

# Public Document Pack

## Governance

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The Chair and Members of  
Employment and General Committee

Please ask for Shirley Bates

Direct Line 01246 345277

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23 January 2014

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on THURSDAY, 30 JANUARY 2014 at 4.00 pm in Committee Room 3, Town Hall, Chesterfield, the agenda for which is set out below.

## AGENDA

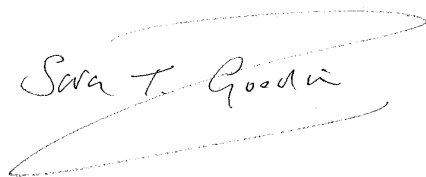
### Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to Items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 1 - 2)
4. Minutes of Council Health and Safety Committee - 31st October, 2013 (Pages 3 - 6)
5. Calculation of Tax Base 2014/15 (Pages 7 - 14)
6. Non-Domestic Business Rates 2014/15 (Pages 15 - 30)

Chief Executive  
*Huw Bowen*



Yours sincerely,

A handwritten signature in cursive script, reading "Sara T. Goodwin". The signature is enclosed within a hand-drawn, irregular oval shape.

Head of Governance

## **EMPLOYMENT AND GENERAL COMMITTEE**

**Monday, 16th December, 2013**

Present:-

Councillor Elliott (Chair)

Councillors	Fanshawe	King
	Blank	Neil Rayner
	Higginbottom	Simmons

\*Matters dealt with under the Delegation Scheme

### **1 APOLOGIES FOR ABSENCE**

No apologies were received.

### **2 MINUTES - 7TH AUGUST 2013**

**RESOLVED –** That the minutes of the meeting of the Committee held on 7<sup>th</sup> August, 2013 be approved as a correct record and signed by the Chair.

### **3 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC**

**RESOLVED:** That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972'

### **4 MARKET HALL CARETAKING SERVICE (EC140)**

The Head of Regeneration submitted a report to review the caretaking service within the newly reopened Market Hall.

It was noted that there were currently 4 caretaking posts on the establishment, 2 full time caretakers and 2 part-time caretakers contracted to work 7½ hours per week, one of which is vacant.

Because of the changes to some of the duties of the role of the caretaker their job descriptions and person specifications have been revised to reflect the additional responsibilities of the posts.

To ensure that all caretaking duties and responsibilities can be carried out it is proposed that the combined hours of the part time posts be increased from 15 to 32 hours per week. In addition to cover for holidays, extra opening hours, etc, each post holder will be required to work an additional 200 hours as part of their contract. These hours will be worked at the discretion of the Town Centre Operations Manager, in consultation with the staff concerned.

This will result in an additional 1,284 hours per annum of caretaking hours over and above what is currently on the establishment. This will be off set, however, by the fact that bespoke toilet attendants will no longer be required and less Venues caretaking hours will be necessary, particularly during the day.

This proposed caretaking provision will allow the building to be open from 7.30 am to 6 pm, Monday to Saturday with at least one caretaker on duty throughout these hours. These hours may have to be increased, if bookings for the Assembly Rooms develop more than anticipated.

To ensure sufficient flexibility it is proposed that two caretakers would have to be recruited, one at 16 hours per week plus an additional 200 hours and the other at 8½ hours, plus an additional 200 hours.

- RESOLVED -**
- (1) That the overall hours of the part-time Market Hall caretaking posts be increased from 15 hours to 32 hours per week, with an additional 400 contracted hours per annum.
  - (2) That the caretaker hours be offered, in the first instance internally to staff currently on the Redeployment Register, as a 16 hour and 8½ hour post, with 200 annualised hours each.
  - (3) That the hours of the caretakers be reviewed after 6 months of operation.

## COUNCIL HEALTH AND SAFETY COMMITTEE

**Thursday, 31<sup>st</sup> October, 2013**

**Present -**

<p>M Blythe (Sports and Leisure Manager) +  M Bollands (Operational Services Manager)  P Breedon (UNITE)  J Brobyn (Democratic Services Officer)  T Bryan (UNISON)  A Chapell (UNISON)  R Cook (Landscape and Streetscene Services Manager) +  R Davenport (UCATT)  Councillor A Diouf  Councillor H Elliott  M Evans (Head of Business Transformation)</p>	<p>A Fowler (Unison)  Councillor R Gibson  M Hayden (Head of Regeneration) +  C Hayes (UNISON)  Councillor A Hill  Councillor J Innes  M. Jasinski (Corporate Health and Safety Adviser)  D Johnson (Corporate Health &amp; Safety)  Councillor G King  P Longley (UNISON)  R Morgan (Arvato)  K Vaughan (Human Resources)</p>
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+ for Minute No. 0009

<b>Min. No.</b>	<b><u>Item</u></b> <b>Decision / Action</b>	<b>By Whom</b>
0008	<p><b><u>Apologies for Absence</u></b></p> <p>Councillor A Slack A Kaushik and Darran West.</p>	
0009	<p><b><u>Corporate Health and Safety Improvement Programme</u></b></p> <p>Reports were considered on progress in respect of health and safety issues in the following Service Areas:</p> <p><b><u>Occupational Health</u></b></p> <p>Information was circulated in relation to:</p> <ul style="list-style-type: none"> <li>• Occupational Health Statistics</li> <li>• Causes of work related ill health</li> <li>• Days lost due to work related ill health</li> <li>• Cases by Service Area</li> <li>• Causes by manual or non-manual job roles</li> <li>• Suggested occupational health targets</li> </ul> <p>Plans for 2013/14:</p> <ul style="list-style-type: none"> <li>• Set target for stress at 5%</li> <li>• Set target for musculoskeletal at 5%</li> <li>• Research other organisations who have introduced</li> </ul>	<p>Human Resources Head of Business</p>

