

Southend-on-Sea Borough Council

Report of Strategic Director (Finance and Resources)

to
Cabinet
on
17 January 2019

Agenda
Item No.

9

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Council Tax Base and National Non Domestic Rating Base 2019/20
Policy and Resources Scrutiny Committee
Cabinet Member: Councillor John Lamb
Part 1 (Public Agenda Item)

1 Purpose of Report

To enable a valid Council Tax to be determined, the calculation of the Tax Base at the commencement of the forthcoming financial year needs to be approved. This report shows the calculation of the Council Tax Base for 2019/20.

To approve the National Non Domestic Rates (NNDR1) form that must be submitted to the Ministry of Housing, Communities and Local Government (MHCLG) by 31 January 2019

2 Recommendations

In respect of the Council Tax Base;

2.1 That in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003) and Local Government Finance Act 2012 (Calculation of billing authority's council tax base Section 15):

The Local Council Tax Support Scheme for 2019/20 approved by Council on 13 December 2018, be incorporated into the Council Tax base setting as outlined in Appendices A and B;

That the following changes to Council Tax discounts and exemptions approved by Cabinet on 5 January 2016 will remain unchanged, with the exception of the premium increase from 50% to 100% on Long Term Empty properties (those properties which have been empty for over 2 years or more) from 1 April 2019, these will be incorporated into the Council Tax Base:-

- **Properties requiring or undergoing structural alteration or major repairs (Class D) as allowed by Section 11A of the Local Government Finance Act 2012 is set at 0%;**
- **Vacant and substantially unfurnished properties (Class C) as allowed by Section 11A of the Local Government Finance Act 2012 to be entitled to receive a discount of 100% for up to 1 month.**
- **The second homes discount and exemption (Classes A and B) that were approved by Council on 13 December 2012 will remain unchanged from 1 April 2019 and these are incorporated into the Council Tax Base;**
- **Long-term empty homes (Class C) as allowed by Section 11A of the Local Government Finance Act 2012, a current surcharge of 50% is set allowing a full charge of 150% where they have been unoccupied for more than 2 years. From April 2019 this surcharge will increase to 100% allowing a full charge of 200%;**
- **That a continuous 6 week period of occupancy is required between empty periods before a further discount can be awarded;**

2.2 The amount calculated by Southend-on-Sea Council as its Council Tax Base for the year 2019/20 shall be 58,424.44 (Appendix A);

2.3 The amount calculated by Southend-on-Sea Council as the Council Tax Base in respect of Leigh-on-Sea Town Council for the year 2019/20 shall be 8,839.09 (Appendix B);

In respect of the Non-Domestic Rates Base (NNDR1 Form);

2.4 That Cabinet approve the NNDR1 form (to follow) at Appendix C for submission to MHCLG.

3 Background

3.1 The Council Tax Base is the number of band D equivalent properties/dwellings, or looked at another way it is the amount of money the billing authority estimates it can raise for each £1 of council tax set at the band D level.

3.2 The Council is required under the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003 and Local Government Finance Act 2012 (Calculation of billing Authority's council tax base Section 15) to determine the Council Tax Base and notify major precepting authorities in the period 1 December to 31 January.

- 3.3 The Council is also required to calculate a tax base for the part of its area falling within the Leigh-on-Sea Town Council's area. The Town Council has been notified of their indicative Council Tax base to allow them to prepare their potential precept and Council Tax, and following Cabinets approval will be formally notified of the Council's decision in respect of their final Tax base.
- 3.4 As part of the Governments extensive finance reform changes from April 2013, the Council has to formally agree the submission of its Non Domestic Rates baseline for the forthcoming financial year. Given the importance of how the submitted baseline now impacts on the funding that will flow to the Authority from Government, the baseline now has to be approved in the same way as setting the Council Tax base.
- 3.5 Setting the Council Tax base is a Council function which usually requires full Council approval during the specified period. However, Section 67 to the Local Government Finance Act 1992 (as amended by section 84 to the Local Government Act 2003) excluded setting the tax base from having to be determined by Full Council. Thus it can be delegated under section 101 to the Local Government Act 1972 to a committee, the cabinet, or even an officer.
- 3.6 It was agreed on 13 December 2012 that Council delegate both the setting of the Council Tax base and the approval of the NNDR1 to Cabinet. This was to allow both to be considered by Cabinet in a timely fashion to meet the statutory 31 January deadline. In addition, the Council has delegated the authority to approve the NNDR1 form and the Council Tax Base to the Strategic Director (Finance and Resources), in conjunction with the Leader, subject to the delegation only being used where Cabinet is not able to approve the NNDR1 form or the Council Tax Base by the 31st January. Where this additional delegation is used, the Strategic Director (Finance and Resources) will include an explanation in a subsequent report to Council as to why it was not practical for Cabinet to use its delegation.

