



Please ask for Rachel Lenthall
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The Chair and Members of
Employment and General Committee

13 January 2017

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 23 JANUARY 2017 at 10.00 am in Committee Room 2, Town Hall, Rose Hill, 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 3 - 6)
4. Calculation of Tax Base 2017/18 (Pages 7 - 14)
5. Non-Domestic Rates Estimates 2017/18

- *Report to follow*

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

EMPLOYMENT AND GENERAL COMMITTEE

Monday, 5th December, 2016

Present:-

Councillor Simmons (Vice-Chair in the Chair)

Councillors Blank
Dickinson

Councillors J Innes

*Matters dealt with under the Delegation Scheme

1 CHAIR OF THE MEETING

RESOLVED –

That in the absence of the Chair and Vice-Chair, Councillor J Innes be appointed as Chair for the meeting.

2 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations of interest were received.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Davenport and Elliott.

4 MINUTES

RESOLVED –

That the Minutes of the meeting held on 29 March, 2016 be approved as a correct record and signed by the Chair.

5 TRANSFER OF STAFF FROM WEEKLY TO MONTHLY PAY

Councillor Simmons, Vice-Chair of the Committee, arrived and took the Chair.

The HR Manager submitted a report recommending for approval proposals to transfer all weekly paid staff to monthly paid.

The transfer of all remaining weekly paid staff onto the monthly payroll would streamline processes and maximise efficiency by using technology to transmit information, removing the need to complete and submit paper timesheets on a weekly bases.

Discussions had taken place to find the most suitable time to start the transition and it was proposed that staff would be transferred in phases. The first phase would begin in February, 2017 and involve the transfer of 20 members of staff, the second phase involving the remainder of staff would take place in June, 2017.

There would initially be a gap of at least 15 days between the final weekly pay and first monthly pay. An advance would be offered based on 2 weeks basic contracted hours' net pay and paid with the final weekly pay; the full amount of the advance would be recovered from the first monthly pay. The report set out a plan for consulting line managers and affected employees on the changes.

The proposals were presented to and endorsed by the Employer/Trade Union Committee on 23 November, 2016.

***RESOLVED –**

That the transfer of all weekly paid staff to monthly paid be approved.

6 MINUTES OF THE COUNCIL JOINT CONSULTATIVE COMMITTEE

The Minutes of the meetings of the Council Joint Consultative Committee held on 21 January and 28 September, 2016 were submitted.

RESOLVED –

1. That the Minutes be received and noted.
2. That the Employment and General Committee receives the notes from the meetings of the Employer/Trade Union Committee as the recognised formal council-wide liaison mechanism with the four

recognised trade unions following the decision to suspend the Council Joint Consultative Committee.

7 MINUTES OF COUNCIL HEALTH AND SAFETY COMMITTEE

The Minutes of the meetings of the Council Health and Safety Committee held on 21 January, 28 April, 28 July and 26 October 2016, and the Improvement Programme Report from the meeting held on 26 October, 2016 were submitted.

RESOLVED –

That the Minutes and the Improvement Programme Report be received and noted.

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For Publication

Calculation of Tax Base 2017/18

Meeting: Employment & General Committee

Date: 23rd January 2017

Report by: Director of Finances & Resources

For publication

1.0 Purpose of report

1.1 To approve the Tax Base calculation for 2017/18.

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 (17th 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, Chesterfield's non-parished areas, Staveley Town Council and Brimington Parish Council respectively.

3.2 The estimated collection rate was reduced in 2013/14 to 98.1% to reflect the increased difficulty of collecting small amounts from people affected by the changes to the council tax scheme. A review of collection rates has shown that this difficulty has decreased over time and it is now considered appropriate to work on the basis of a collection rate of 98.5%.

3.3 The overall Tax Base for 2017/18 at **28,507.92** (Appendix A) shows an increase of 236.34 or 0.8% on the 2016/17 Tax Base of 28,271.58.

3.4 The Tax Base for each of the parished areas is as follows:

- ◆ Staveley **4,087.94** – an increase of 68.33 or 1.7% on last year's tax base of 4,019.61 (Appendix C); &
- ◆ Brimington **2,276.05** – an increase of 32.61 or 1.5% on last year's tax base of 2,243.44 (Appendix D).

4.0 **Legal and data protection implications**

4.1 The tax base must be set between the 1st December and 31st January.

5.0 **Alternative options**

5.1 None.

6.0 **Recommendations**

6.1 That the report for the calculation of the Council's Tax Base for the whole and parts of the area for 2017/18 be approved.