	<p>stress policies to establish their effectiveness.</p> <p><b><u>Business Transformation</u></b></p> <p>Actions taken in respect of the following:</p> <p><b><u>Accident Performance</u></b></p> <ul style="list-style-type: none"> <li>• Review of risk assessment and out of hours working arrangements</li> </ul> <p><b><u>Health and Safety Management</u></b></p> <ul style="list-style-type: none"> <li>• 8 tonne of confidential waste has been removed from the basement at the Town Hall at a cost of £6000</li> <li>• A new programme of PAT testing has been introduced in the Town Hall and work is currently underway on completing the tests.</li> <li>• Stress risk assessments have been completed for the current Support Services Review.</li> <li>• Business Transformation Departmental Joint Consultative Committee meetings have been set up to provide an opportunity for discussion in respect of health and safety issues/concerns.</li> <li>• A Health and Safety culture survey of Business Transformation Service has been commissioned for January 2014.</li> </ul> <p><b><u>Environmental Services</u></b></p> <p><b><u>Occupational Health</u></b></p> <ul style="list-style-type: none"> <li>• 2 accidents had been reported, one of which was due to slipping on ice at 5.00 am</li> <li>• Employee perception survey repeated in July 2013. Score had improved from 29 to 42.5 since employees were last surveyed.</li> <li>• Policy Statement currently being reviewed as a result of the restructure.</li> <li>• Request for results of Manager/Supervisor inspections to be made available in summary format in future.</li> </ul> <p><b><u>Sport and Leisure</u></b></p> <ul style="list-style-type: none"> <li>• 19 Non-Riddor reportable accidents, primary cause remain slips/trip and manual handling</li> <li>• Regular staff training undertaken in respect of erecting and dismantling equipment and safety</li> </ul>	Transformation
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	<p>around the pool area</p> <ul style="list-style-type: none"> <li>• Education of staff in relation to footwear</li> <li>• Change in structure of service, resulting in change to level of staffing</li> <li>• 2 new managers</li> <li>• Stress risk assessments completed</li> <li>• Flooring being looked into when designing the new QPSC</li> </ul> <p><b><u>Regeneration</u></b></p> <ul style="list-style-type: none"> <li>• 9 Non Riddor Reportable Accidents – mostly due to people falling ill at the venues.</li> <li>• Joint Safety Inspections have been undertaken in all the key workplaces</li> <li>• Local Health and Safety Policy arrangements for Cultural and Visitor Services have been reviewed and updated</li> <li>• 2 key projects are programmed to commence in 2013/14 – Gateway enhancements at Hornsbridge and the Venues Capital improvements scheme</li> <li>• Health and Safety training is ongoing</li> <li>• Stress risk assessments have been completed</li> <li>• Sickness absence fell from 970 person days in 2011/12 to 790 person days in 2012/13</li> </ul>	
0010	<p><b><u>Corporate Accident/Incident Statistics</u></b></p> <ul style="list-style-type: none"> <li>• Target for non-fatal injury 12% - way above target in the first 6 months</li> <li>• Target for Lost time accidents 8%</li> <li>• Chaspi Score – 5.7 in October. Target over 3 year period is 6.6 or above – heading in the right direction</li> <li>• It was noted that the East Midlands Officer Group were benchmarking against other authorities for accidents per 1000 people. D Johnson agreed to present figures to the next meeting.</li> </ul>	D Johnson
0011	<p><b><u>External Audit of CBC's Contract Management Arrangements</u></b></p> <p>Recommended improvements:</p> <ul style="list-style-type: none"> <li>• The Control of Contractors Steering Group to propose a robust strategy to take forward contractor management to its next level</li> <li>• A further audit of Constructionline should be carried out in 6 months time</li> <li>• Revise terms and conditions on purchase orders</li> </ul>	

	<p>issued to contractors for up to £25k and ensure these terms and conditions are issued to contractors.</p> <ul style="list-style-type: none"> <li>• Undertake a review as the minimum information a contractor should supply on health and safety in tender documentation.</li> <li>• Review how contractors manage their sub-contractors and what prequalification checks are being carried out.</li> <li>• Ensuring a process in place for carrying out safety management audits of contractors and therefore consideration should be given how this could be undertaken.</li> <li>• CBC to fully understand Client responsibilities under CDM Regulations particularly when using project management companies.</li> <li>• To undertake a review on how large projects are managed and the role of Kier in Project Management.</li> <li>• CBC should establish their health and safety arrangements as Client with their contractor arvato and ascertain how arvato monitor the activities (health and safety) of their contractors.</li> <li>• An action plan has been prepared to progress the recommendations and will be monitored by the officer steering group at every meeting.</li> </ul>	
0012	<p><b><u>Corporate Standards for Measuring Health and Safety Performance</u></b></p> <p>Document circulated and comments sought from Members of the Committee by 5<sup>th</sup> November 2013</p>	
0013	<p><b><u>Minutes of the meeting held on 4<sup>th</sup> July 2013</u></b></p> <p>Stress Management Group to be set up and the following members invited to attend:</p> <p>Councillor Diouf Councillor Hill Councillor Elliott D Johnson A Chapelle T Devereux M Blythe C Wright</p>	M Jasinski



## **FOR PUBLICATION**

AGENDA ITEM

### **CALCULATION OF TAX BASE 2014/15**

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MEETING:	EMPLOYMENT & GENERAL COMMITTEE
DATE:	30 <sup>TH</sup> JANUARY 2014
REPORT BY:	HEAD OF FINANCE
WARD:	ALL
COMMUNITY FORUM:	ALL

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FOR PUBLICATION BACKGROUND PAPERS FOR PUBLIC REPORTS:	None
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#### 1.0 **PURPOSE OF REPORT**

1.1 To approve the Tax Base calculation for 2014/15.

#### 2.0 **BACKGROUND**

2.1 The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) require the Borough Council as Billing authority to calculate the Tax Base for the Borough and the Parishes and to notify the Major Precepting Authorities (Derbyshire County Council and Derbyshire Police Authority), and those Parishes which request it, by 31st January each year.

