

EXTRAORDINARY COUNCIL – 21 JANUARY 2020

2. COUNCIL TAX BASE FINANCIAL YEAR 2020/21 (DoF)

1. Summary

1.1 This report details the Authority's council tax base for 2020/21 which must be approved between 1 December 2019 and 31 January 2020.

2. Details

2.1 The Local Government Finance Act 1992 Section 31B (1) - (the Act), requires a billing authority to calculate a base which it, and the major precepting authorities, can use in the formula for setting their respective council tax charges.

2.2 Section 34(3) requires the billing authority to calculate the base for a part, or parts, of its area to which special items apply.

2.3 The methodology to be employed is contained within The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, Statutory Instrument No 2914/2012 – (the Regulations)

2.4 The calculation is made by applying the following formula:-

A x B

where -

A is the total of the “relevant amounts” for that year for each of the valuation bands shown in the billing authority's valuation list as applicable to one or more dwellings situated in its area;

B is the authority's estimate of its collection rate for that year.

2.5 The “relevant amounts” in ‘A’ above are calculated in accordance with the formula:-

$$((H - Q + J) - Z) \times \frac{F}{G}$$

where -

H is the number of chargeable dwellings in the area listed in the band at November 2019 (described as ‘Dwellings’ in the Appendices); less the number of dwellings which were exempt on that day; plus or less the net number of full-year equivalent dwellings in each band resulting from properties being placed in a lower valuation band reflecting reductions for disabled persons under Section 13 of the Act (described as “Disabled Relief” in the Appendices)

Q is	a factor to take into account the amount of discounts of council tax payable and is calculated by multiplying the number of dwellings affected by the relevant percentage discount
J is	the amount of any adjustment in respect of changes in the number of chargeable dwellings (described as “Additions and Reductions” in the Appendices).
Z is	the total amount that will be applied in accordance with the Council’s council tax reduction scheme in relation to the band expressed as an equivalent number of chargeable dwellings in that band.
F is	the number in the proportions 5:6:7:8:9:11:13:15:18 applicable to properties in Bands A Disabled to H respectively.
G is	the number, which, in that proportion, is applicable to dwellings in valuation Band D (i.e. 9).

2.6 The figures in this report do not take account of the proposed changes to the Local Council Tax Reduction scheme report shown at Item 6 on this agenda. The appendices to this report show the relevant calculations.

2.7 The Council must estimate the amounts of council tax that are likely to be paid to the Authority against the amount of council tax payable. It is important to set the estimate of the collection rate at a realistic level. It is recommended that the collection rate for the District and each part thereof, be set at 99.00%.

2.8 “Contributions in Lieu” are amounts paid to this Authority by the Secretary of State for Defence. They are paid in respect of certain dwellings used for the purposes of home forces’ accommodation which are exempt for the purposes of council tax.

3. **Options/Reasons for Recommendation**

3.1 The recommendation is made in order to determine the council tax base for 2020/21.

4. **Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council’s agreed policies relating to the tax base.

5. **Financial Implications**

5.1 There is a 0.3% increase in the Council Tax Base from last year.

6. **Legal Implications**

6.1 Included in the report.

7. **Risk Management and Health & Safety Implications**

7.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council’s duties under Health and Safety legislation relating to employees, visitors and persons

affected by our operations. The risk management implications of this report are detailed below.

- 7.2 The subject of this report is covered by the Revenue & Benefits service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
The Council does not approve the Council Tax base	Failure to meet the statutory requirement to set the council tax base	Continue with previous years' approved tax base	Tolerate	4

- 7.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Remote Likely Likelihood ↓	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
	Impact Low -----> Unacceptable			

- 7.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

8. **Staffing, Environmental, Community Safety, Customer Services Centre, Communications & Website and Health & Safety Implications**

8.1 None specific.

9. **Recommendation**

- 9.1 That the calculation of the Council's tax base for the year 2020/21 be approved.

9.2 That in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Three Rivers District Council as its council tax base for the year 2020/21 shall be:-

Parish	Band D Equivalents 2020/21
Abbots Langley	8773.4
Batchworth	6456.9
Chorleywood	6312.9
Croxley Green	5642.6
Sarratt	1102.8
Watford Rural	7220.8
Unparished Area	3703.3
Total District	<hr/> 39212.6 <hr/>

Background Papers

Local Government Finance Act.
Statutory Instrument No 2914 of 2012.

