

Summons and Agenda 23 January 2018

Chief Executive
Reading Borough Council
Civic Offices, Bridge Street,
Reading, RG1 2LU



Peter Sloman
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15 January 2018

To: All Members of the Council

Your contact is:

Michael Popham - Democratic Services Manager

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Reading Borough Council to be held at the Civic Offices, Reading, on **Tuesday 23 January 2018 at 6.30pm**, when it is proposed to transact the business specified in the Agenda enclosed herewith.

Yours faithfully

CHIEF EXECUTIVE

A G E N D A

Mayor's Announcements

1. To receive Mayor's Announcements.

Declarations of Interest

2. To receive any declarations of interest.

Minutes

3. The Mayor to sign the Minutes of the proceedings of the Council Meeting held on 17 October 2017 (Pages A1-A6)

Petitions

4. To receive petitions in accordance with Standing Order 8.

Questions from Members of the Public

5. Questions in accordance with Standing Order 9.

Questions from Councillors

6. Questions in accordance with Standing Order 10.

Reports and Recommendations from Committees

7. Budget 2018-19: Approval of Council Tax Base, NNDR1 Estimate & Estimated Collection Fund Surplus; and Approval of the Local Council Tax Support Scheme 2018/19

Report by Strategic Finance Director (Pages B1-B30)

Motions

8. Housing Investment

Councillor Pearce to move:

This Council notes:

- The average monthly rent in Reading is now over £1000 a month (valuation office agency)
- The average house price in Reading is over £300,000 (according to the Land Registry)
- The earnings to house price ratio in Reading is now 10:1.
- The average house deposit in the UK is £33,960 and in Reading this is much higher (Halifax)
- Reading Council is doing all it can to ease the housing crisis with the Homes for Reading company and the building of new Council houses including at Conwy Close.

This Council resolves to write to Housing Minister Sajid Javid to ask if he will support the Local Government association campaign that asks to enable Councils to:

- Allow Councils to borrow to invest.
- To keep all of the money received from the sale of homes on right to buy.
- To use this and other funding to reinvest in building new homes that are good quality and affordable.

9. Royal Berkshire Fire and Rescue Service

Councillor Gittings to move:

That the Council:

- Recognises the new and emerging pressures placed on Royal Berkshire Fire and Rescue Service by the Grenfell Tower fire;
- Supports the call for flexibility along the lines of that offered to police and crime commissioners for Royal Berkshire Fire Authority in the setting of Council Tax locally for 2018/19;
- Recognises that this flexibility is critical in ensuring the continuation of critical and life-saving prevention, protection and response services for the people of Berkshire;
- Reading Borough Council writes to Central Government to express our support for this position and request that this be taken into consideration in the setting of the Council Tax Referendum Principles and Local Government Finance Settlement.

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Please speak to a member of staff if you have any queries or concerns.

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Present: Councillor R Williams (Mayor);

Councillors David Absolom, Debs Absolom, Ayub, Ballsdon, Brock, Chrisp, Davies, Dennis, Duveen, Eden, D Edwards, K Edwards, Ennis, Gavin, Gittings, Grashoff, Hacker, Hopper, Hoskin, James, Jones, Khan, Livingston, Lovelock, Maskell, McDonald, McElligott, McGonigle, McKenna, O'Connell, Page, Pearce, Robinson, Singh, Skeats, Stanford-Beale, Steele, Stevens, Terry, Tickner, Vickers, White, J Williams and Woodward.

Apologies: Councillor Rodda.

15. MAYOR'S ANNOUNCEMENTS

(a) Kay Everett

"It is with deep regret that I have to tell you that Kay Everett, former Councillor, Past Mayor and Freeman of the Borough, passed away at the end of September, at the age of 89.

Kay was a former Labour Councillor, elected for Church Ward in 1983. As a Councillor she was particularly known as a champion for older people in Reading.

She served as Mayor in 1988/89, and in June 2001, was made a Freeman of the Borough. As a Freeman of the Borough, she memorably exercised her right and privilege to drive sheep over Caversham Bridge in 2009, in order to publicise a Walk in aid of Age Concern.

Can I ask you all to stand and join me in a minute's silence to remember Kay?"

(b) Order of Business

"In accordance with Council Procedure Rule 5(3)(a), I have decided to change the order of tonight's business. Item number 4 'Petitions' and item 4A 'Petition - Save Reading Central Club Mural/Do Not Sell The Central Club (A Community Asset) to Commercial Developers' will be taken concurrently immediately following item 5 'Questions from Members of the Public'."

16. MINUTES

The Minutes of the meeting held on 24 May 2017 were confirmed as a correct record and signed by the Mayor.

17. PETITIONS IN ACCORDANCE WITH STANDING ORDER NO 8

(A) Keith Kerr presented a petition in the following terms:

Do Not Sell The Central Club (A Community Asset) to Commercial Developers

"We the undersigned, petition Reading Borough Council (RBC) to think again and give proper consideration to the Aspire (Reading) CIC compelling, compliant, fully funded £10 Million Bid to acquire the spiritual home of the Black diaspora of Reading, the Central Club site and buildings.

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We feel the black community of Reading should not be scapegoated and made to suffer disproportionately for RBC's financial budgeting failure. We believe Aspire's bid provides strategic services to the diaspora that RBC are retreating from which makes Aspire a long term partner to the solution as their bid is 100% consistent with RBC's strategic priorities.

Aspire's fully funded Bid does not require a penny piece from RBC, **EVER!**"

In her response, Councillor Lovelock (Leader of the Council) stated:

"Thank you for the petition regarding the future of Central Club.

This Council has a long track record of supporting and working with all the diverse communities in the town, including the black community. We are all proud to live in a multi-cultural town and to celebrate and mark the distinct heritage of people from diverse backgrounds.

Back in 2009 Reading Borough Council backed a bid by the African and Caribbean Community Group to bring the former Central Club building back into community use. Despite a tremendous effort on their part - and a time extension granted by the Council - they were unfortunately unable to raise the necessary funds. The building has been empty and unused since 2006, which I think we all agree needs to be addressed. The next bidding process is about identifying options to bring it back into use.

I would like to take this opportunity to remind everyone again of the process we have gone through in relation to the former Central Club building, and the process to come.

In July 2016 the Council offered voluntary and community organisations a five-month window to bid for the building. Commercial developers or 'for profit' organisations were not permitted to bid at this stage, and the Council also insisted the iconic mural was retained as part of any proposal.

In July, the Council took the decision not to proceed with any of the third sector bids received and instead invite bids from both third sector and private bidders. The Council feels strongly that we owe it to all council tax payers to understand the full value of the property, what people are willing to pay for it and to then evaluate all bids against a set of criteria that balance and take into account both financial return and potential community benefit. We will also ensure that all bidders receive clear and transparent information on the evaluation framework to be adopted in order that the Council can demonstrate how it is meeting its duties with regard to securing the best value.

In relation to Aspire's original bid, ASPIRE maintain the bid remains confidential and has said it will report the Council to the Information Commissioner if we make full details public. I want to reiterate however, no cash sum was offered by Aspire to buy the property as part of its original bid. Whilst I am prevented from providing detail because of Aspire's insistence on confidentiality, I can say that in addition to a lack of any cash offer there were a number of additional concerns and risks associated with the bid in respect of conditionality clauses and a lack of certainty with regard to their proposals for the building and associated funding. As I explain below, Aspire have an opportunity to address these shortcomings in the next bidding process should they choose to do so.

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In terms of the bidding process to come, the Council is completely clear that all bidders - including Aspire or indeed any other community group - can either carry forward existing bids, or submit a fresh offer for the building. No organisation is precluded from bidding. For the avoidance of doubt, unless ASPIRE indicates that it wants its existing bid to be reconsidered as part of that process, the ASPIRE bid will not be reconsidered. All offers will be fully evaluated and this process will take account of any community value, as well as the financial offer itself.

The Council is also completely clear that it expects any offers received in the next round to include proposals to secure the future of the mural. The mural which borders the building remains a key landmark for Reading and a strong symbol of the black community, its history and its contribution to our town.

The Council's commissioning of work (currently being undertaken) to professionally clean and survey the mural at a cost approaching five-thousand pounds is a very practical indication of the Council's commitment in this regard. This professional cleaning will allow for a detailed survey of the mural to take place and a detailed assessment of the condition of the structure and the mural itself. The survey work will mean the Council will be in a much better position to identify the best way of securing the mural for future generations, including any conditions when the building is sold. The current work being undertaken will also enable bidders to have more information about the integrity of the mural and its structural stability and how it might best be protected in the event that building work is undertaken within the building.

