - Letter of Representation 2013-14

4. Recommendations

4.1 Members are requested to:

- Approve the Letter of Representation;
- Review the Accounts and recommend their submission to the Charity Commission;

Reason for Proposed Decision

- (a) To comply with the Charity Commission's requirements.
- (b) To ensure that the fund remains solvent.

List of Background Papers

WCAF 2013/14 Financial Statements

Officer Contact

For further information on this report item, please contact:

Mr. Hywel Jenkins – Director of Finance & Corporate Services
Tel. No. 01639 763251
E-mail: h.jenkins@npt.gov.uk

Mrs. Diane Mulligan, Senior Accountant, Technical Services
Tel. No. 01639 763603
E-mail: d.mulligan@npt.gov.uk

COMPLIANCE STATEMENT

NEATH PORT TALBOT WELSH CHURCH ACTS FUND – FINANCIAL STATEMENTS 2013/14

(a) Implementation of Decision

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

(b) Sustainability Appraisal

Community Plan Impacts

Economic Prosperity	-	Neutral
Education & Lifelong Learning	-	Positive
Better Health & Well Being	-	Positive
Environment & Transport	-	Positive
Crime & Disorder	-	Positive

Other Impacts

Welsh Language	-	Positive
Sustainable Development	-	Positive
Equalities	-	Positive
Social Inclusion	-	Positive

(c) Consultation

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

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

WELSH CHURCH ACT TRUST FUND

SCHEME 1999

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

REGISTERED CHARITY NUMBER: 1076440

Neath Port Talbot Welsh Church Acts Fund

a) **Annual Report For The Year Ended 31st March 2014**

The Neath Port Talbot County Borough Council (Welsh Church Act Trust Fund) Scheme 1999, is a Registered Charity number 1076440.

The registered address is: Neath Port Talbot County Borough Council
Finance & Corporate Services Directorate
Civic Centre
Port Talbot
SA13 1PJ

The Welsh Church Acts Fund was established by a trust deed in 1914. It originally covered the old Glamorgan County Council area. The original fund was apportioned in 1974, following Local Government Reorganisation to 3 new Glamorgan Counties, South, Mid and West. Following further reorganisation in 1996, the Fund of the former West Glamorgan County Council was apportioned on a population basis between Neath Port Talbot County Borough Council and the City and County of Swansea.

This report relates to the portion of the Fund now managed by Neath Port Talbot County Borough Council.

b) **Trustees:** Neath Port Talbot County Borough Council, who have delegated responsibility to the Finance Panel, and its successors the Strategic Resources Board, Policy and Resources Cabinet Committee and Policy and Resources Cabinet Board.

The following advisors have assisted the Trustees in the year:

c) **Honorary Treasurer:** Mr. H.J. Jenkins
d) Director of Finance & Corporate Services
Neath Port Talbot County Borough Council
Civic Centre
Port Talbot SA13 1PJ

Independent Examiner: Mr Richard Harries
On behalf of the
Auditor General for Wales
24 Cathedral Road
Cardiff CF11 9LJ

e)

f) **Bankers:** Santander Commercial Bank
Bridle Road
Bootle
Merseyside L30 4GB

Fund Manager: Fieldings Investment Management Limited
6 Kinghorn Street
London EC1A 7HW

g) **Restriction on Application of Income**

The object of the fund shall be to receive grant applications from charities and voluntary bodies which are based in, or active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area, and in accordance with the 'Guidelines for Grant Applications'.

A copy of these Guidelines are attached at *pages 5 and 6*.

h) **Power of Investment**

The Trustees may out of the Fund acquire any land which is required for the purposes of the scheme, and invest income in any investment from time to time sanctioned by law for the investment of trust funds or in authorised security created by the local authority.

The Chief Executive shall act as the Clerk to the Trustees and the Director of Finance and Corporate Services shall act as Treasurer of the Fund.

Aims of the Fund

The aim of the Trustees is to make grant payments for charitable purposes in accordance with Schedule 1 Paragraph 19 of the governing document.

A copy of this Schedule is attached at *pages 6-9*.

Review of Financial Activities 2013/14

Income

Income for 2013/14 £5,925 (6,995 in 2012/13) and comprised of short term investments and estate rentals.

There was a return on cash investments of £5,248 in 2013/14 (6,312 in 2012/13).

Estate rental income totalled £677 in 2013/14 (£683 in 2012/13).

