



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

**15 NOVEMBER 2022**

**REPORT OF THE CHIEF FINANCE OFFICER – HUW JONES**

**Matter for Decision**

**Council Tax and Business Rates – Representatives at Magistrate Court Proceedings**

**Wards Affected: All**

**Purpose of report**

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

**Background**

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

**Proposal**

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

\*Mrs Ann Hinder – Principal Officer

\*Miss Lesley Spencer – Senior Council Tax Officer

\*Mrs Angela Greenway – Senior Council Tax Officer

Mr Christopher Watkins – Team Leader

Mr Matthew Tucker – Team Leader

Mrs Julia Jervis – Team Leader

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

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

### **Financial Impact**

5. No impact

### **Integrated Impact Assessment**

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

### **Valleys Community Impacts**

7. No impact

### **Workforce impacts**

8. No impact

### **Legal impact**

9. No impact

### **Risk management**

10. No impact.

### **Consultation**

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

## **Recommendation**

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

## **Reason for proposed decision**

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

## **Implementation of decision**

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

## **Appendices**

15. Appendix 1 – Stage 1 Integrated Impact Assessment

## **List of background papers**

Local Government Finance Act 1972.

## **Officer contact**

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

Ms Ann Hinder - Principal Council Tax Officer  
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## Impact Assessment – First Stage

## 1. Details of the initiative

|  |
|--|
| <b>Initiative description and summary:</b><br>Council Tax and Business Rates – Representatives at Magistrate Court Proceedings |
| <b>Service Area:</b> Finance   |
| <b>Directorate:</b> Chief Executive's Office   |

## 2. Does the initiative affect:

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

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

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

## Impact Assessment – First Stage

|                    |  |   |  |  |  |  |
|--------------------|--|---|--|--|--|--|
| Race               |  | ✓ |  |  |  |  |
| Religion/Belief    |  | ✓ |  |  |  |  |
| Sex                |  | ✓ |  |  |  |  |
| Sexual orientation |  | ✓ |  |  |  |  |

## 4. Does the initiative impact on:

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

## 5. Does the initiative impact on biodiversity:

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

Impact Assessment – First Stage

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| such as air quality, flood alleviation, etc. |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

6. Does the initiative embrace the sustainable development principle (5 ways of working):

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

## Impact Assessment – First Stage

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

|  |   |
|--|---|
| A full impact assessment (second stage) <b>is not</b> required | ✓ |
| Reasons for this conclusion                                    |   |
| This is an administrative process only.                        |   |

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

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