When bids are sought bidders will specifically be asked how they intend to preserve the mural and this will form an important part of the evaluation process.

With regards to the second part of your statement, for a number of years now Government funding for public services has failed to keep pace with demand for Council services. It means every local authority has had to make difficult decisions to close the funding gap. In Reading funding will have been cut by £57.5 million between 2010 and 2020. It is in that context this Council has had to make a number of difficult decisions over a number of years which are affecting all areas of service delivery. We completely reject any assertion that a specific community is being scapegoated.

By opening up the bidding process to all parties, the Council aims to attract new bids which will provide us with a full range of options upon which to make an informed decision based on best value including community benefit. Details of the bidding process and timetable will be announced once we have the results of the survey."

18. PETITION: SAVE READING CENTRAL CLUB MURAL/ DO NOT SELL THE CENTRAL CLUB (A COMMUNITY ASSET) TO COMMERCIAL DEVELOPERS - DEBATE IN ACCORDANCE WITH STANDING ORDER 8

Keith Kerr addressed the Council on the topic of the petition in accordance with Council Procedure Rule 8(6)(f).

The Monitoring Officer submitted a report on a petition about the future of the Central Club and its iconic mural, which had collected approximately 4,000 signatories. The petition had exceeded the 1,500 threshold and therefore at the request of the Lead Petitioner it had triggered a debate by full Council of the issue, in accordance with Council Procedure Rule 8(6)(e). The report stated that the petition had been received by

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the Council on 25 September 2017. The petition, which was formally presented to the Council at this meeting, was in the terms set out in Minute 17 above.

The following motion was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

Resolved -

That the issues raised in the petition entitled 'Save Reading Central Club Mural/ Do Not Sell The Central Club (A Community Asset) to Commercial Developers', be noted.

19. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH STANDING ORDER 9

	<u>Questioner</u>	<u>Subject</u>	<u>Answer</u>
1.	Roger Lightfoot	Arthur Hill Swimming Pool	Cllr Hacker
2.	Peter Burt	Arthur Hill Swimming Pool	Cllr Hacker
3.	Jeff Jones	Central Club	Cllr Lovelock
4.	Keith Kerr	Central Club	Cllr Lovelock
5.	Keith Kerr	Central Club	Cllr Lovelock
6.	Keith Kerr	Central Club	Cllr Lovelock
7.	Mary Genis	Black History Mural	Cllr Lovelock
8.	James Pyle	Central Club	Cllr Lovelock
9.	James Pyle	Central Club Mural	Cllr Lovelock

As Mr Pyle was not present to ask Questions 8 & 9, written replies would be provided in accordance with Standing Order 11(3).

(The full text of the question and reply was made available on the Reading Borough Council website).

20. QUESTIONS FROM COUNCILLORS IN ACCORDANCE WITH STANDING ORDER NO 10

	<u>Questioner</u>	<u>Subject</u>	<u>Answer</u>
1.	Cllr Livingston	Universal Credit	Cllr Lovelock
2.	Cllr Steele	Health and Safety Policy	Cllr Jones
3.		WITHDRAWN	
4.	Cllr Steele	Tilehurst Station	Cllr Page

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5.	Cllr White	Cuts to Children's Centres	Cllr Gavin
6.	Cllr White	Central Club Meeting	Cllr Lovelock
7.	Cllr Tickner	BBC Caversham Park Site	Cllr Page
8.	Cllr Ayub	Reading Prison	Cllr Page
9.	Cllr Skeats	Accounts	Cllr Lovelock

As there was insufficient time, pursuant to Standing Order 10(4), written replies to Questions 7-9 above would be provided in accordance with Standing Order 11(3).

(The full text of the questions and replies was made available on the Reading Borough Council website).

21. REGIONAL ADOPTION AGENCY - JOINT ARRANGEMENT

The Director of Children, Education & Early Help Services submitted a report seeking the Council's formal agreement to enter into the Adopt Thames Valley Regional Adoption Agency (RAA), which as a joint arrangement fell within the scope of a reserved matter for Council under Article 4 of the Constitution. The detail of the participation, inclusion and performance in the RAA had previously and would in future be considered by the Adult Social Care, Children's Services and Education Committee (ACE). The Council's inclusion in the RAA would be an effective move in achieving positive outcomes through permanence for Reading's children. In joining the RAA, Adoption Services would be delivered on a greater scale and with more innovative approaches to practice. This approach had real potential to improve outcomes for Reading's children.

The report stated that the Policy Committee, at its meeting on 10 April 2017 (Minute 116 refers) had re-affirmed the Council's continued participation in the Adopt Thames Valley Regional Adoption Agency and approved financial contributions of £487k for 2017/18 and £430k for 2018/19 to enable that ongoing involvement. The 'go live' date for the RAA was November 2017.

The following motion was moved by Councillor Gavin and seconded by Councillor McElligott and CARRIED:

Resolved:

- (1) That, in accordance with Article 4 of the Constitution, "The Full Council", the joint arrangement to participate in the Adopt Thames Valley Regional Adoption Agency with Oxfordshire County Council as the lead authority, be approved;
- (2) That, in accordance with Article 11 of the Constitution, "Joint Arrangements", the Adopt Thames Valley Regional Adoption Agency be included in the list of joint arrangements set out in the table in paragraph 11.2.2 of the Constitution.

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22. STANDARDS COMMITTEE

The Monitoring Officer submitted a report on the Minutes of the meeting of the Standards Committee of 29 June 2017, which were attached at Appendix A.

The report advised that Chapter 7 of the Localism Act 2011 had ended the statutory standards regime set up by the Local Government Act 2000, and introduced in its place a duty on local authorities to promote and maintain high standards of conduct by Councillors and Co-opted Members, including adopting a local Member code of conduct. The Act also required local authorities to adopt arrangements to deal with allegations that Members had not complied with their local Code of Conduct, and allowed local authorities to establish a local Standards Committee, and to make Standing Orders relating to aspects of the standards process. The local Standards Committee had been first established at the Annual Council Meeting on 23 May 2012.

The following motion was moved by Councillor D Edwards and seconded by Councillor Ayub and CARRIED:

Resolved -

That the Minutes of the Standards Committee held on 29 June 2017, attached at Appendix A to the report, be received.

23. THAMES WATER

Pursuant to Notice, the following motion was moved by Councillor Debs Absolom and seconded by Councillor Eden and CARRIED:

Resolved -

This Council notes with concern the number of times that Thames Water have disrupted local roads and pavements over recent months, particularly where this has been in the same or very nearby locations.

Whilst understanding that Thames Water need to carry out both emergency repairs and also planned upgrades of their infrastructure, this Council believes this work could be better coordinated and communicated to the public.

The recent problems which caused low water pressure and even no water supply in West Reading have also increased concern that more disruption may be planned.

This Council therefore resolves to ask the Director of Environment and Neighbourhood Services to write to Thames Water inviting them to meet with relevant councillors and officers to discuss their programme of planned works and a communication strategy with local residents.

(The meeting closed at 8.20 pm).

**READING BOROUGH COUNCIL
REPORT BY DIRECTOR OF FINANCE**

TO:	COUNCIL		
DATE:	23 JANUARY 2018	AGENDA ITEM:	7
TITLE:	BUDGET 2018-19 - APPROVAL OF COUNCIL TAX BASE, NNDR1 ESTIMATE & ESTIMATED COLLECTION FUND SURPLUS - APPROVAL OF THE LOCAL COUNCIL TAX SUPPORT SCHEME 2018/19		
LEAD COUNCILLOR:	COUNCILLOR LOVELOCK	AREA COVERED:	CORPORATE SERVICES
SERVICE:	FINANCIAL	WARDS:	BOROUGHWIDE
LEAD OFFICER:	Peter Lewis / Alan Cross	TEL:	72058 / 9372058
JOB TITLE:	Director of Finance Head of Finance	E-MAIL:	Peter.Lewis@reading.gov.uk Alan.Cross@reading.gov.uk

At the time of despatch of this report for Council, not all the information necessary had been received; for example the NNDR1 form had not been received, and as explained in the report the implications of the proposed Berkshire business rates pilot (and linked NNDR pool) not yet finalised. If necessary/ practical, an update will be issued before the Council meeting. No formal decisions are needed related to NNDR, as those items are noted.