4 Council Tax Base

- 4.1 The Regulations require the tax base to be based upon the District Valuer's List as at 30 November each year. This figure is then amended for the estimated activity on the Council Tax base from 1 December to 31 March. An early determination assists the Council and precepting authorities in their financial planning.
- 4.2 Since 1 April 2013, in addition to the forecasting of banding of properties and voids, the Council Tax base must also reflect the discretionary technical reforms of Council Tax (discounts and exemptions) together with the impact of the Local Council Tax Support Scheme because awards of Council Tax Support are classified as discounts and as such will have the effect of reducing the overall Council Tax base.

- 4.3 Exemption classes A & C were abolished with effect from 1 April 2013. Class A exemptions covered “vacant dwellings where major repair works or structural alterations are required, under way or recently completed (up to twelve months) whilst Class C exempt dwellings were “a vacant dwelling (i.e. empty and substantially unfurnished) (up to six months)”.
- 4.4 In addition, since 1 April 2013, Local authorities in England have had the choice to apply council tax discounts of between 0% and 50% for second homes, and to apply council tax discounts for empty dwellings at any level between 0% and 100%. Also, from 1 April 2019, an Empty Homes Premium of up to 100% can be charged on dwellings that had been empty for more than 2 years. Doubling the cap on the premium will allow local authorities to strengthen the incentive for owners of empty homes to bring them back into use. The qualifying period will remain at two years. The premium cannot apply to homes that are empty due to the occupant living in armed forces accommodation for job-related purposes, or to annexes being used as part of a main property.
- 4.5 On 5 January 2016, Cabinet approved to implement further changes that are set out in 2.1. Specifically, to uninhabitable and empty and unfurnished properties, and this came into effect on 1 April 2016, regardless of when any previous discount has been awarded. This will remain unchanged for 2019/20.
- 4.6 It was agreed by Council on 13 December 2018 that there would be no changes to the existing Local Council Tax Support Scheme for Southend-on- Sea.

Calculation of the Council Tax Base

- 4.7 The calculation of the Council Tax Base commences with reference to the number of properties in each band of the valuation list, as it stands, at 30 November each year (the relevant day).
- 4.8 Adjustments are then made for:-
- a) Any known alterations not shown on the valuation list on the relevant day.
 - b) Properties exempt from council tax on the relevant day.
 - c) Any reductions in banding awarded in respect of disabled persons as of the relevant day.
 - d) Any status discounts granted as they stand on the relevant day.
 - e) Any estimated changes likely to occur to the base information during the period from the relevant day to 31 March each year.
 - f) Impacts of the Local Council tax Support Scheme.
- 4.9 Once these adjustments are made to each band, a calculation is made to express all bands as a Band D equivalent. The sum of Band D equivalent properties is then reduced by the Authority’s anticipated allowance for changes in voids, discounts and exemptions and an allowance for changes in the provision for bad and doubtful debts (which is linked to the anticipated in year collection rate and collection of arrears). The result is the Council Tax Base for tax setting purposes.

4.10 The same exercise is carried out in respect of the area covered by Leigh on Sea Town Council. The Government previously consulted on the possibility of providing a separate Council Tax Base for Town and Parish Councils due to changes in Council Tax support. The Government decided not to follow this option and therefore the same allowance must be applied to both calculations.

4.11 The Council Tax base for 2019/20 is therefore;

	Southend-on-Sea	Leigh-on-Sea
Council Tax Base 2018/19	57,611.55	8,779.95
Council Tax Base 2019/20	58,424.44	8,839.09
Increase/(Decrease) in Tax Base 2018/19 to 2019/20	812.89	59.14
Percentage Increase/(Decrease) in Tax Base 2018/19 to 2019/20	1.41%	0.67%

4.12 The Council Tax base for Southend-On-Sea has increased as a result of a combination of new properties on the list coupled with the on-going impact of the agreed discounts and exemptions, and also the proposed increase in the Empty Homes Premium to 100% from April 2019.