Expenditure

Expenditure in the year exceeded income by £4,994 (£16,099 deficit in 2012/13) with a corresponding reduction in the income accumulation fund balance. At 31st March 2014 this fund balance stood at £68,550.

The Charity made grant payments of £6,000 during 2013/14 a decrease of £11,008 on the previous year. A full analysis of grants paid is attached at page 19 of the Financial Statements.

In order to protect the future sustainability of the fund new applications for grants have been suspended since 2011/12.

Tangible Fixed Assets.

There was a sale of land belonging to the Welsh Church Fund Act in 2013/14. The sale produced a capital receipt of £14,225 realising a net profit on the sale of £625.

No revaluation of fixed assets was undertaken during 2013-14 the last revaluation was undertaken on 31st March 2013.

Fixed Asset Investments.

There are no fixed asset investments as at 31st March 2014.

Short Term Investments.

The total amount of short term cash investments with Neath Port Talbot CBC at the year-end was £503,272, an increase of £14,070 from the previous year.

Signed for and on behalf of the Trustees.

_____ (Honorary Treasurer)

_____ (Date)

Welsh Church Acts Fund

Guidelines for Grant Applications

- a) Each application will be considered on its merits.
- b) Grants will only be awarded to charities and voluntary bodies which are based in, or active in, or provide significant benefits to some or all of the residents of the Neath Port Talbot County Borough area.
- c) Grants will only be awarded to individuals in exceptional circumstances.
- d) Grants will not normally exceed £2,000 and in exceptional circumstances £10,000 per applicant and successful applicants will not normally be reconsidered for a further grant within 3 years of the date of approval of the last grant.
- e) Grants will have a time limit for the take up of said grant of two years from the date of approval.
- f) Grants will not normally be awarded where the service could be dealt with out of the annual budget of the Council's service Committees activities or by other public bodies.
- g) Grants will not normally be awarded where they would commit the fund to regular annual payments nor will recurring annual expenses be supported.
- h) Grants will only be made out of the income of the fund, preserving the Fund's capital assets.
- i) Priority will be given to applications which are of significant benefit to the Neath Port Talbot County Borough area.
- j) Grant aid will not normally cover the full cost of a project/proposal and normally will be approved at 60% of actual costs incurred up to the maximum as outlined in condition (d) above.
- k) Organisations assessed as being able to meet the cost (e.g. by size or nature) are unlikely to receive any grant aid.
- l) Grants towards work of a structural nature will only be considered where:
 - there is evidence that a professional assessment has been made of the works;
 - the applicant organisation can demonstrate that there is no other impediment to work proceeding at an early date (e.g. planning permission).
- m) In the case of Churches and Chapels grants will only be approved for the repair of the fabric of buildings which are more than 50 years old and of the highest architectural and historic interest. Church halls, however, where available and used significantly by the public for non-religious purposes will not be subject to these criteria.
- n) No retrospective applications are considered.
- o) The Panel will take into account the Church membership and the normal size of the congregation
- p) In the case of students undertaking further Education courses, contributions towards the costs of individual instruments or pieces of equipment etc. will be made on the following basis:-

50% of all costs over a threshold of £2000 up to a maximum grant of £1500.

q) **SCHEDULE 1 Paragraph 19**

The Charitable purposes for which the Fund may be applied

The Advancement of Education

Educational

1. The provision of benefits which are not readily available from other sources for persons of any age in one or more of the following ways:-
 - (i) the award of scholarships, bursaries, loans or maintenance allowances to enable or to assist study at any school, university or other place of learning, approved by the Council, which may if the Council think fit include allowances to dependents.
 - (ii) the provision of financial assistance, outfits, clothing tools, instruments, other equipment, or books or loans to enable pupils or students on leaving school, university or any other educational establishment to prepare for, or to assist their entry into a profession, trade or calling.
 - (iii) the award of scholarships or maintenance allowances or loans to enable beneficiaries to travel abroad to pursue their education.
 - (iv) the provision, or assistance towards the provision of facilities of any kind not normally provided by a local education authority, or a grant maintained school, for recreation, social and physical training at a school, university or other educational establishment.
 - (v) the provision of financial assistance to enable pupils and students to study music or other arts.
 - (vi) the provision of financial assistance to enable beneficiaries to undertake apprenticeships.

Libraries, Museums, Art Galleries etc.