1. PURPOSE AND SUMMARY OF REPORT

- 1.1 By 31 January 2018 it will be necessary to have estimated and informed the Thames Valley Police & Crime Commissioner, Royal Berkshire Fire & Rescue Service and Environment Agency of the Council Tax base to be used for setting the tax and levy for 2018/19. In order to do this it will be necessary to estimate the tax debit (i.e. the total of all 2018/19 Council Tax bills) and the anticipated Council Tax collection to set the Council Tax Base.
- 1.2 Also, by 31 January it will be necessary to have estimated and informed the Royal Berkshire Fire & Rescue Service and DCLG of the estimated collectible business rates to be used for setting the budget and ultimately the council tax for 2018/19. This is done by completing a form known as NNDR1.
- 1.3 On 15 January 2018 there is/was a requirement to estimate the collection fund surplus or deficit separately for both council tax and business rate transactions as at 31 March 2018. Any surplus or deficit is then to be taken

into account when calculating the total amount to be collected from Council Tax payers in 2018/19. This report sets out forecast council tax collection and the resulting impact on the Collection Fund and in the context of tax setting as a whole it is helpful for Council to note.

- 1.4 Government regulations require that the Council Tax Base and related collection rate to be used for calculating Council Tax are made by the full Council, and cannot be delegated to a Committee or to an officer. The approval of NNDR1 can be done by either Policy Committee or an officer, but given its potential significance it is suggested Policy Committee or Council awareness is appropriate and the collection fund surplus/deficit estimate must be done on a specific day, so is/was done by the Chief Finance Officer to meet that legal requirement, on the basis of the information then available.
- 1.5 This report also seeks formal Council approval for the Council Tax Support Scheme for 2018/19. In order to consider all possible measures to close the estimated budget gap, the Administration asked officers to run a public consultation on a proposal to increase the minimum working age contribution rate from 25% to 35%. The necessary statutory public consultation on the proposed changes to the local scheme was largely run on-line and took place from 29 November 2017 to 1 January 2018.

The changes we propose to apply from 1 April 2018 for 2018/19 and future years:

- to increase the minimum contribution from 25% to 35%,
- reduce capital level from £6,000 to £3,000
- increase levels of Non-Dependant deductions (based on income) from £7.50 to £10.00 for those non-dependants not engaged in remunerative work (working less than 16 hours per week) and/or have gross earnings less than £196.95 per week
- increase levels of non-dependant deductions (based on income) from £12.50 per week to £15.00 per week for any non-dependants engaged in remunerative work (16 hours or more) with gross weekly earnings of £196.95 per week and above
- apply administrative easements to the process of claiming Council Tax Support for those customers transferring to Universal Credit. This will enable them to continue to receive and claim Council Tax Support as easily and as efficiently as possible without causing additional risk of overpayment, and excessive numbers of new bill and award notifications being sent to them.

These changes generally apply in combination. In addition DCLG has completed an annual update of various allowances particularly as the scheme affects pensioners and those changes have been incorporated. When we consulted on the original principles of the new local scheme in the summer/autumn of 2012, we indicated that various allowances would be

subject to annual uprating, so there would be no need for further public consultation on the principle of those points each year.

Appendix B to this report sets out a summary of the responses to the consultation on the proposed changes to the local scheme and the officer response and advice.

- 1.6 The Equality Impact Assessment in respect of the proposed changes to the Council tax Support Scheme is included at Appendix E.
- 1.7 The report also notes that the various technical changes to Council Tax made in previous years will continue. The proposed change introduced by the Chancellor in the Autumn 2017 budget to increase the long term empty homes premium does not apply in 2018/19, but will need to be formally approved next year. Our forward plan from 2019/20 has assumed the change will be implemented in Reading in line with the policy position taken last year to maximise this premium.
- 1.8 Pursuant to the approval of the revised Council Tax Support Scheme and other estimates explained, the report then sets out the detailed calculations to be made under the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, which Council is asked to approve.
- 1.9 Council may recall that part of the process of putting the Council Tax Support Scheme formally in place involved fully adopting the Government's "default" scheme (which we then amended). That document was over 160 pages long, so was not printed in full in previous years, or this agenda. The same continues to apply to our adoption of government changes, but a copy can be made available.
- 1.10 The following are appended:-

Appendix A - The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2017

Appendix B - Summary of consultation responses on the proposed changes to the Local Council Tax Support Scheme

Appendix C - CTB1 Return

Appendix D - Draft NNDR1 Return

Appendix E - Equality Impact Assessment on proposed changes to the local Council Tax Support Scheme.

Appendix A, and the full technical details of the Local Council Tax Support Scheme have not been produced for Committee as they are very technical documents. Copies are available.

2. RECOMMENDED ACTION

2.1 Council is requested to approve the 2018 uprating of the allowances in the council tax support scheme and other amendments to the scheme as set out in paragraph 1.5, in particular the increase in the minimum contribution payable by those of working age from 25% to 35%.

2.2 Notes that we have adopted:

- (i) the Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 (SI 2886(2012)) in 2013
- (ii) the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013 (SI 3181 (2013)) in 2014
- (iii) the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014 in 2015
- (iv) the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015 in 2016
- (v) the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016 in 2017

and these will remain in place as the basis of our 2018-9 scheme (to the extent the requirements in each regulation remain prescribed).

2.3 Council is asked to now adopt the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2017 which came into force on 12 January 2018 and apply to local schemes from 1 April 2018 and (in the case of three of the 17 regulations) 6 December 2018 as set out in Appendix A.

2.4 Council is asked to approve the proposed local changes set out in Appendix B for 2018/19 and the overall Local Council Tax Support Scheme for 2018/19. (Appendix B sets out the summary of responses to the consultation on the Local Council Tax Support Scheme)

2.5 Council should note the Council's "plain english" guide to the Council Tax Support Scheme will be updated on the website to reflect the 2018/19 scheme.

2.6 Council is recommended to approve that for the purpose of, and in accordance with, the provisions of the Local Authorities (Calculation of Council Tax Base) Regulations, 1992 (as amended):

- (a) The estimated Council Tax collection rate for the financial year 2018/19 be set at 98.75% overall (unchanged since 2015/16);
- (b) Taking account of 2.1, the Council Tax technical changes made since 2013/14 and above, the amount calculated by Reading Borough Council as its Council Tax base for the financial year 2018/19 shall be 54,850.

- 2.7 Council is asked to note that neither a surplus nor deficit has been estimated in respect of Council Tax transactions as at 31 March 2018, and Reading's share of this is therefore £0.
- 2.8 Council is asked to note that a surplus of £9,400,000 **{to be confirmed}** has been estimated in respect of NNDR transactions as at 31 March 2018, and Reading's share of this is £4,606,000 **{also to be confirmed}**
- 2.9 Council is asked to note and approve the NNDR1 summary form in Appendix E **{to follow}**, noting that we're estimating that we'll collect **£1zz,zzz,000 {to follow}** of which £80.683m (to be confirmed in the final Local Government Finance Settlement-LGFS) (**ww%**) will be paid to DCLG as the tariff, and the balance retained in Berkshire as part of the Berkshire pilot/pool. Reading will retain a minimum of **£38.23m {to be confirmed in the final LGFS}**. Council should note that 70% of the excess over this sum actually received will be paid to the Berkshire LEP to support further local economic growth, and the balance retained by Reading provided every Berkshire authority has a balance of at least £1m, with a pro rata reduction to authorities with a balance exceeding £1m to bring other up to this agreed minimum gain per authority from the pilot/pool.

3. POLICY CONTEXT

- 3.1 Under Government regulations it is necessary for the Council to review its Collection Fund and decide the following:

Its estimated Council Tax surpluses or deficits for the 2017/18 year
 Council Tax Collection Rate for 2018/19
 Business Rates collectable in 2018/19
 Council Tax Base to be used for setting 2018/19 Council Tax

- 3.2 The Director of Finance makes the necessary estimates relating to any collection surplus/deficit, and the business rates collectable, both of which follow prescribed requirements, but requires that only the Council can agree the calculation of the Council Tax Collection Rate and (the related) Council Tax Base.
- 3.3 Following the introduction of the Council Tax Support Scheme (CTSS) in 2013/14 and technical changes to the Council Tax regime the estimates and calculations take account of our recent experience of tax collection. Both CTSS and technical changes effectively changed the way individual bills are calculated, so affecting the tax collectable, and hence the tax base (whereas historically Council Tax Benefit operated as a relief that helped pay some taxpayers' bills).