4.13 If Members decide not to implement the new 100% (rather than 50%) premium on empty homes greater than two years, the resultant Council Tax base would decrease. The revised Council Tax Base would fall to 58,339.40 and 8,825.11 respectively.

4.14 The calculation of the Tax Base is set out in Appendices A and B.

5 National Non Domestic Rating Base (NNDR1 Form)

5.1 Under the Local Government Finance Act 1988 (as amended by the Local Government Finance Act 2012) from 1 April 2013 a proportion of non- domestic rates will be retained locally rather than paid into the central pool.

5.2 The NNDR1 form sets the anticipated amount of non-domestic rates that will be collected in the coming year and will therefore determine the respective shares between Central Government and Southend-On-Sea Council. There will be a retrospective cash adjustment by Government in the following financial year based on the final position for the financial year in question.

- 5.3 The NNDR1 form is in a defined format set by Government and changes from year to year. At the time of writing this report the initial form was received on 19 December 2018 and has been used to generate the National Non Domestic Rating base shown at Appendix C. However it is not uncommon for revised forms to be issued subsequently as issues with how the form calculates are uncovered. MHCLG may inform us as late as January that the initial form may be amended. Should that be the case, the Strategic Director (Finance and Resources) will use his delegated authority to ensure the correct form is returned by the statutory deadline, and report back to Cabinet subsequently. The Strategic Director will give an oral update if it is thought the delegation may have to be used.

6 Other Options

- 6.1 Given the statutory and technical nature of the calculation of the Council Tax Base and National Non Domestic Rating Base, Members have limited scope to alter the respective base calculations.

7 Reasons for Recommendations

The setting of the Council Tax Base and National Non Domestic Rating Base enables to calculation of the core funding derived though local taxation that is used to finance the Council's proposed budget for 2019/20.

8 Corporate Implications

- 8.1 Contribution to the Southend 2050 Roadmap
The approval of the Council Tax Base and NNDR1 will enable a budget to be set for the forthcoming financial year and a Council Tax level to be set in line with statutory requirements. In addition, it will ensure that the appropriate levels of income are generated to enable these funding sources to support the delivery of the Council's outcomes

- 8.2 Financial Implications
The financial implications of the approved Council Tax Base and NNDR1 have been included in the provisional budget and council tax report for 2019/20 contained elsewhere in this agenda

These figures will be also be reflected in the budget proposals for 2019/20 and the Medium Term Financial Strategy to be considered by Cabinet on 12 February 2019 and Council on 21 February 2019

- 8.3 Legal Implications
There is a statutory duty to approve the Council Tax Base and NNDR1 for 2019/20 and notify precepting authorities by 31 January 2019

- 8.4 People Implications
None

- 8.5 Property Implications
None directly, but the revised empty homes premium recommended will assist in encouraging homes to be brought back into productive use
- 8.6 Consultation
None
- 8.7 Equalities and Diversity Implications
These are addressed through the Council's Discretionary Relief Policy and Debt Management Policy
- 8.8 Risk Assessment
Assuming this report is approved, there is no risk that the Council will not meet its statutory duty to approve the Council Tax Base for 2019/20 and notify precepting authorities by 31 January 2019. In addition, it will also enable the statutory deadline of 31 January 2019 to be achieved for the submission of the NNDR1
- 8.9 Value for Money
Under the Governments financial reforms for funding Local Government, the Council Tax Base and Non Domestic baseline are critical elements in determining the level of Council Tax and funding for the Authority
- 8.10 Community Safety Implications
None
- 8.11 Environmental Impact
None

9 Background Papers

- Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003);
- Local Government Finance Act 2012 (Calculation of billing authority's council tax base Section 15);
- Valuation List for the Billing Authority area;
- CTB1 Return for 2019/20

10 Appendices

Appendix A – Council Tax base calculation – Southend-on-Sea Council
Appendix B – Council Tax base calculation – Leigh Town Council
Appendix C – NNDR1 Form