2.2 Section 84 of the Local Government Act 2003 amended the tax setting regulations so that the tax base calculation no longer has to be approved by the full council. The calculation of the tax base is a procedural matter which, should be delegated to a non-executive committee. The Council agreed (17<sup>th</sup> December 2003) to delegate the function to the Employment and General Committee.

2.3 The tax base represents the estimated full year equivalent number of chargeable dwellings in an area, expressed as the equivalent number of Band D dwellings. Or more simply, it is an estimate of how much income a Council Tax of £1 would raise.

### 3.0 CALCULATION OF THE TAX BASE

- 3.1 The regulations mentioned at paragraph 2.1 prescribe the method of calculating the Tax Base and the statements at Appendices A, B, C and D show the Council's Tax Base calculation for the Whole Area, Brimington Parish Council, Staveley Town Council and Chesterfield's non-parished areas respectively.
- 3.2 In view of the collection performance to date, it is considered appropriate to continue to work on the basis of a collection rate of 98.1%.
- 3.3 The overall Tax Base for 2014/15 at **27,463.85** shows an increase of 309.88 or 1.1% on the 2013/14 Tax Base of 27,153.97.
- 3.4 The change in the Tax Base for each of the parished areas is as follows:
- ◆ Brimington increased to **2,188.09** (last year 2,176.71); &
  - ◆ Staveley increased to **3,932.98** (last year 3,889.06).

### 4.0 LEGAL IMPLICATIONS

- 4.1 The tax base must be set between the 1<sup>st</sup> December and 31<sup>st</sup> January.

### 5.0 RECOMMENDATIONS

- 5.1 That the report for the calculation of the Council's Tax Base for the whole and parts of the area for 2014/15 be approved.
- 5.2 That pursuant to the report and in accordance with Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended), the amount calculated by Chesterfield Borough Council as its Tax Base for the year 2014/15 shall be:

**Table – 2014/15 TAX BASE (Equivalent Number of Band ‘D’ Dwellings)**

	2013/14	2014/15	Increase / (Decrease)	
			No.	%
Chesterfield (whole area)	27,153.97	<b>27,463.85</b>	309.88	1.1
Brimington Parish Council	2,176.71	<b>2,188.09</b>	11.38	0.5
Staveley Town Council	3,889.06	<b>3,932.98</b>	43.92	1.1

**6.0 ALTERNATIVE OPTIONS TO BE CONSIDERED**

6.1 None

**7.0 REASONS FOR RECOMMENDATION**

7.1 To fulfil a statutory requirement and to enable the Council Tax to be set later in the financial year.

**B. DAWSON  
HEAD OF FINANCE**

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**2014/2015 COUNCIL TAX BASE - WHOLE AREA (change in local discounts)**

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings		26,538.00	9,981.00	6,104.00	3,639.00	1,733.00	511.00	208.00	24.00	48,738.00
<b>Less</b> Exempt/Demolished(classes B & D to W))		262.00	110.00	91.00	30.00	11.00	6.00	0.00	0.00	510.00
<b>Less</b> Council Tax Reduction scheme	9.31	6,726.21	973.95	336.17	114.49	27.15	7.29	1.56	0.00	8,196.13
<b>Less</b> Revised Exempt Class A & C discount (on 100% discount)		425.00	96.00	32.00	10.00	5.00	1.00	0.00	0.00	569.00
<b>Less</b> Disregards at 50% (including 50% for work related dwellings)		9.50	6.50	5.00	2.00	1.50	6.50	6.00	2.00	39.00
<b>Less</b> Single Person and Disregard Discounts at 25%	3.25	3,163.50	832.25	430.50	192.25	69.50	18.00	8.50	0.00	4,717.75
<b>Plus</b> Empty Homes Surcharge (50% addition)	0.00	57.50	16.50	6.00	1.00	1.50	1.00	0.00	0.00	83.50
Adjustment for Disabled Relief	46.00	2.00	-3.00	-21.00	-9.00	-11.00	12.00	-7.00	-9.00	0.00
Adjustments for New Properties and anticipated changes in reliefs	0.00	64.40	80.00	41.20	21.70	11.90	11.00	1.90	0.50	232.60
<b>Total for Band</b>	<b>33.44</b>	<b>16,075.69</b>	<b>8,055.80</b>	<b>5,235.53</b>	<b>3,303.96</b>	<b>1,621.25</b>	<b>496.21</b>	<b>186.84</b>	<b>13.50</b>	<b>35,022.22</b>
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	18.58	10,717.13	6,265.62	4,653.80	3,303.96	1,981.52	716.74	311.40	27.00	27,995.75
Tax Base 2014/15 (on the basis of a 98.1% Collection Rate)	18.23	10,513.50	6,146.58	4,565.38	3,241.19	1,943.88	703.13	305.48	26.48	27,463.85