2. The advancement of knowledge and appreciation of the arts and literature of Wales and, in particular, in furtherance of those purposes but without prejudice to the generality thereof –
 - (i) the establishment, maintenance, replenishment or aiding of charitable institutions, libraries, museums, art galleries; or art, scientific or industrial exhibitions (including exhibitions relating to industrial archaeology); whether national or local, for the principal use and benefit of the Welsh people;
 - (ii) the assistance of charitable societies for study and research in subjects connected with Welsh history, topography, literature and life;
 - (iii) the provision of lectures, exhibitions and equipment;

- (iv) the acquisition, preservation and publication of records and documents;
- (v) the provision of suitable premises (by erection, purchase, lease or hiring for occasional use) for any of the purposes authorised by this paragraph.

**The Relief of Poverty
Relief in Need**

- 3. The relief either generally or individually of persons who are in conditions of need, hardship or distress by the making of grants of money or the provision of, or payment for, items, services or facilities calculated to reduce the need, hardship or distress of such persons.

**The Advancement of Religion
Places of Worship and Burial Grounds**

- 4. The contribution towards the restoration and maintenance of any place of public worship or any burial ground.

**Other Purposes Beneficial to the Community
Relief in Sickness**

- 5. The relief in cases of need of persons who are sick, convalescent, disabled, handicapped or infirm by the provision of, or payment for, items, services or facilities which are calculated to alleviate the suffering or assist the recovery of such persons, but which are not readily available to them from other sources.

Elderly Persons

- 6. The provision, or assisting in the provision of accommodation for elderly persons who by reason of the infirmities and disabilities of age have need of such reception, care and attention. The provision of funds to organisations promoting the welfare of elderly persons.

Social and Recreational

- 7.(1) The provision of, or assisting in the provision of, facilities for recreation or other leisure time occupation being facilities which are available to the members of the public at large and which are provided in the interests of social welfare with a view to improving the conditions of life of the persons for whom they are intended and, in particular, in furtherance of those purposes but without prejudice to the generality thereof, the provision of, or assisting in the provision of, playing fields, other sporting facilities, parks, open spaces and centres or halls for meetings, lectures or classes.

- (2) Sub-paragraph (1) is intended, in particular, to be concerned with the provision of, or assisting in the provision of facilities etc. to persons in need by reason of their

youth, old age, infirmity or disablement, poverty or social and economic circumstances.

Aesthetic, Architectural, Historical and Scientific Matters

8. The advancement of the education and public benefit of the Welsh people by promoting their interest in aesthetic, architectural, historical or scientific matters relating to Wales and in particular in furtherance of those matters but without prejudice to the generality thereof -
 - (a) the acquisition and preservation of -
 - (i) land of special interest in relation to science and nature history;
 - (ii) land, buildings or objects of beauty or of historic or architectural interest.
 - (b) the acquisition, preservation and publication of records and documents of historic interest.

Medical and Social Research, Treatment, Etc.

9. The preservation and protection of the physical and mental health of society and, in particular, in furtherance of those purposes but without prejudice to the generality thereof -
 - (a) the advancement of education in the theory and practice of medicine;
 - (b) the promotion of medical and social research and schemes for the prevention and treatment of disease and publishing the results of such research;
 - (c) the provision of nursery and convalescent homes and hostels.

Probation Etc.

10. Making grants in cases of need for the assistance of -
 - (a) persons placed on probation, or children and young persons from community homes or any other institution of a substantially similar nature established under statutory authority;
 - (b) the families of any such persons, children or young persons; or
 - (c) discharged prisoners.

People who are Blind or Visually Impaired

11. Provision for the welfare of persons who are blind or visually impaired, including the provision of charitable homes and holiday homes.

Emergencies or Disasters

12. The contribution towards the alleviation of the effects of emergencies or disasters involving destruction of or danger to life, and property and directly assisting persons in need as a result of such emergencies and disasters.

Other Charitable Organisations

Contributions towards charitable organisations, the purposes of which are consistent with the provisions of this Schedule or the Welsh Church Acts 1914 to 1945

q)

r)

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v)

w) **Report of the independent examiner to the Trustee of Neath Port Talbot**
x) **Welsh Church Acts Fund**

I report on the accounts of Neath Port Talbot Welsh Church Acts Fund for the year ended 31 March 2014 which are set out on pages 12 to 19

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section [144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

y) **Report of the independent examiner to the Trustee of Neath Port Talbot**
z) **Welsh Church Acts Fund**

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Richard Harries
On behalf of the Auditor General for Wales