4. COUNCIL TAX

- 4.1 Council Tax is largely a property based tax with a 25% discount for people living alone. There are further detailed rules that impact some households; for example properties solely occupied by students are exempt.
- 4.2 The basic amount each household will pay depends on the value of their property on 1 April 1991 which determines which Council Tax band it is in. (Households in Band A will pay at the rate of two thirds of Band D and households in Band H will pay at the rate of twice Band D).
- 4.3 The following table sets out these proportions, and the number of properties on the valuation list (at the time of our CTB1 return to DCLG in October (Appendix C)), in Reading, in each band.

Table A

Band	Amount Payable as a Proportion of Band D	Properties in Each Band (October 2017)	
		Number	%
A	6/9	6,533	9
B	7/9	14,134	20
C	8/9	28,756	40
D	9/9	10,883	15
E	11/9	5,434	8
F	13/9	3,277	5
G	15/9	1,843	3
H	18/9	83	-
		<u>70,943</u>	<u>100</u>

This is an increase in properties on the list of 877 over the last year. In the previous year the increase was 1093.

5. HOW THE TAX IS CALCULATED

- 5.1 Council Tax will be calculated by dividing the sum of the council tax requirements of Reading, the Royal Berkshire Fire & Rescue Service (RBF&RS) and Thames Valley Police (TVP) by the total number of properties adjusted to a Band D equivalent by applying the proportions above (adjusted to allow for a small amount of non collection). The “properties adjusted to Band D equivalent” is known as the taxbase. The Band D tax rate will then be multiplied by the proportions shown in Table A above. As 70% of properties are in Bands A to C the average level of Council Tax in Reading will be lower than the Band D rate.

Council Tax Requirement

- 5.2 The council tax requirement for Reading, the Thames Valley Police & Crime Commissioner and the Royal Berkshire Fire & Rescue Service (RBF&RS) is formally calculated as follows:

General Fund net expenditure less share of Grant Allocation (RSG) and retained NNDR equals council tax requirement to be funded by Council Tax. However, as we are pilot authority the Reading RSG allocation will be nil, and the retained NNDR has been adjusted £ for £.

Council Tax Base

- 5.3 The Council Tax base must be calculated in accordance with Government rules.
- 5.4 Each year the Government collects tax base information. This information is periodically used in the grant distribution process, but does not take account of any losses on collection.
- 5.5 However, the tax base to be used in setting Council Tax will be the "relevant tax base" (the tax base submitted to the DCLG and adjusted for technical changes, the Council Tax support scheme multiplied by the estimated rate of collection).

Collection Rate

- 5.6 By 31 January 2018 it is necessary to have estimated and informed TVP, RBF&RS and levying bodies of the Council Tax base to be used for setting the tax for 2018/19. In order to do this it will be necessary to estimate the anticipated council tax collection rate.
- 5.7 Under original Government regulations, the calculation of the Council Tax Base and the collection rate and therefore the actual Council Tax Base to be used for calculating Council Tax can only be made by the full Council, and cannot be delegated to a Committee or to an officer.

6. CALCULATION OF COUNCIL TAX BASE AND COLLECTION RATE FOR 2016/17

- 6.1 The calculation of the Council Tax base and collection rate must be made in accordance with the rules set out in the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended.
- 6.2 It is necessary to explain how these calculations are made in order that the Council can formally adopt them. The calculations required by the regulations are set out below.

Council Tax Base Return (CTB1)

- 6.3 During October 2017 we were required to submit to DCLG a form, CTB1 which analyses the valuation list into the various bands and then provides further detail of those properties subject to the full charge, those entitled to discounts and those which are exempt.
- 6.4 The details from the CTB1 return are shown at Appendix C. The return also converts the equivalent total number of properties in each band to a Band D equivalent figure of after adjusting the tax base to reflect reduced discounts for second homes which are not included in the CTB1 return, which forms the initial base for the calculation of the tax base.

Council Tax Technical Changes

- 6.5 At Council in January 2013 we approved various technical changes to the Council Tax which had the effect of increasing the charges in certain circumstances for people with second and empty homes. Subsequent amendments were made in both 2016 and 2017 but no further amendment is proposed this year. Fuller details are set out in Section 8 below.

Council Tax Support Scheme

- 6.6 Since January 2013, the Council has been required each year to agree a local Council Tax Support Scheme. The scheme has the effect of reducing the charges in certain circumstances for people with a low income. Following changes over the years, including changes we made to make it easier for some claimants to receive their reduction, the minimum contribution is currently 25% of the full tax. There is also a minimum £5 per month award, to avoid the high administrative costs that can arise with very low value awards. During December the Government changed the regulations to move the latest date for setting the local scheme from 31 January to 1 March (in line with the legal latest date for setting Council Tax). However, as any change to the substance of a scheme will impact the taxbase which has to be notified to preceptors by 31 January/
- 6.7 Following public consultation, we now propose formally to implement the changes set out in 1.5 above.
- 6.8 Appendix B sets out the approach to consultation, and the key issues emerging. As part of the consultation process, there has been some additional engagement with the advice agencies in relation to these changes. We will continue to do annual uprates of allowances in the scheme. The formal scheme requires approval by Council and we will update the plain english guide on the website once the changes are agreed.

Collection Rate

- 6.9 Broadly, the actual tax base to be used in calculating Council Tax will be the tax base from the CTB1 adjusted for the technical changes and council tax support scheme multiplied by the estimated rate of collection.

Council Tax Collection

- 6.10 Table B summarises actual collection to 31 December 2017.

Table B

Cash Collection	2017/18 £m	Previous Year's Arrears Target £000
Target cash collection for 2017/18 year	89.8	1.83
Amount collected to 31 December 2017	77.1	1.49
Balance to achieve target set for year	12.7	0.34

6.11 Cash Collection for 2017/18 & Older Debt

The final direct debit payment from most taxpayers was collected at the beginning of January which together with collection to the end of December has taken collection to around 90% of the annual target and similar to recent previous years.

We expect the Council will achieve an in year cash collection rate of around 96.75% for 2017/18 (2016/17 Collection in year was 96.68% and 2015/16 96.84%), which will eventually rise to just over 99% of the final debit when arrears are collected. In our historic collection statement all years up to 2013/14 now show a collection rate above 99%, and 2014/15 and subsequent completed years all over 98%. The table above indicates that we are well on the way to collecting our arrears target and overall we should be at or close to cash collection targets for the financial year by 31 March 2018.

There will however be outstanding arrears from 2017/18 and earlier years to collect in 2018/19 and future years. Action to recover arrears remains strong and effective, though we experience some write offs where it is deemed that tax payers have little or no ability to pay the arrears even after bailiff action, or debt is otherwise irrecoverable, though these are very low.

Allowance for Non Collection

Last year we made a 98.75% recovery rate assumption overall (in deciding a taxbase of 53,671). Any under or over estimation of the collection rate will need to be taken into account when setting the budget and Council Tax in 2019/20. If the collection rate is under estimated then there would be a

surplus on the Collection Fund and the Council Tax for Reading will reduce, or budget increase accordingly. However, if the collection rate is overestimated the resulting deficit on the Collection Fund will increase the Council Tax or further reduce the budget we are able to set in 2018/19.

- 6.12 Collection performance has largely held up, though we need to be mindful that the changes to LCTS and empty and second homes discounts may result in some collection difficulties, although the position regarding collection from households receiving council tax support is now better understood with the benefit of several years of the scheme.
- 6.13 Taking account of our historic collection performance, the estimated collection rate should remain at 98.75%. (This is slightly less than the 99% forecast of ultimate collection as we need to make a small allowance (0.25%) for banding appeals on new, and newly occupied property). The CTB1 showed a taxbase at the end of September of 54,255. Each year around 1,000 properties are added in Reading, which add (after allowing for banding and some losses) around 875 to the taxbase. In addition the changes to the LCTS scheme set out elsewhere will add about 300, and it is also proposed to verify single person discounts which should add over 100 to the taxbase. The combination of these changes over the year is forecast to produce an average taxbase for the year of 54,850.

ESTIMATING THE COLLECTION FUND SURPLUS/DEFICIT - COUNCIL TAX & NNDR

7. COUNCIL TAX

- 7.1 We have reviewed the Collection Fund, the buoyancy of the tax base, and the level of arrears recovery expected over the medium term, and have concluded that, taking account of the collection fund surplus of £0.804m as at 31 March 2017, the estimated collection fund surplus of £0.929m made in January last year for March 2017, the collection performance indicated above in Table B, and whilst a calculation produces a very small deficit, it is so insignificant that we propose estimating neither surplus nor deficit at 31 March 2018 (in respect of Council Tax transactions) should be £0.
- 7.2 The nil surplus/deficit will be apportioned according to 2017/18 council tax requirements; so shares will be:

Table C

Reading BC	£	0
Thames Valley Police	£	0
Royal Berkshire Fire & Rescue Authority	£	0

These will be taken into account in setting the tax for 2018/19. Any variance at the year end will be taken into account in setting 2019/20's tax in due course.