## 2014/2015 COUNCIL TAX BASE - BRIMINGTON PARISH COUNCIL (change in local discounts)

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings		2,500.00	752.00	505.00	237.00	59.00	4.00	6.00	3.00	4,066.00
<b>Less</b> Exempt/Demolished(classes B & D to W))		17.00	11.00	8.00	0.00	0.00	0.00	0.00	0.00	36.00
<b>Less</b> Council Tax Reduction Scheme	1.68	559.40	70.96	28.21	5.04	0.09	0.00	0.00	0.00	665.38
<b>Less</b> Revised Exempt Class A & C discount (on 100% discount)	0.00	52.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	58.00
<b>Less</b> Disregards at 50% (including 50% for work related dwellings)	0.00	1.50	1.00	0.50	1.00	1.00	2.00	2.50	0.00	9.50
<b>Less</b> Single person and Disregard Discounts at 25%	0.25	270.25	56.50	38.50	12.00	0.75	0.50	0.00	0.00	378.75
<b>Plus</b> Empty Homes Surcharge (50% addition)	0.00	5.50	2.50	1.50	0.00	0.00	0.00	0.00	0.00	9.50
Adjustment for Disabled Relief	4.00	-1.00	4.00	-4.00	-3.00	0.00	4.00	-1.00	-3.00	0.00
Adjustments for New Properties and anticipated changes in reliefs	0.00	8.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.30
<b>Total for Band</b>	<b>2.07</b>	<b>1,612.65</b>	<b>616.04</b>	<b>424.29</b>	<b>215.96</b>	<b>57.16</b>	<b>5.50</b>	<b>2.50</b>	<b>0.00</b>	<b>2,936.17</b>
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	1.15	1,075.10	479.14	377.15	215.96	69.86	7.94	4.17	0.00	2,230.47
Tax Base 2014/15 (on the basis of a 98.1% Collection Rate)	1.13	1,054.67	470.04	369.98	211.86	68.53	7.79	4.09	0.00	2,188.09

## 2014/2015 COUNCIL TAX BASE - STAVELEY TOWN COUNCIL (change in local discounts)

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings		5,693.00	1,054.00	779.00	308.00	66.00	20.00	10.00	4.00	7,934.00
<b>Less</b> Exempt/Demolished(classes B & D to W))		47.00	6.00	8.00	2.00	0.00	0.00	0.00	0.00	63.00
<b>Less</b> Council Tax Reduction scheme	3.35	1,547.39	82.01	64.43	7.70	1.31	1.66	0.00	0.00	1,707.85
<b>Less</b> Revised Exempt Class A & C discount (on 100% discount)		56.00	6.00	4.00	2.00	0.00	0.00	0.00	0.00	68.00
<b>Less</b> Disregards at 50% (including 50% for work related dwellings)		1.50	1.50	0.50	0.50	0.00	0.50	1.00	0.00	5.50
<b>Less</b> Single person and Disregard Discounts at 25%		574.00	75.75	48.25	12.50	3.25	0.75	0.00	0.00	714.50
<b>Plus</b> Empty Homes Surcharge (50% addition)		9.50	2.50	0.00	0.00	0.50	0.00	0.00	0.00	12.50
Adjustment for Disabled Relief	13.00	-9.00	5.00	-7.00	-1.00	0.00	0.00	1.00	-2.00	0.00
Adjustments for New Properties and anticipated changes in reliefs	0.00	23.80	0.90	5.20	0.00	0.00	0.10	0.00	0.00	30.00
<b>Total for Band</b>	<b>9.65</b>	<b>3,491.41</b>	<b>891.14</b>	<b>652.02</b>	<b>282.30</b>	<b>61.94</b>	<b>17.19</b>	<b>10.00</b>	<b>2.00</b>	<b>5,417.65</b>
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	5.36	2,327.61	693.11	579.57	282.30	75.70	24.83	16.67	4.00	4,009.15
Tax Base 2014/15 (on the basis of a 98.1% Collection Rate)	5.26	2,283.38	679.94	568.56	276.94	74.27	24.36	16.35	3.92	3,932.98

## 2014/2015 COUNCIL TAX BASE - CHESTERFIELD (change in local discounts)

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings		18,345.00	8,175.00	4,820.00	3,094.00	1,608.00	487.00	192.00	17.00	36,738.00
<b>Less</b> Exempt/Demolished(classes B & D to W))		198.00	93.00	75.00	28.00	11.00	6.00	0.00	0.00	411.00
<b>Less</b> Council Tax Reduction scheme	4.28	4,619.42	820.98	243.53	101.75	25.75	5.63	1.56	0.00	5,822.90
<b>Less</b> Revised Exempt Class A & C discount (on 100% discount)		317.00	87.00	25.00	8.00	5.00	1.00	0.00	0.00	443.00
<b>Less</b> Disregards at 50% (including 50% for work related dwellings)		6.50	4.00	4.00	0.50	0.50	4.00	2.50	2.00	24.00
<b>Less</b> Single Person and Disregard Discounts at 25%	3.00	2,319.25	700.00	343.75	167.75	65.50	16.75	8.50	0.00	3,624.50
<b>Plus</b> Empty Homes Surcharge (50% addition)		42.50	11.50	4.50	1.00	1.00	1.00	0.00	0.00	61.50
Adjustment for Disabled Relief	29.00	12.00	-12.00	-10.00	-5.00	-11.00	8.00	-7.00	-4.00	0.00
Adjustments for New Properties and anticipated changes in reliefs	0.00	32.30	79.10	36.00	21.70	11.90	10.90	1.90	0.50	194.30
<b>Total for Band</b>	<b>21.72</b>	<b>10,971.63</b>	<b>6,548.62</b>	<b>4,159.22</b>	<b>2,805.70</b>	<b>1,502.15</b>	<b>473.52</b>	<b>174.34</b>	<b>11.50</b>	<b>26,668.40</b>
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	12.07	7,314.42	5,093.37	3,697.08	2,805.70	1,835.96	683.97	290.56	23.00	21,756.13
Tax Base 2014/15 (on the basis of a 98.1% Collection Rate)	11.84	7,175.45	4,996.60	3,626.84	2,752.39	1,801.08	670.98	285.04	22.56	21,342.77



## **FOR PUBLICATION**

### **NON-DOMESTIC RATES ESTIMATES FOR 2014/15**

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MEETING:	EMPLOYMENT & GENERAL COMMITTEE
DATE:	30 <sup>TH</sup> JANUARY 2014
REPORT BY:	HEAD OF FINANCE
WARD:	ALL
COMMUNITY FORUM:	ALL

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FOR PUBLICATION BACKGROUND PAPERS FOR PUBLIC REPORTS:	None
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#### **1.0 PURPOSE OF REPORT**

- 1.1 To approve the National Non-Domestic Rates (NNDR) estimates and NNDR1 Return for 2014/15.