Wales Audit Office
24 Cathedral Road
Cardiff CF11 9LJ

Date

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED
31ST MARCH 2014

	Note	Unrestricted Funds	Restricted Funds	Endow- ment Funds	Total Funds 31-03-14	Total Funds 31-03-13
		£	£	£	£	£
INCOMING RESOURCES:						
Investment income:						
Long Term Investments	2	-	-	-	-	-
Short Term Investments	3	(5,248)	-	-	(5,248)	(6,312)
Other incoming resources:						
Sale of Land		-	-	-	-	-
Estate Rentals	4	(677)	-	-	(677)	(683)
Total Incoming Resources		(5,925)	-	-	(5,925)	(6,995)
RESOURCES EXPENDED:						
Charitable Activities:						
Grants	5	6,000	-	-	6,000	17,008
Governance Costs:						
Professional Fees	6	-	-	-	-	-
Accountancy, Legal & independent Examiners Fees		4,208	-	-	4,208	4,404
Other Expenses.		711	-	-	711	1,682
Total Resources Expended		10,919	-	-	10,919	23,094
NET (INCOMING) / OUTGOING RESOURCES BEFORE TRANSFERS		4,994	-	-	4,994	16,099
Transfers between funds		-	-	-	-	-
		4,994	-	-	4,994	16,099
OTHER RECOGNISED GAINS AND LOSSES						
Gain on sales of fixed assets		(625)	-	-	(625)	(10,106)
Unrealised (gains)/losses on investment assets		-	-	-	-	-
Unrealised gains on revaluation of fixed assets		-	-	-	-	(34,147)
NET MOVEMENT IN FUNDS		4,369	-	-	4,369	(28,154)
Total Funds brought Forward		(603,774)	-	-	(603,774)	(575,620)
Total Funds Carried Forward		(599,405)	-	-	(599,405)	(603,774)

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND

BALANCE SHEET AS AT 31st MARCH 2014

	Note	31 March 2014		31 March 2013	
		£	£	£	£
Fixed Assets					
Tangible Assets	7		95,234		108,834
Investments	8		-		-
Total Fixed Assets			<u>95,234</u>		<u>108,834</u>
Current Assets					
Debtors	9	6,306		7,267	
Short Term Investments	8	503,272		489,202	
Cash at bank		-		-	
Total Current Assets			<u>509,578</u>		<u>496,469</u>
Liabilities					
Creditors: Amounts falling due within 1 year	10	(5,407)		(1,529)	
Total Current Liabilities			<u>(5,407)</u>		<u>(1,529)</u>
Total Net Current Assets			504,171		494,940
Total Assets Less Current Liabilities			<u>599,405</u>		<u>603,774</u>
Creditors: Amounts falling due after 1 year			-		-
NET ASSETS	11		<u>599,405</u>		<u>603,774</u>
Represented By Funds of the Charity					
Unrestricted Income Funds					
Fund Balance	12	530,855		530,230	
Income Accumulation Account		68,550		73,544	
TOTAL CHARITY FUNDS			<u>599,405</u>		<u>603,774</u>

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND

**NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED
31ST MARCH 2014**

1. Accounting Policies

General

The accounts have been prepared in accordance with:

- a) The Statement of Recommended Practice – “Accounting and Reporting by Charities” – and with due regard to general accounting policies and procedures (SORP 2005).
- b) The Charities Act 2011 and other legislative requirements.
- c) The historic cost basis of accounting except for investments and fixed assets which have been included at market value.
- d) Accounting Standards.

Basis of Accounting

The accounts have been prepared using the accruals basis. There was no change in this basis. Grants are recognised on a cash basis, i.e. when payments of grants to external organisations are made, rather than when they are approved.

Funds are unrestricted funds which are available for use at the discretion of the Trustee in furtherance of the general objectives.

2. Investment Income – Long Term Investments

There were no investments in Treasury Stocks during 2013/14.

3. Investment Income – Short Term Investments

The Welsh Church Acts Fund has short term cash deposits with Neath Port Talbot County Borough Council. These investments operate on an instant access basis, and interest is calculated based on average interest rate earned. The average interest rate for 2013/14 was 1.02% (1.29% in 2012/13).

Details of short term deposits are provided at **Note 8**.

4. Other income

The Welsh Church Acts Fund receives rental income from various properties, land and wayleaves. Further details of the properties are attached at **page 18**.

5. Grants

Grant payments made in 2013/14 totalled £6,000. Details of these payments are provided at **page 19**

6. Governance cost

No professional fees were paid in 2013/14 due to there being no investments in Stocks or bonds or asset sales.