7.3 NNDR

In a similar way, we need to estimate the surplus or deficit arising from NNDR transactions. This is significantly more difficult to do with reasonable certainty, because of outstanding rating appeals from the 2010 list, and valuation queries from ratepayers in the new “check/challenge/appeal” system introduced this year with the new 2017 list, so considerable judgement is needed. The latest review of our appeals liability on the 2010 list has estimated it as over £7.5m. Government regulations allow for us to account for part of the estimated liability in 2013/14 over 5 years which we have elected to do (so the last £2.4m is being provided for in 2017/18).

No significant appeals have yet been raised on the 2017 list but an analysis has been prepared for the Council identifying the “threats” to the debit from appeals in due course arising on properties in earlier stages of the proves. Over the planned 5 years of the list that is estimated at over £20m (including the potential impact of residual appeals on the 2010 list. Nationally the Government allowed for 4.5% losses arising from the check/challenge/appeal process. Bearing in mind that as a whole Reading’s rateable value increased above average, in due course we expect appeal losses of at least this level, so propose allowing 4.5-5% {to be confirmed} of the debit for appeal losses (in both forecasting the 2017/18 outturn).

However, following discussions with the sector Virgin Media decided to withdraw its application to have all its property put on a single list. This has removed a risk of liability loss of around £3.3m, most of which was not included in the appeals estimate.

We closed the 2016/17 accounts with a £11.2m surplus in line, as it was possible to reduce the appeals provision significantly, and the debit held up better than forecast. Taking account of movements in 2017/18 in comparison to forecast (primarily associated with the agreed 2017/18 transfer based on last year’s estimate), on the basis of information available in January, the estimated overall surplus as at 31 March 2018 will be around £9.400m {to be confirmed}.

- 7.4 The 2017/18 surplus will be apportioned according to government rules; so shares will be:

Table D

Reading BC	(49%)	£4,700,000
DCLG	(50%)	£4,606,000
Royal Berkshire Fire & Rescue Authority	(1%)	£ 94,000
{to be confirmed}		

These will be taken into account in setting the tax for 2018/19. Any variance at the year end will be taken into account in setting 2019/20’s surplus/deficit in due course.

8 DISCOUNTS

8.1 As reported previously, following the Local Government Act 2003, Councils have been given greater freedom to approve Council tax Discounts. The following sections summarise the position following the changes made in between 2013/14 and 2017/18. No further changes could be proposed this year to further reduce discounts.

Second Homes and Empty Homes

8.2 Under Section 11A (4A) and Section 11B (2) of the Local Government Finance Act 2012, the Council has the power to determine the level of council tax discount or premium where there is no resident of the dwelling. This can be any percentage up to 100% in relation to the old Class A, C and second homes, and up to 150% for properties that are classed as long term empty and have been empty for 2 years or more. (It was announced in the budget that this percentage will change in 2019/20).

Second Homes

8.3 The provisions allow for councils to reduce the second homes discount from 50% to 0% depending on the class the property falls into. In 2016 the discount was set at 5% and from 1st April 2017 the discount was removed.. From 1st April 2017 this discount was removed in Reading.

8.4 In 2016 we set the discount for properties that are empty, unfurnished and uninhabitable/undergoing major works at 50% for 12 months, followed by a full charge. From 1st April 2017 the discount was removed.

8.5 For properties that have been empty for 2 years we charge an empty homes premium of 150% of the Council Tax due.

8.6 Table D sets out the existing discount classifications made under the Council Tax (prescribed classes of Dwellings) (England) Regulations 2012.

8.7 Last year we removed the Class F's and Class B's 50% discount rate after the 6 month void period.

Table D

Description	Rates
<u>Standard Empty</u> Empty/Furnished Accommodation must be <u>job-tied</u> , a caravan or a boat.	50% discount
<u>Second Home Class A</u> Empty/Furnished Accommodation must be a holiday home, which cannot legally be occupied for more than 28 days per year.	50% discount
<u>Second Home Class B</u> Empty/Furnished Second or subsequent home.	0 % from 01.04.17

<u>Empty Class C/ Now discount Class C</u> Empty/Unfurnished	0 % from 01.04.17
<u>Empty Class A/ Now known as discount Class D</u> Empty/Unfurnished	0 % from 01.04.17
<u>Exemption Class F</u> Empty/Unfurnished (following probate granted on deceased's property)	6 Months void followed by full charge
<u>Exemption Class B</u> Empty/Unfurnished (charitable property)	6 months void followed by full charge
<u>Long-term Empty Premium</u> Properties empty for 2 years or more	150% charge

- 8.8 Section 76 of the 2003 Act includes Section 13A of the Local Government Finance Act 1992, allowing councils to set local discounts, the cost of which must be borne by local Council Tax payers as the cost of any discounts will need to be included in the General Fund budget requirement.
- 8.9 It is recommended that no local discounts are agreed. Authority to grant the discretionary local charitable discount has been delegated to the Head of Customer Services and Head of Finance (after consultation, and subject to broad criteria). There is also a delegation in place to implement the 2017/18 budget discretionary rate relief discount, and a 2018/19 scheme will be brought forward in due course. The 2017/18 scheme is being extended to properties with rv £200-£250k to enable the money (that can only be used this way, and is backed by a grant) to be fully taken up. We are also looking to include the Council's voluntary sector partners, if they have a rates increase above inflation.

9 BUSINESS RATES

- 9.1 As part of the localised business rate arrangements introduced in 2013/14, we are required to estimate what business rates we will actually collect in 2017/18. This figure is then split between DCLG (50%), ourselves (49%) and the Fire Authority (1%).
- 9.2 While we have always made such an estimate, prior to 2013/14 this estimate, which is made on a form known as NNDR1, (Appendix E) because business rates were fully pooled, had to be made in accordance with rules prescribed by DCLG and the result was reported to DCLG as an officer process. While many of those rules remain in place, three key aspects of the rules have been changed to permit local discretion and judgement given the new regime. These changes are the estimates that are made for the impact of revaluations and other losses on collection, appeals, and new property.
- 9.3 Our latest available analysis of the Valuation Office appeals data shows 330 properties subject to appeal affecting rateable values in excess of £50m,

and the estimated liability is £7.6m, reduced from the £10.5m estimate at the end of last year (reflecting concluded appeals).

- 9.4 Since 1 April 2017 a revised valuation list has been used to determine business rates. At a national level the amount of rates collected increases each year by inflation, but as proportionately property values in Reading increased by more than the national average, there was an above inflation increase in total rates in Reading. Initially, in Reading the rateable values increased from £253m to £305m. Consequently estimated net business rates increased from £107m in 2016/17 to £124m in 2017/18. However, in 2017/18 the Council did not retain much of these additional rates, as Government also adjusted the tariff payment to compensate, and therefore after the Government's 50% share, the 1% Fire Authority Share and the tariff, the retained rates were around £30.8m.
- 9.5 At the year end we will be required to report the actual business rates collected on a form known as NNDR3. This will be reviewed by the external auditor, and any variations will be shared in the same proportions (in practice this will be on an estimate basis, in the same way that the collection fund surplus or deficit is estimated).
- 9.6 In 2018/19 Reading, with our Berkshire colleagues will pilot a form of increased retention. At the time of writing the detailed impact of this was yet to be agreed, so is **to follow**.

10 CONTRIBUTION TO STRATEGIC AIMS

To secure the most effective use of the Council's resources in the delivery of high quality, Best Value public services.

11 COMMUNITY ENGAGEMENT AND INFORMATION

- 11.1 A consultation exercise was carried out on the range of options taken forward to make amendments to the local Council Tax Support Scheme for the 2017/18 financial year, and changes to the Local Council Tax Discount Scheme for 2017/18.
- 11.2 A statutory consultation period took place between the 4th November and the 30th December 2016. A total of 23,220 Customers were contacted directly by email to ask them for their views. Views and comments were also requested from our key stakeholders including the Voluntary Sector Organisations, Advice and Support Agencies, Private Landlords, Housing Associations and other stakeholders, and included our preceptors.
- 11.3 In addition the consultation questionnaire was published on our Website for wider public consultation for the period 2nd November to the 30th December 2016. There is a statutory requirement to carry out consultation on a Local Council Tax Support Scheme. The guidance recommends that

public consultation should be carried out as early as possible to ensure feedback can influence the scheme and allow sufficient time for the feedback to be gathered, impacts to be understood, and a scheme to be shaped.