#### **2.0 RECOMMENDATION**

- 2.1 That the estimated National Non Domestic Rates estimates as recorded on the NNDR1 Return (Appendix A) be approved.

#### **3.0 BACKGROUND**

- 3.1 The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) require the Borough Council as Billing authority to calculate the Tax Base for the Borough and the Parishes and to notify the Major Precepting Authorities (Derbyshire County Council and Derbyshire Police Authority), and those Parishes which request it, by 31st January each year.
- 3.2 Section 84 of the Local Government Act 2003 amended the tax setting regulations so that the tax base calculation no longer has to be approved by the full Council. The calculation of the tax base is a procedural matter which, should be delegated to a non-executive committee. The Council agreed (17<sup>th</sup> December 2003) to delegate the function to the Employment and General Committee.

- 3.3 With the introduction of the Business Rates Retention Scheme from April 2013 there is a new requirement for the Council to formally approve the Business Rates Tax Base. The approval process must be the same as that used for the approval of the Council Tax Base. The estimate of the Business Rates base and yield is included in a return to the Government known as the NNDR1 return. The NNDR1 return shows have the estimated yield is to be distributed, including the amount to be retained by the Council.

#### **4.0 NNDR INCOME ESTIMATES**

- 4.1 The Local Government Finance Act introduced the part-retention of income from Business Rates from April 2013. The income generated is to be shared between the Government (50%), the County Council (9%), the Fire Authority (1%) and the Borough Council (40%). The Council will then have to pay a tariff from its share of the income into a national pool.
- 4.2 The Council must complete and approve a form, known as the NNDR1 Return, which shows how the estimated income has been calculated and how it is to be shared. The form must then be sent to those entitled to a share of the income by 31<sup>st</sup> January.
- 4.3 The copy of the NNDR1 return for approval is included as **Appendix A**. Completing the form has been difficult because the regulations which set out how it should be completed and a final version of the form to complete have been issued late. Appendix A is, therefore, based on the best available information at this point in time and may have to be revised if further changes are made after this meeting but prior to submission on 31<sup>st</sup> January 2014.
- 4.4 Parts of the NNDR1 form are based on factual data at a given point in time but officers have been required to make their own estimates about future events such as new buildings, demolitions and the outcome of appeals, both new and outstanding. The amount to be retained and paid over to other to those entitled to a share of the income will be fixed at the start of the year based on the estimate on the NNDR1 return, therefore, it is important that the income forecast is not overly optimistic. It is anticipated that the forecasting of income will improve in future years as experience is gained and when there will be more time available for modelling options.

4.5 The NNDR1 return (Appendix A) shows that the estimated net rate yield excluding transitional arrangements is £35.8m (cell 13) and that this will be shared as follows:

Table 1			
Paid to:	2014/15 NDR Income £'000	2013/14 Surplus £000	Share %
Central Government	17,889	57.6	50%
Retained by CBC	14,312	46.1	40%
Derbyshire County Council	3,220	10.4	9%
Derbs. Fire Authority	358	1.1	1%
<b>Total</b>	<b>35,779</b>	<b>115.2</b>	<b>100%</b>

#### 4.6 Collection Fund Surplus/Deficit

Billing Authorities are required to calculate the estimated surplus or deficit on the NNDR element of the Collection Fund each year. 2013/14 is the first year that the calculation has been required,

The estimated surplus or deficit must be allocated to the organisations in the same proportions and the major preceptors should then take this surplus/(deficit) into account when calculating their Council Taxes for the following financial year.

The NNDR element of the Collection Fund is estimated to be a surplus of £115,200 for 2013/14. The Borough Council will receive 40% of the surplus i.e £46,080.

4.7 Further details of financial implications and risks of the Business Rates Retention Scheme will be included in the budget report to the Cabinet in February.

### 5.0 LEGAL IMPLICATIONS

5.1 Paragraph 43 Schedule B of the Local Government Finance Act 1988 requires the Council to formally approve details of the provisional contributions for NNDR each year using the statutory NNDR1 form by 31<sup>st</sup> January. The form has been completed in accordance with the relevant regulations.

### 6.0 RISK MANAGEMENT

6.1 The key risks associated with the setting of the tax bases are summarised in the table below:

<b>Description of risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Mitigating Actions</b>
Business rate income under estimated	Low	Possible	Prudent assumptions are built into income forecast. The income will be monitored during the year. An increase will create a surplus in the Collection Fund which will be distributed in the following year; the Council will receive only a 20% share.
Business rate income over estimated – comes in lower.	High – To £225k below Baseline Funding Level before Safety Net triggered.	Possible	Prudent assumptions made re growth and successful appeals.  The Council’s required Working Balance will be reviewed to take account of this risk.

## **7.0 RECOMMENDATION**

7.1 That the estimated National Non Domestic Rates estimates as recorded on the NNDR1 Return (Appendix A) be approved.

## **8.0 ALTERNATIVE OPTIONS TO BE CONSIDERED**

8.1 None

## **9.0 REASON FOR RECOMMENDATION**

9.1 To fulfil the statutory requirements to approve the estimated Business Rates income. The information is needed by the Council and the other precepting authorities to enable them to set their Council Tax.

**B. DAWSON  
HEAD OF FINANCE**



Department for  
Communities and  
Local Government

## **NATIONAL NON-DOMESTIC RATES RETURN 1** **NNDR1 2014-15**

Please e-mail to : [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)

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

Please check the figures shown in cells with a blue border and enter your own figures if you disagree with those suggested.