Independent examiners fee for reporting on the accounts was £1,668, £1584 relating to the accrual for 2013-14 fees with the remaining £84 charge relating to an underestimate for the 12-13 fee (2012/13 £1,583.62).

Payments of £2,040 (£2,020 in 2012/13) and £500 (both years) have been paid to Neath Port Talbot Council re Finance and Legal work respectively.

7. Fixed Assets

There was a sale of residential land (Llantwit Road, Neath) in 2013-14. The capital receipt £14,225 realised a net profit of £625.

8. Investments

	Treasury Stock	Short-Term Deposits
	£	£
Market Value at 31 st March 2013	-	489,202
Additions / Investments	-	14,070
Disposals / Withdrawals	-	-
Net Investment gains/ (losses)	-	-
Market Value at 31st March 2014	-	503,272

9. Debtors and Prepayments

	2013/14	2012/13
	£	£
Accrued Income		
Investment Income	5,133	6,312
Estate Rental	1,173	955
Total Falling Due within one year	6,306	7,267

10. Creditors

	2013/14	2012/13
	£	£
Independent Examination fees	(1,584)	(1,500)
Estate rental prepayments	(173)	(29)
Receipts in advance	(3,650)	-
Total Falling Due within one year	(5,407)	(1,529)

It should be noted that the receipt in advance relates to a deposit received in relation to the sale of a proportion of land at Michaelston Super Ely. The sale was not completed until May 2014 (Post Balance Sheet) and will therefore be reflected fully in the 2014/15 accounts.

11. Analysis of net assets by fund – unrestricted and restricted income fund

	2013/14		
	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed Assets	95,234	-	95,234
Current Assets	509,578	-	509,578
Current Liabilities	(5,407)	-	(5,407)
Total	599,405	-	599,405

12. Analysis of funds – Investment and unrestricted income funds

	Balance 31/03/13	Receipts	Utilised/ Released	Transfers	Gains / Losses	Balance 31/03/14
	£	£	£	£	£	£
Income	73,544	5,925	(10,919)	-	-	68,550
Fund Balance	530,230	-	-	-	625	530,855
Total	603,774	5,925	(10,919)	-	625	599,405

13. Commitments and contingencies

The Fund has made commitments to external organisations for grants already approved and pending payment, which is not quantified within the accounts, because the conditions of the grant mean that not all approved grants are paid out.

Approved grants still unpaid at 31 March 2014, totalled £39,300, at maximum contribution. The income accumulation fund balance at 31 March 2014 stood at £68,550 and is able to meet this commitment.

Whilst the approved grants still unpaid as at 31/3/14 total £39,300, it is most unlikely that grants approved pre 2009/10 (now over 4 years old) will ever be paid. These total £37,300. A prudent estimate of outstanding commitments would therefore be closer to £2,000.

The fund is not committed to any expenditure other than approved grants pending payment.

There were no contingent gains or losses that require inclusion in the accounts.

14. Related Party Transactions

There were no related party transactions in the year, other than the £2,520 fee (2012/13 - £2,520) paid to Neath Port Talbot County Borough Council disclosed at **note 6**.

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND INVESTMENTS 2013/14

	Quantity (Capital)	Opening Balance / Market Value 01/04/2013	Closing Balance Market Value 31/03/2014	Total Interest 2013/14
	£	£	£	£
NPT Loans Fund	-	489,202.32	503,272.14	5,133.21
Totals	-	489,202.32	503,272.14	5,133.21