- 11.4 Although Government's code of practice on consultation states that normally 12 weeks is appropriate, billing authorities may wish to consider the appropriate length of their consultation depending on the impact of their proposals and the ability to complete the consultation exercise within budgetary timetables.
- 11.5 The code of practice indicates that where timing is restricted, for example, due to having to meet a fixed timetable such as a budget cycle, there may be good reason for a shorter consultation, and any documentation should be clear for the reasons for the shorter.
- 11.6 We have carried out the statutory consultation and this report forms part of the consultation process.

12 EQUALITY IMPACT ASSESSMENT ON PROPOSED CHANGES

- 12.1 A Full Equality Impact Assessment on the proposed changes is set out at Appendix E.
- 12.2 All of the current options impact negatively on all customers of working age currently in receipt of Council Tax Support. Those that also have non-dependants living with them will also see a further reduction in the amount of Council Tax support they receive and will have to pay an increase in Council Tax.
- 12.3 Pensioners remain unaffected by these proposals.
- 12.4 In the situation where a customer presents in hardship or financial difficulty as a result of these combined changes, we will continue to consider the award of discretionary Council Tax Support in order to mitigate this effect on their household, pending a full financial disclosure of the household. We will specifically target the use of discretionary Council Tax Support where the non-dependant deductions are causing the greatest impact to households and are causing exceptional hardship.

13 LEGAL IMPLICATIONS

As set out in the report.

14 FINANCIAL IMPLICATIONS

- 14.1 The direct financial implications are as set out in the report.

- 14.2 Inasmuch as various judgements have been made about estimated tax and business rate collection, changes to the tax debit etc., we have made these in the context of the Council developing the overall budget proposal. The budget proposal as a whole will include a section where the Director of Finance comments on its robustness.
- 14.3 Whilst we anticipate that those comments will have some similarities to previous years where you will recall they advised that the Council was setting a very tight budget which contained a continuing high level of risk. The advice in the context of developing the Council's 2017/18 budget proposal is that the estimates and assumptions made in this report are the best ones that can reasonably be made at the current time.

15 **BACKGROUND PAPERS**

Local Authorities (Calculation of Tax Base) Regulations 1992, as amended.
Local Government Finance Settlement
Local Government Finance Act 2012, and regulations made thereunder
Local Government Finance Settlement (draft) 2018/19
Pro forma consultation response on discount saving proposal
Pro forma consultation response on LCTS saving proposal

Appendix B

Consultation Response Summary - Proposed Changes to Local Council Tax Support

The consultation was published on the Council's website, between the 28 November 2017 to the 1 January 2018.

In addition 29,715 direct emails were sent to Council Tax Payers (where we hold an e-address) which included the link to the consultation line. 111 Partner and Voluntary Organisations were also emailed direct with the link attached.

985 (3.3% of those emailed) responses were received, 966 indicated they were residents (98.07%) 11 indicated they were businesses (1.12%) 6 indicated they were voluntary sector (0.61%) 8 indicated they worked for a charity (0.81%) 25 indicated they were landlords (2.54%) 12 said they were "others" (1.22%)

108 responders were currently in receipt of Council Tax Support (10.96% of respondents)

There were 6 proposals for change overall, 3 of which were easements to the administration processes for Universal Credit customers claiming or continuing to claim Council Tax Support, and in summary the responses were as follows:

Changes to the Scheme Affecting entitlement to support

- (i) 65% of respondents agreed with the proposal to reduce the minimum contribution from 75% to 65%. Those opposing generally expressed concern about affordability, and that it affected working age customers only, that were already facing financial challenges with rising living costs and zero hour contracts.
- (ii) 63% agreed with the proposal to limiting applicants for Council Tax Support to having a maximum capital limit of £3,000. Those opposing felt that £3,000 was not a large amount of money to have in case an emergency arose and would very quickly be eroded.
- (iii) 75% agreed the proposal to increase current levels of non-dependant deductions for those who are not engaged in remunerative work and for any non-dependants that are engaged in remunerative work. The majority of responders felt that it was fair that those over 18 should contribute to the household overall and it should reflect their individual circumstances.

UC easements

- (iv) 84% agreed that customers should be given 2 months to validate their continued entitlement to Council Tax Support once they had moved on to Universal Credit.
- (v) 63% supported the proposal to end Council Tax Support on notification that a customer had moved on to Universal Credit and invite a new claim.
- (vi) 81% supported the proposal that that when we received notifications from the DWP every month regarding some Council Tax Support customers on Universal Credit that were not in receipt of Council Tax Support as the customer had failed to make a new claim or verify their income within the two months in proposal 4, that we would disregard the notification. General observations from responders on the UC easements proposed was that they felt strongly that there were currently issues with how the DWP administered Universal Credit and acknowledged the delays that are happening. Whilst the majority felt that 2 months should be adequate to validate or make a claim for Council Tax Support, they felt that the Council should do more practical support and communication to ensure those that are entitled remain entitled to this help.

Officer Comment & Advice

Given the financial pressures faced by the Council, it is recommended that that we go forward with the proposed changes to reduce the minimum from 75% to 65%, increase non-dependant deductions, reduce the capital level to £3,000 and apply the easements to the process of application for Universal Credit Customers.

Officers advise these proposals are necessary to be able to continue with some although reduced level of support to the most vulnerable of our customers.

CTB(October 2017)

Calculation of Council Tax Base

Please e-mail to : ctb.statistics@communities.gsi.gov.uk

Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

Please select your local authority's name from this list

Purbeck
Reading
Redbridge
Redcar and Cleveland
Redditch
Reigate and Banstead

Check that this is your authority :	Reading
E-code :	E0303
Local authority contact name :	Kirsty Anderson
Local authority contact telephone number :	0118 9372144
Local authority contact e-mail address :	kirsty.anderson@reading.gov.uk

CTB(October 2017) form for Reading

Completed forms should be received by DCLG by Friday 13 October 2017

Dwellings shown on the Valuation List
for the authority on
Monday 11 September 2017Band A
entitled to
disabled relief
reduction
COLUMN 1Band A
COLUMN 2Band B
COLUMN 3Band C
COLUMN 4Band D
COLUMN 5Band E
COLUMN 6Band F
COLUMN 7Band G
COLUMN 8Band H
COLUMN 9TOTAL
COLUMN 10

Part 1

1. Total number of dwellings on the Valuation List		6,533	14,134	28,756	10,883	5,434	3,277	1,843	83	70,943.0
2. Number of dwellings on valuation list exempt on 2 October 2017 (Class B & D to W exemptions)		521	457	882	542	104	76	19	4	2,605.0
3. Number of demolished dwellings and dwellings outside area of authority on 2 October 2017 (please see notes)		0	1	0	0	0	0	0	0	1.0
4. Number of chargeable dwellings on 2 October 2017 (treating demolished dwellings etc as exempt) (lines 1-2-3)		6,012	13,676	27,874	10,341	5,330	3,201	1,824	79	68,337.0
5. Number of chargeable dwellings in line 4 subject to disabled reduction on 2 October 2017		4	8	52	41	24	19	17	9	174.0
6. Number of dwellings effectively subject to council tax for this band by virtue of disabled relief (line 5 after reduction)	4	8	52	41	24	19	17	9		174.0
7. Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6 or in the case of column 1, line 6)	4	6,016	13,720	27,863	10,324	5,325	3,199	1,816	70	68,337.0
8. Number of dwellings in line 7 entitled to a single adult household 25% discount on 2 October 2017	1	3,272	6,019	8,201	2,573	1,096	529	209	6	21,906.0
9. Number of dwellings in line 7 entitled to a 25% discount on 2 October 2017 due to all but one resident being disregarded for council tax purposes	0	48	140	267	76	42	13	14	0	600.0
10. Number of dwellings in line 7 entitled to a 50% discount on 2 October 2017 due to all residents being disregarded for council tax purposes	0	2	8	21	5	5	10	22	12	85.0
11. Number of dwellings in line 7 classed as second homes on 2 October 2017 (b/fwd from Flex Empty tab)		239	277	486	160	47	24	10	4	1,247.0
12. Number of dwellings in line 7 classed as empty and receiving a zero% discount on 2 October 2017 (b/fwd from Flex Empty tab)		144	289	307	98	29	29	13	1	910.0
13. Number of dwellings in line 7 classed as empty and receiving a discount on 2 October 2017 and not shown in line 12 (b/fwd from Flex Empty tab)		0	0	0	0	0	0	0	0	0.0
14. Number of dwellings in line 7 classed as empty and being charged the Empty Homes Premium on 2 October 2017 (b/fwd from Flex Empty tab)		21	40	43	9	11	4	5	0	133.0
15. Total number of dwellings in line 7 classed as empty on 2 October 2017 (lines 12, 13 & 14).		165	329	350	107	40	33	18	1	1,043.0
16. Number of dwellings that are classed as empty on 2 October 2017 and have been for more than 6 months. NB These properties should have already been included in line 15 above.		85	169	170	54	28	14	11	1	532.0
16a. The number of dwellings included in line 16 above which are empty on 2 October 2017 because of the flooding that occurred between 1 December 2013 and 31 March 2014 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0.0
16b. The number of dwellings included in line 16 above which are empty on 2 October 2017 because of the flooding that occurred between 1 December 2015 and 31 March 2016 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0.0
17. Number of dwellings that are classed as empty on 2 October 2017 and have been for more than 6 months and fall to be treated under empty homes discount class D (formerly Class A exemptions). NB These properties should have already been included in line 15 above. Do NOT include any dwellings included in line 16a and 16b above.		4	4	7	8	3	3	1	0	30.0
18 Line 16 - line 16a - line 16b - line 17. This is the equivalent of line 18 on the CTB(October 2016) and will be used in the calculation of the New Homes Bonus.		81	165	163	46	25	11	10	1	502.0
19. Number of dwellings in line 7 where there is liability to pay 100% council tax before Family Annexe discount	3	2,673	7,513	19,331	7,661	4,171	2,643	1,566	52	45,613.0