Forms should be returned to the Department for Communities and Local Government by **Friday 31 January 2014**

All figures should be shown in whole £

Please remember that a copy of this form, certified by your Section 151 officer should also be sent to the Department for Communities and Local Government

The certified copy should be sent to Dennis Herbert, Department for Communities and Local Government, LGF-DCAA, Zone 5/J6, Eland House, Bressenden Place, London, SW1E 5DU

These instructions highlight the special features of the electronic form and should be read in conjunction with the Guidance Notes and Validation Checks

### **Completing the form**

1. The form can be set up for each individual local authority by selecting the appropriate authority name from the list. The example shows the local authority ZZZZ. Once a local authority name is selected the spreadsheet will automatically complete the data for the white cells with a blue border.

2. There are three different type of input cells:



\* **White, Black Border** - these are blank for new data - Please ensure all white cells are filled before submitting the form



\* **White background, green border** - These cells are information cells and have the appropriate formula in them. There should be no need to overwrite these cells but please check that you are happy with the calculation.



\* **White background, blue border** - actual data entered by the Department for Communities and Local Government into these cells. However they are unprotected so should you need to insert figures you may do so. However if you do, please let us know why this

### **Checking the Validation Sheet**

3. Once both the main form and the supplementary form have been completed go to the validation sheets and check if any of the data require any further explanation. The data are compared with the NNDR1 for 2013-14 and if the change in number or percentage terms is higher or lower than we would normally expect the difference will appear in the blue box and you will be asked to provide an explanation for the change in the box provided.

For further details on the types of checks we do see the *NNDR1 Validation Checks 2014-15* paper.

### **Signing the Form**

4. When the data have been checked and verified please email the complete file to [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)

5. Print a copy of the form for signing by your Chief Financial / Section 151 Officer. The form can be printed by using the defined print area.

The signed copy should be forwarded to Dennis Herbert, Department for Communities and Local Government, LGF-DCAA, Zone 5/J6, Eland House, Bressenden Place, London, SW1E 5DU. Alternatively, we will also accept either a faxed copy of the completed form (fax number 0303 444 3294) or scanned versions of the signed form in .pdf format. NB We require just one copy of a signed form.

6. A copy of the form should also be sent to your NNDR contact at all your major precepting authorities.

7. If you experience any problems using the form please email [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)

**NATIONAL NON-DOMESTIC RATES RETURN - NDR1**

**2014-15**

Please e-mail to: [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk) by no later than 31 January 2014.  
In addition, a certified copy of the form should be returned by no later than 31 January 2014 to  
Dennis Herbert, Department for Communities and Local Government, Zone 5/J6 Eland House, Bressenden Place, London SW1E 5DU

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Select your local authority's name from this list:

Cheshire West & Chester UA
Chesterfield
Chichester
Chilton

Authority Name  
E-code  
Local authority contact name  
Local authority contact number  
Local authority fax number  
Local authority e-mail address

Chesterfield
E1033
Mrs Carolyn Szadura
01246 345495
01246 345486
<a href="mailto:carolyn.szadura@chesterfield.gov.uk">carolyn.szadura@chesterfield.gov.uk</a>

Ver 1.1

**PART 1A: NON-DOMESTIC RATING INCOME**  
**COLLECTIBLE RATES**

1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments **£ 35,961,059**

**TRANSITIONAL PROTECTION PAYMENTS**

2. Sums due to the authority **0**

3. Sums due from the authority **15,898**

**COST OF COLLECTION (See Note A)**

4. Cost of collection formula **166,169**

5. Legal costs **0**

6. Allowance for cost of collection **166,169**

**SPECIAL AUTHORITY DEDUCTIONS**

7. City of London Offset **0**

**DISREGARDED AMOUNTS**

8. Amounts retained in respect of Enterprise Zones **0**

9. Amounts retained in respect of NDD areas **0**

10. Amounts retained in respect of Renewable Energy Schemes (See Note B) **0**

of which:

11. sums retained by billing authority **0**

12. sums retained by major precepting authority **0**

**NON-DOMESTIC RATING INCOME**

13. Line 1 plus line 2, minus lines 3 and 6 - 10 **35,778,992**

**NATIONAL NON-DOMESTIC RATES RETURN - NDR1**

**2014-15**

Please e-mail to: [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk) by no later than 31 January 2014.  
In addition, a certified copy of the form should be returned by no later than 31 January 2014 to  
Dennis Herbert, Department for Communities and Local Government, Zone 5/J6 Eland House, Bressenden Place, London SW1E 5DU

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

**Local Authority : Chesterfield**

**PART 1B: PAYMENTS**

The payments to be made, during the course of 2014-15 to:

- i) the Secretary of State in accordance with Regulation 4 of the Non-Domestic Rating (Rates Retention) Regulations 2013;
  - ii) major precepting authorities in accordance with Regulations 5, 6 and 7; and to be
  - iii) transferred by the billing authority from its Collection Fund to its General Fund,
- are set out below

	Column 1 Central Government £	Column 2 Chesterfield £	Column 3 Derbyshire County Council £	Column 4 Derbyshire Fire Authority £	Column 5 Total £
<b>Non-Domestic Rating Income for 2014-15</b>					
14. Non-domestic rating income from rates retention scheme	17,889,496	14,311,597	3,220,109	357,790	35,778,992
15. (less) qualifying relief in Enterprise Zones	0				
16. TOTAL:	17,889,496				
<b>Other Income for 2014-15</b>					
17. add: cost of collection allowance		166,169			166,169
18. add: amounts retained in respect of Enterprise Zones		0			0
19. add: amounts retained in respect of NDD Area		0			0
20. add: amounts retained in respect of renewable energy schemes		0	0		0
21. add: qualifying relief in Enterprise Zones		0	0	0	0
22. add: City of London Offset		0			0
<b>Estimated Surplus/Deficit on Collection Fund</b>	£	£	£	£	£
23. Estimated Surplus/Deficit at end of 2013-14	57,600	46,080	10,368	1,152	115,200
<b>TOTAL FOR THE YEAR</b>	£	£	£	£	£
24. Total amount due to authorities	17,947,096	14,523,846	3,230,477	358,942	36,060,361

**NATIONAL NON-DOMESTIC RATES RETURN - NDR1**

**2014-15**

Please e-mail to: [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk) by no later than 31 January 2014.  
In addition, a certified copy of the form should be returned by no later than 31 January 2014 to  
Dennis Herbert, Department for Communities and Local Government, Zone 5/J6 Eland House, Bressenden Place, London SW1E 5DU

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

**Local Authority : Chesterfield**

**PART 1C: SECTION 31 GRANT (See Note C)**

Estimated sums due from Government via Section 31 grant, to compensate authorities for the cost of changes to the business rates system announced in the 2013 Autumn Statement.