Report prepared by:

Jane Walker, Head of Revenues & Benefits
Nigel Pollard, Section Head (Accountancy)
Joanne Wagstaffe – Director of Finance

APPENDICES

Appendix 1: Tax base calculations for each Parish/Unparished area

Area	Abbots Langley									
Description	Band A	Band	Band	Band	Band	Band	Band	Band	Band	TOTAL
	Disabled	A	B	C	D	E	F	G	H	
DWELLINGS	0.0	343.0	283.0	1,802.0	2,758.0	1,877.0	1,218.0	708.0	18.0	9,007.0
Exemptions	0.0	13.0	2.0	21.0	28.0	9.0	13.0	1.0	0.0	87.0
Demolished	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Empty Homes Premium (100%)	0.0	1.0	0.0	2.0	6.0	1.0	2.0	2.0	0.0	14.0
Disabled relief	1.0	-1.0	4.0	10.0	3.0	-14.0	5.0	-8.0	0.0	0.0
Chargeable Dwellings (H)	1.0	330.0	285.0	1,793.0	2,739.0	1,855.0	1,212.0	701.0	18.0	8,934.0
Discounts x 25%	1.0	238.0	166.0	859.0	884.0	407.0	191.0	84.0	1.0	2,831.0
Discounts x 50%	0.0	5.0	0.0	2.0	2.0	2.0	1.0	5.0	2.0	19.0
Discount Deduction (Q)	0.3	62.0	41.5	215.8	222.0	102.8	48.3	23.5	1.3	717.3
Additions	0.0	0.0	12.0	4.0	194.0	7.0	2.0	2.0	1.0	222.0
Reductions	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total adjustments (J)	0.0	0.0	12.0	4.0	194.0	7.0	2.0	2.0	1.0	222.0
Sub - Total (H-Q+J)	0.8	268.0	255.5	1,581.3	2,711.0	1,759.3	1,165.8	679.5	17.8	8,438.8
Reduction Scheme (Z)	0.0	53.2	64.2	235.5	250.6	55.0	9.5	4.9	0.0	672.9
Net dwellings ((H-Q+J)-Z)	0.8	214.8	191.3	1,345.8	2,460.4	1,704.3	1,156.3	674.6	17.8	7,765.9
Band Proportion (F)	5.0	6.0	7.0	8.0	9.0	11.0	13.0	15.0	18.0	
Band Proportion (G)	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	
Band D Equivalents	0.4	143.2	148.8	1,196.2	2,460.4	2,083.0	1,670.1	1,124.3	35.5	8,862.0
TAX BASE CALCULATION										
Total Band D Equivalents					8,862.0					
Collection Rate					99.00%					
Adjusted Band D					8,773.4					
Contribution in Lieu					0.0					
Tax Base					8,773.4					

Area	Batchworth									
Description	Band A Disabled	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	TOTAL
DWELLINGS	0.0	131.0	347.0	480.0	714.0	711.0	739.0	1,467.0	727.0	5,316.0
Exemptions	0.0	21.0	8.0	18.0	47.0	18.0	69.0	66.0	18.0	265.0
Demolished	0.0	1.0	20.0	7.0	47.0	39.0	11.0	0.0	4.0	129.0
Empty Homes Premium (100%)	0.0	2.0	0.0	0.0	3.0	1.0	2.0	2.0	6.0	16.0
Disabled relief	0.0	0.0	1.0	-1.0	2.0	2.0	6.0	3.0	-13.0	0.0
Chargeable Dwellings (H)	0.0	111.0	320.0	454.0	625.0	657.0	667.0	1,406.0	698.0	4,938.0
Discounts x 25%	0.0	51.0	193.0	213.0	250.0	200.0	155.0	215.0	60.0	1,337.0
Discounts x 50%	0.0	1.0	0.0	0.0	0.0	0.0	1.0	5.0	1.0	8.0
Discount Deduction (Q)	0.0	13.3	48.3	53.3	62.5	50.0	39.3	56.3	15.5	338.3
Additions	0.0	0.0	0.0	6.0	4.0	30.0	16.0	10.0	10.0	76.0
Reductions	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total adjustments (J)	0.0	0.0	0.0	6.0	4.0	30.0	16.0	10.0	10.0	76.0
Sub - Total (H-Q+J)	0.0	97.8	271.8	406.8	566.5	637.0	643.8	1,359.8	692.5	4,675.8
Reduction Scheme (Z)	0.0	5.7	75.5	61.4	25.9	13.4	7.9	7.2	2.4	199.4
Net dwellings ((H-Q+J)-Z)	0.0	92.1	196.3	345.4	540.6	623.6	635.9	1,352.6	690.1	4,476.4
Band Proportion (F)	5.0	6.0	7.0	8.0	9.0	11.0	13.0	15.0	18.0	
Band Proportion (G)	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	
Dwellings	0.0	61.4	152.6	307.0	540.6	762.2	918.5	2,254.3	1,380.2	6,376.7
TAX BASE CALCULATION										
Total Band D Equivalents					6,376.7					
Collection Rate					99.00%					
Adjusted Band D					6,312.9					
Contribution in Lieu					144.0					
Tax Base					6,456.9					