- 6.2 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 2017/18 shall be:

Table – 2017/18 TAX BASE (Equivalent Number of Band 'D' Dwellings)

	2016/17	2017/18	Increase / (Decrease)	
			No.	%
Chesterfield (whole area)	28,271.58	28,507.92	236.34	0.8
Staveley Town Council	4,019.61	4,087.94	68.33	1.7
Brimington Parish Council	2,243.44	2,276.05	32.61	1.5

7.0 **Reasons for recommendations**

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

Document information

Report author		Contact number/email	
Helen Fox		01246 345452 helen.fox@chesterfield.gov.uk	
Background documents			
These are unpublished works which have been relied on to a material extent when the report was prepared.			
<i>This must be made available to the public for up to 4 years.</i>			
Appendices to the report			
Appendix A	2017/18 Council Tax Base – Whole Area		
Appendix B	2017/18 Council Tax Base – Chesterfield		
Appendix C	2017/18 Council Tax Base – Staveley Town Council		
Appendix D	2017/18 Council Tax Base – Brimington Parish Council		

2017/2018 COUNCIL TAX BASE - WHOLE AREA (change in local discounts)

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings	0.00	26,634.00	10,145.00	6,179.00	3,699.00	1,781.00	520.00	215.00	24.00	49,197.00
Less Exempt/Demolished(classes B & D to W))	0.00	287.00	91.00	74.00	29.00	11.00	3.00	2.00	1.00	498.00
Less Council Tax Reduction scheme	10.26	6,063.33	836.78	272.69	85.40	26.02	4.61	0.04	0.00	7,299.13
Less Revised Exempt Class A & C discount (on 100% discount)	0.00	396.00	72.00	25.00	14.00	3.00	4.00	0.00	0.00	514.00
Less Disregards at 50% (including 50% for work related dwellings)	0.00	5.50	7.50	4.00	2.50	1.50	7.00	6.50	2.00	36.50
Less Single Person and Disregard Discounts at 25%	2.75	3,154.25	849.50	434.00	195.75	70.25	18.75	7.00	0.00	4,732.25
Plus Empty Homes Surcharge (50% addition)	0.00	51.00	12.50	5.00	1.00	1.00	1.00	0.00	0.00	71.50
Adjustment for Disabled Relief	47.00	-7.00	-2.00	-17.00	-11.00	-6.00	13.00	-6.00	-11.00	0.00
Adjustments for New Properties and anticipated changes in reliefs	0.00	-4.29	8.60	13.90	35.70	6.26	1.76	4.19	0.00	66.12
Total for Band	33.99	16,767.63	8,307.32	5,371.21	3,398.05	1,670.49	498.40	197.65	10.00	36,254.74
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	18.88	11,178.42	6,461.25	4,774.41	3,398.05	2,041.71	719.91	329.42	20.00	28,942.05
Tax Base 2017/18 (on the basis of a 98.5% Collection Rate)	18.60	11,010.74	6,364.33	4,702.79	3,347.08	2,011.08	709.11	324.48	19.70	28,507.92

Prev Year	28,271.58
Change	236.34
Change	0.8%

2017/2018 COUNCIL TAX BASE - CHESTERFIELD (change in local discounts)

BAND	A (Disabled)	A	B	C	D	E	F	G	H	TOTAL
Number of Dwellings	0.00	18,398.00	8,325.00	4,898.00	3,153.00	1,655.00	496.00	198.00	17.00	37,140.00
Less Exempt/Demolished(classes B & D to W))	0.00	212.00	73.00	59.00	23.00	11.00	3.00	2.00	1.00	384.00
Less Council Tax Reduction scheme	6.24	4,165.98	714.40	193.21	78.13	23.54	2.96	0.04	0.00	5,184.50
Less Revised Exempt Class A & C discount (on 100% discount)	0.00	302.00	64.00	21.00	12.00	2.00	4.00	0.00	0.00	405.00
Less Disregards at 50% (including 50% for work related dwellings)	0.00	4.00	5.00	3.50	0.50	0.00	4.50	3.00	2.00	22.50
Less Single Person and Disregard Discounts at 25%	2.25	2,310.00	720.00	346.50	175.50	66.25	17.75	6.75	0.00	3,645.00
Plus Empty Homes Surcharge (50% addition)	0.00	32.50	10.50	4.50	1.00	0.50	1.00	0.00	0.00	50.00
Adjustment for Disabled Relief	30.00	4.00	-11.00	-7.00	-7.00	-6.00	9.00	-6.00	-6.00	0.00
Adjustments for New Properties and anticipated changes in reliefs	0.00	-17.80	7.94	12.93	26.43	5.38	0.88	4.19	0.00	39.95
Total for Band	21.51	11,422.72	6,756.04	4,285.22	2,884.30	1,552.09	474.67	184.40	8.00	27,588.95
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	11.94	7,615.15	5,254.70	3,809.09	2,884.30	1,897.00	685.63	307.33	16.00	22,481.14
Tax Base 2017/18 (on the basis of a 98.5% Collection Rate)	11.78	7,500.92	5,175.87	3,751.95	2,841.03	1,868.54	675.35	302.73	15.76	22,143.93