	Column 2 Chesterfield £	Column 3 Derbyshire County Council £	Column 4 Derbyshire Fire Authority £	Column 5 Total £
<b>2014-15 Multiplier Cap</b>				
25. Cost of 2% cap on 2014-15 small business rates multiplier	153,692	34,184	3,798	191,674
<b>Small Business Rate Relief</b>				
26. Cost to authorities of temporary doubling in 2014-15	512,148	115,233	12,804	640,185
27. Cost to authorities of maintaining relief on "first" property	0	0	0	0
<b>"New Empty" Property Relief</b>				
28. Cost to authorities of giving relief to newly-built empty property	0	0	0	0
<b>"Long Term Empty" Property Relief</b>				
29. Relief on occupation of "long-term empty" property	11,156	2,510	279	13,945
<b>Retail Relief</b>				
30. Relief provided to retail properties	235,984	53,097	5,900	294,981
<b>TOTAL FOR THE YEAR</b>				
31. Total amount of Section 31 grant due to authorities	912,980	205,024	22,781	1,140,785

**Certificate of Chief Financial Officer / Section 151 Officer**

I confirm that the entries in this form are the best I can make on the information available to me and amounts are calculated in accordance with regulations made under Schedule 7B to the Local Government Act 1988. I also confirm that the authority has acted diligently in relation to the collection of non-domestic rates.

Name of Chief Financial Officer  
or Section 151 Officer : .....

Signature : .....

Date : .....









**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**  
**2014-15**

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

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**Local Authority : Chesterfield**

**PART 2: NET RATES PAYABLE**

	Column 1 BA Area (exc. NDD & EZ) £	Column 2 NDD Area £	Column 3 Enterprise Zone £	Column 4 TOTAL (All BA Area) £
<b>GROSS RATES PAYABLE (See Note D)</b>				
1. Rateable Value at <input type="text" value="31/12/2013"/>	88,226,039	0	0	88,226,039
2. Small business rating multiplier for <input type="text" value="47.1"/> 2014-15 (pence)				
3. Gross rates 2014-15 - (RV x multiplier)	41,554,464	0	0	
4. Estimated growth/decline in gross rates	308,034	0	0	
5. Forecast gross rates payable in 2014-15	41,862,498	0	0	41,862,498
<b>TRANSITIONAL ARRANGEMENTS (See Note E)</b>				
6. Revenue foregone because increases in rates have been deferred	31,185	0	0	31,185
7. Additional income received because reductions in rates have been deferred	47,083	0	0	47,083
8. Net cost of transitional arrangements	-15,898	0	0	
9. Changes to net cost of transitional arrangements as a result of estimated growth/decline	0	0	0	
10. Forecast net cost of transitional arrangements	-15,898	0	0	-15,898

**TRANSITIONAL PROTECTION PAYMENTS (See Note F)**

11. Sum due to/(from) authority	-15,898	0	0	-15,898
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**MANDATORY RELIEFS (See Note G)**

**Small Business Rate Relief**

12. Forecast of relief to be provided in 2014-15	2,533,843	0	0	2,533,843
13. of which: relief on existing properties where a 2nd property is occupied	0	0	0	0
14. Additional yield from the small business supplement	796,635	0	0	796,635
15. Net cost of small business rate relief (line 12-line 14)	1,737,208	0	0	1,737,208

**Charitable occupation**

16. Forecast of relief to be provided in 2014-15	1,298,614	0	0	1,298,614
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**Community Amateur Sports Clubs (CASCs)**

17. Forecast of relief to be provided in 2014-15	20,520	0	0	20,520
--------------------------------------------------	--------	---	---	--------

**Rural rate relief**

18. Forecast of relief to be provided in 2014-15	3,229	0	0	3,229
--------------------------------------------------	-------	---	---	-------

19. Forecast of mandatory reliefs to be provided in 2014-15 (Sum of lines 15 to 18)	3,059,571	0	0	
20. Changes as a result of estimated growth/decline in mandatory relief	0	0	0	
21. Total forecast mandatory reliefs to be provided in 2014-15	3,059,571	0	0	3,059,571

**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NDR1**  
**2014-15**

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

**Local Authority : Chesterfield**

**PART 2: NET RATES PAYABLE**

	Column 1 BA Area (exc. NDD & EZ)	Column 2 NDD Area	Column 3 Enterprise Zone	Column 4 TOTAL (All BA Area)
<b>UNOCCUPIED PROPERTY (See Note H)</b>				
<b>Partially occupied hereditaments</b>				
22. Forecast of 'relief' to be provided in 2014-15	0	0	0	0
<b>Empty premises</b>				
23. Forecast of 'relief' to be provided in 2014-15	1,372,617	0	0	1,372,617

24. Forecast of unoccupied property 'relief' to be provided in 2014-15 (Line 22 + line 23)	1,372,617	0	0	
25. Changes as a result of estimated growth/decline in unoccupied property 'relief'	38,560	0	0	
<b>26. Total forecast unoccupied property 'relief' to be provided in 2014-15</b>	<b>1,411,177</b>	<b>0</b>	<b>0</b>	<b>1,411,177</b>