Area	Chorleywood										
Description	Band A	Band	Band	Band	Band	Band	Band	Band	Band	TOTAL	
	Disabled	A	B	C	D	E	F	G	H		
DWELLINGS	0.0	19.0	41.0	264.0	464.0	392.0	708.0	2,022.0	606.0	4,516.0	
Exemptions	0.0	7.0	2.0	3.0	17.0	14.0	22.0	14.0	6.0	85.0	
Demolished	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Empty Homes Premium (100%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Disabled relief	0.0	0.0	1.0	2.0	-3.0	4.0	1.0	-5.0	0.0	0.0	
Chargeable Dwellings (H)	0.0	12.0	40.0	263.0	444.0	382.0	687.0	2,003.0	600.0	4,431.0	
Discounts x 25%	0.0	5.0	21.0	83.0	138.0	140.0	153.0	200.0	46.0	786.0	
Discounts x 50%	0.0	0.0	0.0	0.0	0.0	0.0	2.0	3.0	0.0	5.0	
Discount Deduction (Q)	0.0	1.3	5.3	20.8	34.5	35.0	39.3	51.5	11.5	199.0	
Additions	0.0	0.0	3.0	5.0	4.0	4.0	5.0	5.0	1.0	27.0	
Reductions	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total adjustments (J)	0.0	0.0	3.0	5.0	4.0	4.0	5.0	5.0	1.0	27.0	
Sub - Total (H-Q+J)	0.0	10.8	37.8	247.3	413.5	351.0	652.8	1,956.5	589.5	4,259.0	
Reduction Scheme (Z)	0.0	2.3	7.3	25.2	44.4	10.0	3.5	6.3	1.5	100.5	
Net dwellings ((H-Q+J)-Z)	0.0	8.5	30.5	222.1	369.1	341.0	649.3	1,950.2	588.0	4,158.5	
Band Proportion (F)	5.0	6.0	7.0	8.0	9.0	11.0	13.0	15.0	18.0		
Band Proportion (G)	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0		
Band D Equivalents	0.0	5.6	23.7	197.4	369.1	416.8	937.8	3,250.3	1,176.0	6,376.7	
		TAX BASE CALCULATION									
		Total Band D Equivalents				6,376.7					
		Collection Rate				99.00%					
		Adjusted Band D				6,312.9					
		Contribution in Lieu				0.0					
		Tax Base				6,312.9					