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND

**TANGIBLE FIXED ASSETS, AGRICULTURAL LAND AND
BUILDINGS AND FREEHOLD REVERSIONS**

Estate	Details	Address	Fixed Asset Value 31-03-13	Sales	Fixed Asset value 31-03-14
Vale of Neath:					
	Residential Neath	78 Llantwit Road	13,600	(13,600)	0
	Residential Neath	80 Llantwit Road, Neath	17,000		17,000
	Agricultural Neath	1 Brynawel Road, Cimla	0		0
	Agricultural Land	Llantwit Road Neath opp St Illtyds Church	3,250		3,250
		Llantwit Road Neath Opp St Illtyds Church			
	Agricultural Land	Glebe under canal	100		100
	Land Cadoxton Neath	5.4 Acres at Cwmbach Road	9,250		9,250
	Land Cadoxton Neath	3.74 Acres North of Cwmbach Road	3,750		3,750
	Land Cadoxton Neath	0.4 Acres South of Cwmbach Road	500		500
	Misc. Interest Cadoxton Neath	Garage Site, Cwmbach Road	1,500		1,500
	Misc. Interest Cadoxton Neath	Garage Site, Glebeland Street	1,500		1,500
	Land Cadoxton Neath	Land and stream adjoining 25 Church Road	1		1
	Total Vale of Neath		50,451	(13,600)	36,851
Vale of Glamorgan - Agricultural:					
	Michaelston Super Ely with St Brides	St-y-Nyll (0018)	30,000		30,000
	Peterson-Super-Ely	Gwern y Gae Uchaf Farm	11,500		11,500
	Peterson-Super-Ely	Backway Farm	16,000		16,000
	Total Vale of Glamorgan Agricultural		57,500	0	57,500
Vale of Glamorgan – Wayleaves:					
	St Brides Super Ely	0018 & 7200 electricity wayleave	160		160
		0018 & 7200 electricity wayleave	16		16
		0018 & 7200 electricity wayleave	350		350
		0018 & 7200 electricity wayleave	335		335
		0018 & 7200 electricity wayleave	16		16
		0018 & 7200 electricity wayleave	1		1
		0018 & 7200 electricity wayleave	5		5
	Total Vale of Glamorgan Wayleaves		883	0	883
	TOTAL FIXED ASSETS		108,834	(13,600)	95,234

Appendix A

NEATH PORT TALBOT WELSH CHURCH ACTS TRUST FUND**GRANTS PAID 2013/14**

Year of Approval		Payments 2013/14
		£
2011-12	St Annes Church,	2,000
2007-08	Godre'G Rhos Chapel	4,000
TOTALS		6,000

aa)

15th January 2015
01639 763252
h.jenkins@npt.gov.uk

Date **Dyddiad**
Direct Line **Rhif Ffôn**
email **ebost**

Hywel Jenkins

Contact **Cyswllt**
Your Ref **Eich Cyf**
Our Ref **Ein Cyf**

WCF -Letter of Representation 13-14.doc

Appointed Auditor
Wales Audit Office
24 Cathedral Road
Cardiff
CF11 9LJ

Dear Sir,

Representations regarding the 2013/2014 Neath Port Talbot Welsh Church Acts Trust Fund Financial Statements

This representation letter is provided in connection with your independent examination of the financial statements of the Charity for the year ended 31 March 2014, for the purpose of making an independent examiners statement in accordance with the General Direction given by the Charity Commissioners.

Representations made by Management

Overall Representations

All the transactions undertaken by the Charity have been properly reflected and recorded in the accounting records.

The Charity has complied with all aspects of contractual agreements that would require adjustment to, or disclosure in, the financial statements.

The financial statements are free of material misstatements, including omissions.

All books of account and supporting documentation and all minutes of meetings of the Board have been made available to you.

The Charity has no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

The measurement methods, including the related assumptions, used in determining fair values are appropriate and have been applied consistently. Disclosures relating to fair values are complete and appropriate.

ASSETS

General

All assets and investments included in the balance sheet were in existence at the balance sheet date and owned by the Charity, and free from any lien, encumbrance or charge, except as disclosed in the accounts. The balance sheet includes all tangible assets and investments owned by the Charity.

All investments have been included in the balance sheet at market value.

Fixed Assets

The Fund has in its ownership various land and properties. There was no revaluation during the year; fixed assets were last revalued on 31st March 2013. Depreciation is not charged.

Current Assets

On realisation in the ordinary course of the Charity's operations the other current assets in the balance sheet are expected to produce at least the amounts at which they are stated. Adequate provision, where allowable, has been made against all amounts owing to the Charity which are known, or may be expected, to be irrecoverable.

There are no formal or informal compensating balance arrangements with any of our cash and investment accounts.

LIABILITIES

General

All liabilities, both actual and contingent, have been recorded and disclosed as appropriate, as well as all guarantees that we have given to third parties.

There is no pending litigation which may result in significant loss to the Charity, and which has not been disclosed in the statement of accounts, either as current or contingent liabilities.

The trustees believe that the offers to pay grants are at a level that the expected payments will not result in the charity needing to significantly reduce its activities.

Results

Except as disclosed in the accounts, the results for the year were not materially affected by transactions of a sort not usually undertaken by the Charity, or circumstances of an exceptional or non-recurring nature.

Internal Control

We acknowledge our responsibility for the design and implementation of internal control to prevent and detect error.