2017/2018 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	0.00	5,728.00	1,069.00	776.00	308.00	66.00	20.00	11.00	4.00	7,982.00
Less Exempt/Demolished(classes B & D to W))	0.00	46.00	8.00	6.00	2.00	0.00	0.00	0.00	0.00	62.00
Less Council Tax Reduction scheme	4.02	1,420.81	66.30	56.00	5.30	2.34	1.65	0.00	0.00	1,556.42
Less Revised Exempt Class A & C discount (on 100% discount)	0.00	57.00	4.00	3.00	1.00	0.00	0.00	0.00	0.00	65.00
Less Disregards at 50% (including 50% for work related dwellings)	0.00	0.50	1.50	0.00	0.50	0.50	0.50	1.00	0.00	4.50
Less Single person and Disregard Discounts at 25%	0.25	572.50	74.50	51.25	8.25	2.50	0.75	0.25	0.00	710.25
Plus Empty Homes Surcharge (50% addition)	0.00	15.00	1.00	0.00	0.00	0.50	0.00	0.00	0.00	16.50
Adjustment for Disabled Relief	14.00	-11.00	3.00	-4.00	-1.00	0.00	0.00	1.00	-2.00	0.00
Adjustments for New Properties and anticipated changes in reliefs	0.00	4.41	0.00	0.97	7.50	0.00	0.88	0.00	0.00	13.76
Total for Band	9.73	3,639.60	918.70	656.72	297.45	61.16	17.98	10.75	2.00	5,614.09
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	5.41	2,426.40	714.54	583.75	297.45	74.75	25.97	17.92	4.00	4,150.19
Tax Base 2017/18 (on the basis of a 98.5% Collection Rate)	5.32	2,390.00	703.83	574.99	292.99	73.63	25.58	17.65	3.94	4,087.94

Prev Year	4,019.61
Change	68.33
Change	1.7%

2017/2018 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	0.00	2,508.00	751.00	505.00	238.00	60.00	4.00	6.00	3.00	4,075.00
Less Exempt/Demolished(classes B & D to W))	0.00	29.00	10.00	9.00	4.00	0.00	0.00	0.00	0.00	52.00
Less Council Tax Reduction Scheme	0.00	476.54	56.08	23.48	1.97	0.14	0.00	0.00	0.00	558.21
Less Revised Exempt Class A & C discount (on 100% discount)	0.00	37.00	4.00	1.00	1.00	1.00	0.00	0.00	0.00	44.00
Less Disregards at 50% (including 50% for work related dwellings)	0.00	1.00	1.00	0.50	1.50	1.00	2.00	2.50	0.00	9.50
Less Single person and Disregard Discounts at 25%	0.25	271.75	55.00	36.25	12.00	1.50	0.25	0.00	0.00	377.00
Plus Empty Homes Surcharge (50% addition)	0.00	3.50	1.00	0.50	0.00	0.00	0.00	0.00	0.00	5.00
Adjustment for Disabled Relief	3.00	0.00	6.00	-6.00	-3.00	0.00	4.00	-1.00	-3.00	0.00
Adjustments for New Properties and anticipated changes in reliefs	0.00	9.10	0.66	0.00	1.77	0.88	0.00	0.00	0.00	12.41
Total for Band	2.75	1,705.31	632.58	429.27	216.30	57.24	5.75	2.50	0.00	3,051.70
Multiplier	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	-
Band D Equivalent	1.53	1,136.87	492.01	381.57	216.30	69.96	8.31	4.17	0.00	2,310.71
Tax Base 2017/18 (on the basis of a 98.5% Collection Rate)	1.50	1,119.82	484.63	375.85	213.06	68.91	8.18	4.10	0.00	2,276.05

Prev Year	2,243.44
Change	32.61
Change	1.5%