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Our Ref  
Your Ref

Date: 13<sup>th</sup> October 2021

Dear Councillor,

**Finance and Management Committee**

A Meeting of the **Finance and Management Committee** will be held at **Council Chamber (Special)**, Civic Offices, Civic Way, Swadlincote on **Thursday, 21 October 2021 at 18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Labour Group**

Councillor Pearson (Chair), Councillor Tilley (Vice-Chair) and  
Councillors Rhind, Richards, Singh, Southerd and Taylor.

**Conservative Group**

Councillors Ackroyd, Bridgen, Lemmon, Redfern and Watson.

**Independent Group**

Councillor Fitzpatrick.



## **AGENDA**

### **Open to Public and Press**

- 1** Apologies and to note any Substitutes appointed for the Meeting.
- 2** To receive the Open Minutes of the following Meetings:

8th October 2020	<b>4 - 7</b>
26th November 2020	<b>8 - 13</b>
Audit Sub-Committee Open Minutes 29th July 2020	<b>14 - 17</b>
Audit Sub-Committee Open Minutes 16th September 2020	<b>18 - 21</b>
Audit Sub-Committee Open Minutes 9th December 2020	<b>22 - 25</b>
Audit Sub-Committee 24th March 2021	<b>26 - 28</b>
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** Reports of Overview and Scrutiny Committee
- 7** DEVELOPING AND CONSULTING ON REVISED LOCAL COUNCIL TAX REDUCTION SCHEME 2022 - 2023 PROPOSED MODELS **29 - 75**
- 8** COMMITTEE WORK PROGRAMME **76 - 81**

### **Exclusion of the Public and Press:**

- 9** The Chairman may therefore move:-

That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

- 10** To receive the Exempt Minutes of the following Meetings:  
8th October 2020  
26th November 2020
- 11** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 12** FUTURE SERVICE DELIVERY AND EMPLOYMENT MODELS
- 13** CUSTOMER SERVICES PROVISION AT THE CIVIC OFFICES - TRIAL UPDATE
- 14** LAND AT SANDHOLES

FINANCE AND MANAGEMENT COMMITTEE

8<sup>th</sup> October 2020

**PRESENT:**

**Conservative Group**

Councillor Watson (Chairman), Angliss (Vice-Chairman) and Councillors Mrs. Brown, Fitzpatrick, Ford, MacPherson, Pegg and Roberts.

**Labour Group**

Councillors Dr Pearson, Rhind, Richards, Southerd and Taylor.

**In Attendance**

Councillors Hewlett and Mrs. Wheelton.

FM/66 **APOLOGIES**

The Committee was informed that no apologies had been received.

FM/67 **DECLARATIONS OF INTEREST**

The Committee was informed Councillor Ford expressed an interest in item FM/79 by virtue of being a County Councillor.

FM/68 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed no questions from members of the public had been received.

FM/69 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed no questions from Members of the Council had been received.

FM/70 **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that no reports of Overview and Scrutiny Committee had been received.

**MATTERS DELEGATED TO COMMITTEE****FM/71 CORPORATE PLAN 2020-24 PERFORMANCE REPORT (2020-2021 QUARTER 1 – 1 APRIL TO 30 JUNE 2020)**

The Head of Organisational Development and Performance presented the report to Members highlighting the key aims including which had been impacted by Covid-19. It was noted that employee absence would be discussed in a leadership meeting to address the issues and a follow-up paper would be presented to this Committee.

Members asked if there were any common denominators regarding absences and when the findings would be available. The Head of Organisational Development advised that the absences had many complex reasons and multiple factors had been recorded. The Chief Executive advised Members that discussions had taken place with Trade Unions and the report would be presented as soon as possible.

**RESOLVED:**

- 1.1     *The Committee considered progress against performance targets set out in the Corporate Plan 2020 - 2024.***
- 1.2     *The Committee reviewed the Risk Register for the Committee's services.***

**FM/72 JOINT CONSULTATIVE COMMITTEE – TERMS OF REFERENCE**

The Strategic Director (Corporate Resources) delivered the Report to the Committee advising that the document had been requested at the last meeting of the Joint Consultative Committee and now required approval from Finance and Management as the parent Committee.

**RESOLVED:**

***The Committee approved the Terms of Reference for the Joint Consultative Committee and agreed they be included as part of the Council's Constitution as per Appendix 1 of the report.***

**FM/73 EVALUATION OF BIDS FOR NEW CAPITAL PROJECTS**

The Strategic Director (Corporate Resources) presented the Report to the Committee summarising the projects that had been successful in the evaluation process. Funding was expected to be available by April 2021.

Members were very satisfied with the proposals and thanked everyone who had been involved with the evaluation. Councillor Dr. Pearson sought clarification on the issues at Midway football pitch. The Chief Executive updated the Committee that work was underway which included drainage and the provision of storage on site.

