



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

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

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

**Matter for Decision:**

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

**Wards Affected: All**

**Purpose of report**

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

**Background**

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

**Proposal**

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

- \*Mrs Ann Hinder – Principal Officer
- \*Miss Lesley Spencer – Senior Council Tax Officer
- \*Mrs Angela Greenway – Senior Council Tax Officer
- Mr Christopher Watkins – Team Leader
- Mr Matthew Tucker – Team Leader
- Mrs Julia Jervis – Team Leader

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

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

### **Financial Impact**

No impact

### **Integrated Impact Assessment**

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

### **Valleys Community Impacts**

No impact

### **Workforce impacts**

No impact

### **Legal impact**

No impact

### **Risk management**

No impact.

### **Consultation**

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

## **Recommendation**

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

## **Reason for proposed decision**

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

## **Implementation of decision**

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

## **Appendices**

Appendix 1 – Stage 1 Integrated Impact Assessment

## **List of background papers**

Local Government Finance Act 1972.

## **Officer contact**

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

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

## Impact Assessment – First Stage

## 1. Details of the initiative

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

## 2. Does the initiative affect:

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

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

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

## Impact Assessment – First Stage

Race		✓				
Religion/Belief		✓				
Sex		✓				
Sexual orientation		✓				

## 4. Does the initiative impact on:

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

## 5. Does the initiative impact on biodiversity:

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

Impact Assessment – First Stage

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

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

Impact Assessment – First Stage

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

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

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

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