

**DIRECTOR OF EDUCATION,
LEISURE AND LIFELONG LEARNING**

Proper Officer Provisions

Local Government Act 1972 – Section 234(1) and (2) authentication of all Notices, Orders or Documents for the purpose of approved delegated powers.

Children’s Act 2004 – Sections 25 and 26. The Director of Education, Leisure and Lifelong Learning is appointed as the “Lead Director for Children and Young People’s Services”, to have as his special care the discharge of the Authority’s functions under Sections 25 and 26 Children’s Act 2004.

**DIRECTOR OF EDUCATION,
LEISURE AND LIFELONG LEARNING**

Delegation Arrangements

Education

1. Authority to Prosecute for Non-attendance, School Attendance Order and Education Supervision Order

- (i) That the Head of Transformation and Support Services together with the Manager, School and Family Support Team, be authorised to serve Notices and/or institute proceedings under Section 437, 443 and 444 of the Education Act 1996 and Section 36 and Schedule 3 of the Children's Act 1989;
- (ii) That under the terms of Section 223 of the Local Government Act 1972, the Principal Education Welfare Officer be authorised to represent the Authority at the Magistrates' Court in any of the proceedings referred to in (i) above;
- (iii) The Manger of the School & Family Support Team and the Senior Education Welfare Officer are authorised to issue and withdraw penalty notices in relation to non-attendance.

2. Discretionary Awards Policy

- (i) To make payable such sums as appropriate to students having to repeat periods of study either because of a serious, personal illness or some other extenuating circumstances resulting from factors beyond the student's control – such applications to be considered on their individual merits;
- (ii) To make payable such sums as appropriate to extend by one academic year the mandatory award entitlement to students who were eligible to receive a modified award, with requests which fall outside this arrangement being referred to the executive for determination;
- (iii) To approve funding so as to extend the mandatory award entitlement of students who are eligible for a modified award by one or more years in cases where the course structure does not provide for exemption from the first or subsequent years of study.

3. Proposed Discretionary Awards Policy

To make such sums, as appropriate, to extend by one academic year the Mandatory Award entitlement of students who are eligible for a modified award, and for more than one year where the course structure necessitates a longer period of attendance. Requests which fall outside this arrangement being referred to the executive for determination.

4. Regional Integrated School Improvement Service

To implement the Regional School Improvement Model, in consultation with the Leader and the Cabinet Portfolio Holder, giving proper consideration to the outcomes of the consultation.

5. Childcare Facilities within Schools

The Head of Participation is authorised to develop childcare facilities on school sites and to report back to Members on an annual basis.

Leisure Services and Community Services

1. Fees and Charges

In relation to the Passport to Leisure Scheme, to deal with problematic individual applications (with managers also having authority to show discretion and flexibility to vary prices – yet avoiding the creation of precedents – in order to maximise income levels whilst also meeting the Council's social objectives)

2. Community Recreation Facilities

- (i) To grant access to Community Centres when it is deemed appropriate or necessary outside the official hours during which hiring of Community Centres can be made

Monday – Saturday 9.00 a.m. – 10.00 p.m.
Sunday – Closed

- (ii) At unstaffed centres, and wherever else it is deemed necessary by the Officers, responsible user group representatives be issued with keys and an accurate record of keyholder information be kept by the Community Recreation Section;

- (iii) The licence holder for Public Entertainments Licences for community recreation facilities.

3. Events at Margam Park

That authority is given to the Margam Park Manager to negotiate the detailed financial arrangements in respect of those situations as described in the report to Council on 6th July 2000 (Minute 17).

4. Transfer of Licences – The Princess Royal Theatre and Pontardawe Arts Centre

That authority is granted to Paul Walker, Co-ordinator of Cultural Services and the Manager of the Pontardawe Arts Centre to make application for the transfer of all licences in respect of Pontardawe Arts Centre to their names, and that similarly for the Princess Royal Theatre, the licensees be Mr. Paul Walker, Co-ordinator of Cultural Services and Leigh Dennis, Theatre Manager of the Princess Royal Theatre.

5. Application for Use of Council Facilities (Minute No. 8 – 11.6.02)

That approval of future applications for the use of Council facilities is delegated to the Director of Education, Leisure and Lifelong Learning. However, should any applications be refused, a process of appeal to the Cabinet Committee be made available.

6. Grants to Voluntary Organisations

That the Head of Lifelong Learning, Culture and Leisure is delegated to deal with future grant applications from Voluntary Organisations – with a report on decisions being submitted to the relevant Cabinet Board for information on a quarterly basis.

7. Deeds of Gift

That the Director of Education, Leisure and Lifelong Learning is authorised to accept Deeds of Gift.

8. Core Funding to Third Sector Bodies

The Head of Transformation and Support Services is granted delegated authority, to allocate and administer the budget in relation to core funding provided to the Neath Port Talbot Credit Union.

9. Selar Opencast and Mynydd Y Betws Wind Farm Community Benefit Funds

- (a) That the Selar funds for Glynneath and Blaengwrach be disbursed under delegated powers and the decision on the funding of projects is delegated to the Head of Transformation and Support Services taking full note of the recommendations of the local Panels;
- (b) That the Project Development and Funding Manager from Education, Leisure and Lifelong Learning be present at each local Panel meeting with voting rights at the Mynydd Y Betws Steering Panel and attending on an advisory capacity at the Selar Opencast meetings.

10. Energy Sites and Community Benefit Funds

The Head of Transformation and Support Services is authorised to administer the Council Managed Energy Sites and Community Benefit Funds, in accordance with details outlined in the report to the Economic and Community Regeneration Cabinet Board of 20th December 2012.

11. Authorisation for Lease and Tenancy Arrangements with regard to the Communities First Programme

The Head of Transformation and Support Services, in consultation with the Head of Property and Regeneration are granted delegated authority to agree leases or tenancies with regards to the Communities First Programme.