



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

18th 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

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

A full impact assessment (second stage) is 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