There have been no

- irregularities involving management who have significant roles in the system of internal accounting control;
- irregularities involving other employees that could have a material effect on the financial statements; and
- communications from regulatory agencies concerning non-compliance with, or deficiencies in , financial reporting practices that could have a material effect on the financial statements.

Post Balance Sheet Events

There have been no material changes since the date of the balance sheet affecting liabilities and commitments, and no events or transactions have occurred which, though properly excluded from the financial statements, are of such importance that they should have been brought to the notice of the independent examiner.

Representations made by those charged with governance

We acknowledge that the representations made by management, above, have been discussed with us.

We acknowledge our responsibility for the fair presentation of the financial statements in accordance with the applicable financial reporting framework.

We acknowledge our collective responsibility for the preparation of the financial statements, which are scheduled to be approved by the Policy and Resources Board of Neath Port Talbot County Borough Council at their meeting on 15th January 2014.

We have disclosed to you all known or possible non-compliance with laws and regulations whose effects should have been considered when preparing the financial statements.

There are no other material transactions with related parties as defined by FRS 8, other than those recorded and disclosed in the financial statements.

All incoming donations, the receipt of which is subject to specific terms and conditions, have been notified to you. There have been no breaches of terms and conditions in the application of such incoming resources.

We acknowledge our responsibility for the design and implementation of internal control to prevent and detect fraud and other irregularities and have disclose to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud and other irregularities.

We have disclosed you our knowledge of any allegations of fraud, or suspected fraud, affecting the Charity's financial statements communicated to the Charity by employees, former employees, regulators or others.

We have disclosed to you our knowledge of fraud or suspected fraud affecting the Charity involving:

- those charged with governance;
- employees who have significant roles in internal control; or
- others where the fraud could have a material effect on the financial statements.

We confirm, to the best of our knowledge and belief, that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Director of Finance
On behalf of those charged with governance

POLICY AND RESOURCES CABINET BOARD

REPORT OF THE HEAD OF FINANCIAL SERVICES – DAVE REES

15TH JANUARY 2015

SECTION B - MATTER FOR INFORMATION

WARDS AFFECTED: ALL

TREASURY MANAGEMENT MONITORING 2014/15

1. Purpose of Report

1.1 This report sets out treasury management action and information since the previous report.

2. Rates of Interest

2.1 Bank base rates continue to be at an all time low of 0.5% (since 5th March 2009) and detailed below are the changes in the bank base rate since April 2008.

Effective Date	Bank Rate
10 April 2008	5.00%
08 October 2008	4.50%
06 November 2008	3.50%
04 December 2008	2.00%
08 January 2009	1.50%
05 February 2009	1.00%
05 March 2009 to date	0.50%

2.2 The following table provides examples of external borrowing costs as provided by the Public Works Loans Board after 12.15pm on 15th December 2014:

	Equal Instalments of Principal		Annuity		Maturity	
	Previous 12 November 2014	Current 15 December 2014	Previous 12 November 2014	Current 15 December 2014	Previous 12 November 2014	Current 15 December 2014
	%	%	%	%	%	%
5-5.5 years	2.06	1.84	2.07	1.85	2.64	2.35
10-10.5 years	2.64	2.35	2.67	2.37	3.29	2.92
20-20.5 years	3.29	2.92	3.36	2.98	3.83	3.47
35-35.5 years	3.74	3.38	3.84	3.47	3.93	3.58
49.5-50 years	3.91	3.56	3.94	3.59	3.91	3.55

3. General Fund Treasury Management Budget

- 3.1 The following table sets out the treasury management budget for 2014/15 and consists of a gross budget for debt charges i.e. repayment of debt principal and interest, and interest returns on investment income.

2013/14 Actual £'000		2014/15 Original Budget £'000
15,017	Principal and Interest charges	16,890
2,176	Contribution to Treasury Management Equalisation Reserve to fund SSIP and other Capital Programme over the next 3 years.	
17,193	Subtotal Expenditure	16,890
	Investment Income	
(778)	- Total	(654)
189	- less allocated to other funds	200
(589)	Subtotal Income	(454)
16,604	Net General Fund	16,436

NB: Other funds include Trust Funds, Social Services Funds, Schools Reserves, Bonds etc.

4. Borrowing

4.1 No borrowing has been arranged since the previous report.

5.1 Investment Income

In line with the Council's Investment Strategy, the 2014/15 Original Budget for investment income is £654k; treasury management investment income generated on investments made to date is £591k.