Area	Croxley									
Description	Band A	Band	Band	Band	Band	Band	Band	Band	Band	TOTAL
	Disabled	A	B	C	D	E	F	G	H	
DWELLINGS	0.0	67.0	200.0	532.0	1,230.0	2,432.0	574.0	283.0	36.0	5,354.0
Exemptions	0.0	6.0	9.0	6.0	7.0	17.0	4.0	3.0	0.0	52.0
Demolished	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Empty Homes Premium (100%)	0.0	1.0	0.0	4.0	3.0	1.0	1.0	0.0	0.0	10.0
Disabled relief	0.0	0.0	2.0	7.0	5.0	-9.0	-6.0	1.0	0.0	0.0
Chargeable Dwellings (H)	0.0	62.0	193.0	537.0	1,231.0	2,407.0	565.0	281.0	36.0	5,312.0
Discounts x 25%	0.0	47.0	126.0	242.0	323.0	469.0	92.0	38.0	1.0	1,338.0
Discounts x 50%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0
Discount Deduction (Q)	0.0	11.8	31.5	60.5	80.8	117.3	23.0	9.5	0.8	335.0
Additions	0.0	0.0	1.0	59.0	0.0	3.0	0.0	1.0	1.0	65.0
Reductions	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total adjustments (J)	0.0	0.0	1.0	59.0	0.0	3.0	0.0	1.0	1.0	65.0
Sub - Total (H-Q+J)	0.0	50.3	162.5	535.5	1,150.3	2,292.8	542.0	272.5	36.3	5,042.0
Reduction Scheme (Z)	0.0	13.9	57.3	61.3	43.1	32.4	3.9	1.0	0.0	212.9
Net dwellings ((H-Q+J)-Z)	0.0	36.4	105.2	474.2	1,107.2	2,260.4	538.1	271.5	36.3	4,829.1
Band Proportion (F)	5.0	6.0	7.0	8.0	9.0	11.0	13.0	15.0	18.0	
Band Proportion (G)	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	
Band D Equivalents	0.0	24.2	81.8	421.5	1,107.2	2,762.7	777.3	452.5	72.5	5,699.6
		TAX BASE CALCULATION								
		Total Band D Equivalents				5,699.6				
		Collection Rate				99.00%				
		Adjusted Band D				5,642.6				
		Contribution in Lieu				0.0				
		Tax Base				5,642.6				

Area	Sarratt										
Description	Band A	Band	Band	Band	Band	Band	Band	Band	Band	TOTAL	
	Disabled	A	B	C	D	E	F	G	H		
DWELLINGS	0.0	32.0	13.0	57.0	58.0	131.0	134.0	331.0	89.0	845.0	
Exemptions	0.0	4.0	0.0	1.0	1.0	1.0	3.0	2.0	1.0	13.0	
Demolished	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Empty Homes Premium(100%)	0.0	1.0	0.0	0.0	0.0	1.0	0.0	1.0	0.0	3.0	
Disabled relief	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Chargeable Dwellings (H)	0.0	29.0	13.0	56.0	57.0	131.0	131.0	330.0	88.0	835.0	
Discounts x 25%	0.0	10.0	4.0	32.0	25.0	45.0	34.0	55.0	8.0	213.0	
Discounts x 50%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Discount Deduction (Q)	0.0	2.5	1.0	8.0	6.3	11.3	8.5	13.8	2.0	53.3	
Additions	0.0	0.0	1.0	0.0	3.0	1.0	2.0	0.0	1.0	8.0	
Reductions	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total adjustments (J)	0.0	0.0	1.0	0.0	3.0	1.0	2.0	0.0	1.0	8.0	
Sub - Total (H-Q+J)	0.0	26.5	13.0	48.0	53.8	120.8	124.5	316.3	87.0	789.8	
Reduction Scheme (Z)	0.0	1.6	1.1	14.1	7.0	9.0	2.3	1.8	0.0	36.9	
Net dwellings ((H-Q+J)-Z)	0.0	24.9	11.9	33.9	46.8	111.8	122.2	314.5	87.0	752.9	
Band Proportion (F)	5.0	6.0	7.0	8.0	9.0	11.0	13.0	15.0	18.0		
Band Proportion (G)	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0		
Band D Equivalentents	0.0	16.6	9.3	30.1	46.8	136.6	176.5	524.1	174.0	1,113.9	
		TAX BASE CALCULATION									
		Total Band D Equivalentents				1,113.9					
		Collection Rate				99.00%					
		Adjusted Band D				1,102.8					
		Contribution in Lieu				0.0					
		Tax Base				1,102.8					