CTB(October 2017)

Calculation of Council Tax BasePlease e-mail to : ctb.statistics@communities.gsi.gov.uk

Please enter your details after checking that you have selected the correct local authority name

Ver 1.0

20. Number of dwellings in line 7 that are assumed to be subject to a discount or a premium before Family Annexe discount	1	3,343	6,207	8,532	2,663	1,154	556	250	18	22,724.0
21. Reduction in taxbase as a result of the Family Annexe discount (b/fwd from Family Annexe tab)	0.0	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.5
22. Number of dwellings equivalents after applying discounts and premiums to calculate taxbase	3.8	5,193.0	12,196.3	25,757.0	9,663.8	5,043.5	3,060.5	1,751.8	62.5	62,732.0
23. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
24. Total number of band D equivalents (to 1 decimal place) (line 22 x line 23)	2.1	3,462.0	9,486.0	22,895.1	9,663.8	6,164.3	4,420.7	2,919.6	125.0	59,138.6
25. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2017-18 (to 1 decimal place)										0.0
26. Tax base (to 1 decimal place) (line 24 col 10 + line 25)										59,138.6

Part 2

27. Number of dwellings equivalents after applying discounts and premiums to calculate tax base (Line 22)	3.75	5,193.00	12,196.25	25,757.00	9,663.75	5,043.50	3,060.50	1,751.75	62.50	62,732.0
28. Reduction in taxbase as a result of local council tax support (b/fwd from CT Support tab)	1.22	1,089.17	1,834.68	2,361.03	452.90	104.50	27.96	5.69	0.00	5,877.2
29. Number of dwellings equivalents after applying discounts, premiums and local tax support to calculate taxbase	2.5	4,103.8	10,361.6	23,396.0	9,210.9	4,939.0	3,032.5	1,746.1	62.5	56,854.9
30. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
31. Total number of band D equivalents after allowance for council tax support (to 1 decimal place) (line 29 x line 30)	1.4	2,735.9	8,059.0	20,796.4	9,210.9	6,036.6	4,380.3	2,910.1	125.0	54,255.6
32. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2017-18 (to 1 decimal place)(line 25)										0.0
33. Tax base after allowance for council tax support (to 1 decimal place) (line 31 col 10 + line 32)										54,255.6

Certificate of Chief Financial Officer

I certify that the information provided on this form is based on the dwellings shown in the Valuation List for my authority on 11 September 2017 and that it accurately reflects information available to me about exemptions, demolished dwellings, disabled relief, discounts and premiums applicable on 2 October 2017 and, where appropriate, has been completed in a manner consistent with the form for 2016.

Chief Financial Officer :

Date :

Name of proposal/activity/policy to be assessed
Proposed Changes to the Council Tax Support Scheme 2018/19

1. To reduce the maximum level of support for working age customers from 75% to 65%. The minimum payment will increase to 35% from 01/04/18.
2. Decrease the current Capital Limit from £6,000 to £3,000 for working age Customers from 01/04/18.
3. To increase the non-dependant deduction of £7.50 per week to £10.00 per week For non-dependants who are not engaged in remunerative work (working less than 16 hours per week) and/or have gross earnings less than £196.95 per week
And to increase the non-dependant deduction of £12.50 per week to £15.00 per week for any non-dependants engaged in remunerative work (16 hours or more) with gross weekly earnings of £196.95 per week and above
4. For customers moving onto Universal Credit from April 18, we will require any Customers in receipt of Housing Benefit, that cease to be entitled because they have moved over to Universal Credit, to confirm their income within 8 weeks to continue to receive Council Tax Support or their claim will be cancelled. We also propose to only update DWP Universal Credit notifications for live Council Tax support claims.

Directorate: Corporate Support Services

Service: Customer Services

Name and job title of person doing the assessment

Name: Kirsty Anderson

Job Title: Income & Assessment Manager

Date of initial assessment: 12th January 2018

Scope your proposal

What is the aim of your policy or new service?

In 2013/14 the government abolished council tax benefit and local authorities were required to introduce local schemes. Overall funding was cut by 10% and there was a proviso that pensioners would be protected and made no worse off. The local scheme we introduced was designed to cost the Council the same as when we received Revenue Support Grant which meant requiring a contribution of 15% from residents assessed as eligible for support. We increased the minimum contribution to 20% for the 2016 /17 year and restricted the support to a Band D to continue to offset the reduction of grant funding. In 17/18 we increased this contribution to 25%.

However with continued budget pressures, and having to find further income streams to fund our budget position, we are again proposing to increase the minimum contribution and change other aspects of the scheme. It is still however, our intention to ensure the Local Council Tax Support scheme continues to provide support to low income households in Reading, whilst managing the decrease in funding.

The aims of this policy are:

- to manage the cost of the scheme within the available funds, ensuring that additional burdens are not put upon the general fund at further cost to local taxpayers;
- to maintain a scheme that meets the requirements of the Local Government Finance Act, the Equality Act 2010, the Child Poverty Act 2010, and the Housing Act 1996
- to ensure that the scheme is clear and easy to understand for applicants and to simplify administration where possible.

We are proposing that the application and calculation process used by the existing council tax support scheme will remain much the same but there will be some changes as follows:

- Working age benefit claimants would face a 35% minimum contribution in respect of their contribution to their Council Tax liability.

Currently we have at 9454 customers claiming Council Tax Support of which 3737 are of pensionable age and 5760 are working age.

Our proposals also aim to ensure that the protection already offered to vulnerable claimants as part of the original Council Tax Support Scheme is retained, along with work incentives created through the award of extended payments for those going into work.

As our Council Tax Support scheme continues to follow the calculation routes originally designed in the Council Tax Benefit Scheme, our scheme is still based on the award of premiums and applicable amounts that reflect disability and age.

Therefore it continues to protect those of pensioner age and those in receipt of disability benefits by offsetting by ways of a means test in the main.

The 35% minimum contribution will affect all working age cases equally

An analysis of the impact on customers of the changes we will implement from April 18 is set out in the table below:

Change Description	Number of Customers Likely to be Affected	Average Loss per claim
35% Minimum	5760	£46.30
Capital £6,000 to £3000:		
With 2 Children	6	£1350
With 1 Child	5	£1578
No Children	29	£807
With a Disability	5	£840
With Adults over 18 in the household	5	£807
Increase in Non-Dependant Deductions - Low Income:		
Working Household no children	48	£155
Household no children claimant in receipt of benefits	114	£155
Households with 1 child under 18	8	£582.50#
Households with 2 Children under 18	8	£495.62#
Households with carers	5	£155
# The impacts on the households with 1 & 2 children are larger as there is a non dependant (possibly an older sibling, now over the age of 18 (and not a student), who as a non dependant is deemed to contribute)		

Increase in Non-Dependant Deductions - Higher Income:		
Working Households	18	£156
Household claimant in receipt of benefits	37	£178

There is no Reading specific data available at this stage to analyse the impact the changes brought about by the transfer from Housing Benefit to universal Credit on our customers that currently claim Council Tax Support.