Members should note that the majority of investments are classified as 'specified' i.e. up to 12 months and are currently with the major banks including Barclays, Lloyds Group, Bank Santander, Clydesdale, Royal Bank of Scotland and Nationwide Building Society.

5.2 The Council policy will allow investments up to a maximum of £25m for periods of more than 1 year and up to 5 years, and this will be considered when decisions on investing surplus funds are made.

5.3 No additional long term investments have been carried out since the last report. The Council currently has £10m invested for periods in excess of 12 months:

Counterparty	Value £'000	Period	Maturity	Rate %
Eastbourne Borough Council	4,000	4.5 Years	June 18	2.2%
Peterborough City Council	6,000	5 Years	Dec 18	2.1%

Icelandic Bank Update

5.4 Members should note the following position in relation to the recovery of monies from investments in Icelandic related banks.

5.5 Since the last report a further dividend of £30,863 has been paid out by the administrators of the former Kaupthing, Singer and Friedlander (KSF) Bank. The tables below show the amounts outstanding.

Table 1 – Original Investments

Bank	Original Investment	Amount of Principal Repaid	Current Outstanding Investment
	£'000	£'000	£'000
Heritable	9,000	8,597	403
KSF	3,000	2,546	454
Total	12,000	11,143	857

Table 2 – Investments Held in Escrow Accounts – Icelandic Kroner

Bank	Investment (Sterling Equivalent)	Amount Repaid	Outstanding Investment
	£'000	£'000	£'000
New Glitnir	387	0	387

- 5.6 Some of the investments matured by the old Glitnir Bank have resulted in cash being held in the form of Icelandic Kroner. In line with Icelandic law, the Kroner is not tradable and can only be spent within Iceland. The Local Government Association is pursuing ways of transferring these investments to realise repayments into Sterling. These new investments with the new bank are held in an Escrow Account in the name of the local authority and generating interest in excess of 4%.
- 5.7 Members should note that the creditors of the old Glitnir Bank have challenged the original basis of settling the preferential creditors debts. Discussions are ongoing within the Icelandic Legal process in relation to this which may impact on some of the £387k referred to in the table above.

List of Background Papers
Treasury Management Files
PWLB Notice Number 488/14

Officer Contact

For further information on this report item, please contact:

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DRAFT 2014/2015 FORWARD WORK PLAN

POLICY AND RESOURCES CABINET BOARD

Meeting Date	Agenda Items	Type (Decision, Monitoring or Information)	Rotation (Topical, Annual, Biannual, Quarterly, Monthly, Topical)
15/1/15	1) Misc grants/Treasury Management/Write Offs	Decision	Each Mtg
	2) Business Plan 2014/15	Monitoring	Annual
	3) Polling District Review	Decision	Topical
	4) Budget Reports		
	5) NPT Welsh Church Acts Funds		
	6) Quarterly Performance Monitoring	Monitoring	Quarterly
	7) Business Rates – Recovery of Costs		
	8) Council Tax – Recovery of Costs		

19/2/15	1) Community Boundary Review	Decision	Topical
	2) Twinning	Decision	Topical
	3) Pontardawe OSS- Report on Number of C.Tax enquiries not dealt with by OSS		
	4) CCTV – options appraisal	Decision	Topical
	5) Town & Community Council Charter	Decision	Topical
	6) Misc grants/Treasury Management/ Write Offs	Decision	Each Mtg
9/04/15	1) Business Plan 2015/16	Decision	Annual
	2) Grant Policy – Third Sector	Decision	Topical
	3) Single Integrated Plan – Annual Report	Decision	Annual
	4) Corporate Improvement Plan – Report 2014-2018	Decision	Annual
	5) Strategic Equality Plan- Updated Plan	Decision	Annual
	6) Community Cohesion Local Implementation Plan	Monitoring	Annual

28/05/15	1) Pontardawe OSS/Advice Hub Feedback Report post six month trial of Remote Access Arrangements		
	2) Pontardawe OSS/Advice Hub – Feedback report of Review of Impact of Welfare Rights and Credit Union Services at Hub		
	3) Misc grants/Treasury Mgt/Write offs	Decision	Each Mtg
	4) FCS and CEX complaints	Monitoring	Annual
	5) FOI Monitoring	Monitoring	Annual
	6) Ombudsman and Adjudication Panel for Wales Annual Report	Monitoring	Annual
	7) Quarterly Performance Monitoring	Monitoring	Quarterly
	8) Access to Services – Updated Strategy	Decision	Annual

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