Area	Watford Rural										
Description	Band A	Band	Band	Band	Band	Band	Band	Band	Band	TOTAL	
	Disabled	A	B	C	D	E	F	G	H		
DWELLINGS	0.0	200.0	1,152.0	2,601.0	3,035.0	1,282.0	574.0	130.0	23.0	8,997.0	
Exemptions	0.0	3.0	23.0	32.0	39.0	13.0	8.0	2.0	0.0	120.0	
Demolished	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	
Empty Homes Premium (100%)	0.0	3.0	1.0	4.0	2.0	1.0	0.0	1.0	0.0	12.0	
Disabled relief	0.0	0.0	2.0	8.0	4.0	-8.0	-5.0	2.0	-3.0	0.0	
Chargeable Dwellings (H)	0.0	200.0	1,132.0	2,581.0	3,002.0	1,261.0	561.0	131.0	20.0	8,888.0	
Discounts x 25%	0.0	75.0	812.0	902.0	725.0	291.0	89.0	12.0	4.0	2,910.0	
Discounts x 50%	0.0	1.0	0.0	0.0	0.0	0.0	1.0	3.0	0.0	5.0	
Discount Deduction (Q)	0.0	19.3	203.0	225.5	181.3	72.8	22.8	4.5	1.0	730.0	
Additions	0.0	0.0	9.0	146.0	37.0	4.0	4.0	1.0	0.0	201.0	
Reductions	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total adjustments (J)	0.0	0.0	9.0	146.0	37.0	4.0	4.0	1.0	0.0	201.0	
Sub - Total (H-Q+J)	0.0	180.8	938.0	2,501.5	2,857.8	1,192.3	542.3	127.5	19.0	8,359.0	
Reduction Scheme (Z)	0.0	42.9	349.1	391.0	62.0	271.2	51.8	4.6	2.5	1,175.1	
Net dwellings ((H-Q+J)-Z)	0.0	137.9	588.9	2,110.5	2,795.8	921.1	490.5	122.9	16.5	7,183.9	
Band Proportion (F)	5.0	6.0	7.0	8.0	9.0	11.0	13.0	15.0	18.0		
Band Proportion (G)	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0		
Band D Equivalentents	0.0	91.9	458.0	1,876.0	2,795.8	1,125.8	708.4	204.8	33.0	7,293.7	
		TAX BASE CALCULATION									
		Total Band D Equivalentents				7,293.7					
		Collection Rate				99.00%					
		Adjusted Band D				7,220.8					
		Contribution in Lieu				0.0					
		Tax Base				7,220.8					

Area	Unparished										
Description	Band A	Band	Band	Band	Band	Band	Band	Band	Band	TOTAL	
	Disabled	A	B	C	D	E	F	G	H		
DWELLINGS	0.0	60.0	223.0	909.0	1,684.0	672.0	368.0	168.0	48.0	4,132.0	
Exemptions	0.0	1.0	3.0	8.0	12.0	1.0	6.0	2.0	0.0	33.0	
Demolished	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Empty Homes Premium (100%)	0.0	2.0	0.0	0.0	3.0	1.0	0.0	0.0	0.0	6.0	
Disabled relief	0.0	0.0	1.0	5.0	-4.0	-2.0	1.0	3.0	-4.0	0.0	
Chargeable Dwellings (H)	0.0	61.0	221.0	906.0	1,671.0	670.0	363.0	169.0	44.0	4,105.0	
Discounts x 25%	0.0	42.0	148.0	363.0	464.0	184.0	73.0	34.0	3.0	1,311.0	
Discounts x 50%	0.0	0.0	0.0	0.0	2.0	1.0	0.0	3.0	0.0	6.0	
Discount Deduction (Q)	0.0	10.5	37.0	90.8	117.0	46.5	18.3	10.0	0.8	330.8	
Additions	0.0	0.0	0.0	29.0	4.0	3.0	0.0	1.0	1.0	38.0	
Reductions	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total adjustments (J)	0.0	0.0	0.0	29.0	4.0	3.0	0.0	1.0	1.0	38.0	
Sub - Total (H-Q+J)	0.0	50.5	184.0	844.3	1,558.0	626.5	344.8	160.0	44.3	3,812.3	
Reduction Scheme (Z)	0.0	21.1	68.9	140.9	146.6	17.2	1.2	0.7	0.0	396.6	
Net dwellings ((H-Q+J)-Z)	0.0	29.4	115.1	703.4	1,411.4	609.3	343.6	159.3	44.3	3,415.7	
Band Proportion (F)	5.0	6.0	7.0	8.0	9.0	11.0	13.0	15.0	18.0		
Band Proportion (G)	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0		
Band D Equivalents	0.0	19.6	89.5	625.2	1,411.4	744.7	496.2	265.5	88.5	3,740.7	
		TAX BASE CALCULATION									
		Total Band D Equivalents				3,740.7					
		Collection Rate				99.00%					
		Adjusted Band D				3,703.3					
		Contribution in Lieu				0.0					
		Tax Base				3,703.3					