We are informed by other Local Authorities who have gone live with Universal Credit that we should expect to see around a 100 cases transfer over each month.

We have 135 Customers currently claiming Council Tax Support in receipt of Universal Credit.

As long as these customers validate their income with us they will continue to receive Council Tax support. It is not possible to predict whether their income will change and to what affect this may impact on their entitlement to Council Tax Support other than if they will be affected by the changes to the same degree as everyone else of working age.

We will continue to use the discretionary Council Tax Support fund as part of our local council tax support scheme to help people who may face exceptional and extraordinary difficulties in paying their council tax.

This could include those people who are disproportionately affected by these changes and other changes under the current welfare reform agenda.

Who will benefit from this proposal and how?

The Council faces significant challenges over the next few years, as it continues to receive reductions in grant funding, and increasing demands on service delivery.

This proposal forms part of the ongoing work that is being undertaken to address the Council's budget position.

Everyone who currently receives Council Tax Support, except pensioners, will be affected in a negative way by these changes in that they will receive less financial support. Those with non- dependant working adults forming part of their makeup will be effected more by these changes and they will need to seek additional contributions from the working adults living with them. However to continue to provide Council Tax Support at the level currently provided would cause such a shortfall in the authority's budget and the budget of those that levy a precept to it (Fire and Police Authorities) that could not be met without ceasing, reducing or

seeking additional charges for services - also likely to have disproportionate effect on the most vulnerable.

What outcomes will the change achieve and for whom?

The Council's budget cannot cover a continuing shortfall in Government funding without increasing the Council Tax for all residents, or reducing the cost of statutory services or cutting or reducing non- statutory Services. This mitigates an element of the cost of the Council Tax Support Scheme across working age customers in receipt of Council Tax supports.

Who are the main stakeholders and what do they want?

71374 Council Tax payers including 9454 in receipt of Council Tax Support

Preceptors

Neighbouring Councils

Special interest organisations such as Citizens Advice Bureau, Welfare Rights, Housing Associations, National Federation of Landlords

Organisations representing vulnerable groups

Disabled people

Low income out of work

Low income in work

Homelessness prevention.

We consulted on our proposals through November and December 2017. The feedback from the consultation was that the majority agreed with the proposals. Further analysis of the consultation results is provided in the Proposal for Change: Council Tax Support Scheme document.

Consultation

Relevant groups/experts	How were/will the views of these groups be obtained	Date when contacted
Members / Senior Officers	Series of meetings regarding budget saving proposals Oct -Dec 2017	Started Oct 2017
<p>Consultation</p> <p>We consulted on our proposals through November and December 2017.</p>	Public on line questionnaire	28th November 2017 to 1st January 2018
<p>Targeted invitation to participate in on line consultation:</p> <p>29,715 direct emails were sent to Council Tax Payers and 111 Partner and Voluntary Organisations were also emailed direct with the link attached.</p> <p>Preceptors</p> <p>Neighbouring Councils</p> <p>Special interest organisations such as Citizens Advice Bureau, Welfare Rights, Housing Associations, National Federation of Landlords</p> <p>Organisations representing vulnerable groups</p> <p>Disabled people</p> <p>Low income out of work</p> <p>Low income in work</p> <p>Homelessness prevention.</p>	Email including Web on line survey link	28th November 2017 to 1st January 2018

Collect and Assess your Data

Describe how this proposal could impact on racial groups

Data regarding ethnicity is not available from the Council Tax Support Database. However, the 2011 census confirms the following on data on ethnicity in Reading:

Ethnicity Group	Reading 2011
White British	66.9%
Other White	7.9%
Mixed	3.9%
Indian	4.2%
Pakistani	4.5%
Other Asian	3.9%
Black Caribbean	2.1%
Black African	4.9%
Black Other	0.7%
Chinese	1.0%
Other ethnic group	0.9%

National studies show that children from Black and Minority Ethnic communities face a particularly high risk of growing up in poverty. In Reading a higher proportion of mixed race and children from Black communities are eligible for free school meals than White children, but a lower proportion of Asian and Chinese children. *Source: RBC school census 2016*. Therefore Black and Minority Ethnic households could be disproportionately affected by reductions in CTS.

Data provided in relation to JSA claimants in Reading who would by default be entitled to Council Tax Support in Sept 2016 show that the proportions of JSA claimants are broadly representative across ethnicity: 71% of the 805 people claiming JSA are white British people and 335 (29%) are

BME claimants

Is there a negative impact?

Not sure

Describe how this proposal could impact on Gender/transgender (cover pregnancy and maternity, marriage)

Specific data is not available on those protected characteristics for the Council Tax Support client base. The scheme will not treat people of different genders any differently

Is there a negative impact? No

Describe how this proposal could impact on Disability

The number of working age customers currently in receipt Council Tax Support with disability premiums (disability, enhanced disability, severe disability, disabled child) continue to receive a level of protection as their benefit calculation continues to reflect an allowance for disability. If they are in receipt of qualifying benefits which the majority are; they do not attract a non-dependant deduction therefore will be not be affected by the changes to the non-dependant amounts.

At the time of modelling this scheme the **£3000 capital limit** would affect 5 Households that have a disability benefit in payment. The **£10 non-dep low deduction** would affect 5 Households with a carer. It would be our intention if these households presented with difficulty to award discretionary Council Tax Support.

Is there a negative impact? Yes for a minority that had savings

Describe how this proposal could impact on Sexual orientation (cover civil partnership)

Civil Partnership is reflected and recognised within the overall benefits system, therefore these customers are affected in the same way as all customers there are no differences in the calculations.

Is there a negative impact? No

Describe how this proposal could impact on Age

Pensioners will be protected from any increase in contribution as they have been protected by the Government advising that they cannot be asked to contribute any additional amount therefore their Council Tax Support entitlement remains the same.

For households of working age where the customer is not on passported benefits which means they are working or in receipt of work related benefits, these customers are affected by the changes.

Where customers are affected by the non-dependant deduction they will need to request additional contributions from those adults living in their household over the

age of 18. As all households are seeing a cost of living increase in relation to household costs this is not disproportionately affecting this co-hort. However should this cause additional hardship to the customer hardship we will consider the use of the discretionary Council Tax Support Scheme to mitigate in part this loss.

Is there a negative impact? Yes

Describe how this proposal could impact on Religious belief?

Specific data is not available on those protected characteristics for the Council Tax Support client base. However the Council's Poverty Needs Analysis 2016 does not identify religion as factor in poverty.

Is there a negative impact? No

Make a Decision

If the impact is negative then you must consider whether you can legally justify it. If not you must set out how you will reduce or eliminate the impact. If you are not sure what the impact will be you MUST assume that there could be a negative impact. You may have to do further consultation or test out your proposal and monitor the impact before full implementation.

Tick which applies

1. **No negative impact identified** Go to sign off

2. **Negative impact identified but there is a justifiable reason** X

Reason

The Council's budget cannot continue to cover a continuing shortfall in Government funding without increasing the Council Tax for all residents, or reducing the cost of statutory services or cutting or reducing non- statutory Services. This mitigates an element of the cost of the Council Tax Support Scheme across working age customers in receipt of Council Tax supports.

Whilst there is a negative impact the options proposed have been identified to have the least impact on equality groups based on an affected customer base of working age and therefore more likely to have the opportunity to make life choices that will improve their financial positions. These include taking on more hours, better positions, or requiring additional adults within the household to contribute more to living expenses.

The Council has a good track record of providing proactive and tailored support for those working age customers who struggle to make payments. We will continue to ensure our recovery procedures identify cases where

additional support might be required from our discretionary Council tax support scheme. We will also continue to work closely and make referrals to our Welfare Support Team within Housing to offer personal budgeting support for those households that may need additional support.

Our scheme has a hardship fund that provides a safety net so that additional support can be provided for those in exceptional need.

How will you monitor for adverse impact in the future?

Listen to customer feedback and comments / complaints as changes are proposed and or implemented

We will provide updates on known impacts as the changes are implemented through the officer welfare & poverty steering group

Signed (completing officer) Kirsty Anderson

Date 12th January 2018

Signed (Lead Officer) Zoe Hanim

Date 12th January 2018