**DISCRETIONARY RELIEFS (See Note J)**

<b>Charitable occupation</b>				
27. Forecast of relief to be provided in 2014-15	30,516	0	0	30,516
<b>Non-profit making bodies</b>				
28. Forecast of relief to be provided in 2014-15	21,360	0	0	21,360
<b>Community Amateur Sports Clubs (CASCs)</b>				
29. Forecast of relief to be provided in 2014-15	1,309	0	0	1,309
<b>Rural shops etc</b>				
30. Forecast of relief to be provided in 2014-15	0	0	0	0
<b>Small rural businesses</b>				
31. Forecast of relief to be provided in 2014-15	0	0	0	0
<b>Other ratepayers</b>				
32. Forecast of relief to be provided in 2014-15	0	0	0	0

33. Forecast of discretionary relief to be provided in 2014-15 (Sum of lines 27 to 32)	53,185	0	0	
34. Changes as a result of estimated growth/decline in discretionary relief	0	0	0	
<b>35. Total forecast discretionary relief to be provided in 2014-15</b>	<b>53,185</b>	<b>0</b>	<b>0</b>	<b>53,185</b>

36. Relief given to Case A hereditaments	of which:	of which:	0
37. Relief given to Case B hereditaments	0		

**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NDR1  
2014-15**

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

**Local Authority : Chesterfield**

**PART 2: NET RATES PAYABLE**

	Column 1 BA Area (exc. NDD & EZ)	Column 2 NDD Area	Column 3 Enterprise Zone	Column 4 TOTAL (All BA Area)
<b>DISCRETIONARY RELIEFS FUNDED THROUGH SECTION 31 GRANT (See Note K)</b>				
<b>"New Empty" properties</b>				
38. Forecast of relief to be provided in 2014-15	0	0	0	0
<b>"Long term empty" properties</b>				
39. Forecast of relief to be provided in 2014-15	27,597	0	0	27,597
<b>Retail relief</b>				
40. Forecast of relief to be provided in 2014-15	583,765	0	0	583,765

41. Forecast of discretionary reliefs funded through S31 grant to be provided in 2014-15 (Sum of lines 38 to 40)	611,362	0	0	
42. Changes as a result of estimated growth/decline in Section 31 discretionary relief	0	0	0	
<b>43. Total forecast of discretionary reliefs funded through S31 grant to be provided in 2014-15</b>	<b>611,362</b>	<b>0</b>	<b>0</b>	<b>611,362</b>

**NET RATES PAYABLE**

	£	£	£	£
44. Forecast of net rates payable by rate payers after taking account of transitional adjustments, unoccupied property relief, mandatory and discretionary reliefs	36,743,101	0	0	36,743,101

Checked by Chief Financial Officer :

**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**  
**2014-15**

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

**Local Authority : Chesterfield**

**PART 3: COLLECTABLE RATES AND DISREGARDED AMOUNTS**

	Column 1 BA Area (exc. NDD & EZ) £	Column 2 NDD Area £	Column 3 Enterprise Zone £	Column 4 TOTAL (All BA Area) £
<b>NET RATES PAYABLE</b>				
1. Sum payable by rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs	36,743,101	0	0	36,743,101
<b>(LESS) LOSSES</b>				
2. Estimated bad debts in respect of 2014-15 rates payable	367,431	0	0	367,431
3. Estimated repayments in respect of 2014-15 rates payable	414,611	0	0	414,611
<b>COLLECTABLE RATES</b>				
4. Net Rates payable less losses	35,961,059	0	0	35,961,059
<b>DISREGARDED AMOUNTS</b>				Total Renewable Energy
5. Renewable Energy	0	0	0	0
6. Transitional Protection Payment		0	0	
7. Baseline		0	0	
<b>DISREGARDED AMOUNTS</b>		£	£	£
8. Total Disregarded Amounts		0	0	0

Checked by Chief Financial Officer : \_\_\_\_\_

**PROVISIONAL NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**  
**2014-15**

All figures should be shown in whole £

Please check the Validation tab to see if there are any validation queries that need to be answered

Ver 1.1

**Local Authority : Chesterfield**

**PART 4: ESTIMATED COLLECTION FUND BALANCE**

OPENING BALANCE	£	£
1. Opening Balance (From Collection Fund Statement)		0
<b>CREDITS</b>		
2. Total amount credited, or to be credited, to the Collection Fund in 2013-14	36,840,982	
3. Transitional protection payments received, or to be received in 2013-14	189,216	
4. Transfers/payments to the Collection Fund for end-year reconciliations		
5. Transfers/payments into the Collection Fund in 2013-14 in respect of a previous year's deficit	0	
<b>6. Total Credits</b>		37,030,198
<b>CHARGES</b>		
7. Total amount charged, or to be charged, to the Collection fund in 2013-14	2,219,086	
8. Transitional protection payments made, or to be made, in 2013-14	189,216	
9. Payments made, or to be made, to the Secretary of State in respect of the central share in 2013-14	17,170,636	
10. Payments made, or to be made to, major precepting authorities in respect of business rates income in 2013-14	3,434,127	
11. Transfers made, or to be made, to the billing authority's General Fund in respect of business rates income in 2013-14	13,736,508	
12. Transfers made, or to be made, to the billing authority's General Fund; and payments made, or to be made, to a precepting authority in respect of disregarded amounts in 2013-14	165,425	
13. Transfers/payments from the Collection Fund for end-year reconciliations	0	
14. Transfers/payments made from the Collection Fund in 2013-14 in respect of a previous year's surplus	0	
<b>15. Total Charges</b>		36,914,998
<b>16. Adjustment for 5-Year Spread</b>		
<b>ESTIMATED SURPLUS/(DEFICIT) ON COLLECTION FUND IN RESPECT OF FINANCIAL YEAR 2013-14</b>		
17. Opening balance plus total credits, less total charges, plus adjustment for 5-year spread		115,200

Checked by Chief Financial Officer :