**RESOLVED:**

- 1.1** *Members approved the proposed capital projects as detailed in Appendix 2 of the report.*
- 1.2** *The Committee agreed that the demolition of Bretby View and Bank House in Midland Road Swadlincote (£255,000) together with the purchase of Unit 1 George Holmes Business Park (£80,000) be financed from the Economic Regeneration Fund.*
- 1.3** *The Committee agreed that the remaining Overage payment of £484,000 received from the development of Midway Community Centre at Chestnut Avenue, be made available in the General Capital Receipts Reserve.*
- 1.4** *The Committee approved the total budgeted cost and financing of all proposed schemes as detailed in Appendix 3 of the report.*
- 1.5** *The Committee agreed that the proposed investment of up to £832,000 into Rosliston Forestry Centre be subject to a detailed schedule of works approved by the Strategic Director (Corporate Resources).*
- 1.6** *The Committee agreed that the phasing of proposed spending be kept under review pending the remaining capital receipts being received in 2020/21 as detailed in the report.*

**FM/74** **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee.

**RESOLVED:**

*The Committee considered and approved the updated work programme.*

**FM/75** **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)****RESOLVED:-**

*That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.*

**TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL  
PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

*The Committee was informed no questions had been received.*

**REVIEW OF HOUSING SERVICE**

*The Committee approved the recommendation in the report.*

**REVIEW OF OPERATIONAL SERVICES**

*The Committee approved the recommendation in the report.*

**EMEG WESTERN CORRIDOR**

*The Committee approved the recommendation in the report.*

**VISITOR INFORMATION PROPOSALS**

*The Committee approved the recommendations in the report.*

The meeting terminated at 8:15 pm.

COUNCILLOR P WATSON

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

26<sup>th</sup> November 2020

**PRESENT:**

**Conservative Group**

Councillor Watson (Chairman), Angliss (Vice-Chairman) and Councillors Mrs. Brown, Fitzpatrick, Ford, MacPherson, Pegg and Roberts.

**Labour Group**

Councillors Dr Pearson, Rhind, Richards, Southerd and Taylor.

**In Attendance**

Councillor Mrs. Wheelton.

FM/81 **APOLOGIES**

The Committee were informed that no apologies had been received.

FM/82 **TO RECEIVE THE OPEN MINUTES OF THE FOLLOWING MEETING**

The minutes of the meetings held on 2<sup>nd</sup> July 2020 and 9<sup>th</sup> July 2020 were read and approved as a true record.

FM/83 **DECLARATIONS OF INTEREST**

The Committee was informed that Councillor Ford declared an interest in Item FM/94 by virtue of being a County Councillor.

FM/84 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed no questions from members of the public had been received.

FM/85 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed a question had been received from Councillor Richards regarding IT performance and support during virtual Committees.

The Strategic Director (Corporate Resources) confirmed that the IT service had now been reviewed and was working at its optimum and that all Members should have connectivity to the Council's network and any problems need to be reported to directly IT.

FM/86 **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that reports of Overview and Scrutiny Committee had been received.



**MATTERS DELEGATED TO COMMITTEE****FM/87 CORONAVIRUS (COVID-19) FINANCIAL IMPACT – UPDATE**

The Strategic Director presented the report outlining the summary of funding received from several grant schemes and the distribution to support local businesses, households on low incomes and individuals forced into self-isolation and that a clean audit of the administration of the funding and payments had been received from the Auditor.

Members acknowledged the scope of the report and thanked the team for their efforts in processing applications and issuing the monies. Members enquired about access to eligibility criteria for grants, discretionary payments and if any borderline applications had been reconsidered prior to the closing of the scheme on 31<sup>st</sup> August 2020.

The Strategic Director (Corporate Resources) responded to Members that the Council's web site had been updated to include details of the schemes although reports in the media had not provided clear information regarding eligibility. Discretionary payments had been awarded in two cases and any borderline cases had been revisited prior to all payments being issued before 30<sup>th</sup> September 2020 in accordance with the policy set up to support the process.

**RESOLVED:**

***The Committee considered and noted the financial impact of Covid-19 and deployment of Government Funding as detailed in the report.***

**FM/88 CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2020-2021 QUARTER 2 – 1 JULY – 30 SEPTEMBER)**

The Head of Organisational Development and Performance delivered the Report advising Members that overall, the Corporate Plan Measures were 80% on track for Our Environment, 76% on track for People and 88% on track for Our Future. Three measures not on track were highlighted and no changes to the Risk Register were reported.

Members requested further information about the number and type of calls into customer services during Covid-19, if an alternative communication route had been identified to those residents that were digitally excluded and if there were figures available to show staff absences and turnover by service area.

Officers confirmed that call volumes had increased massively in particular regard to Track and Trace and Business Grants. An increase of activity on Facebook and Twitter had been noted with digital exclusion being reviewed in another report from the Head of Organisational Development and Performance and that absence figures would be available to Heads of Service.

**RESOLVED:**

**1.1     *The Committee considered progress against performance targets set out in the Corporate Plan 2020 - 2024.***

**1.2     *The Committee reviewed the Risk Register for the Committee's services.***

**FM/89    REVENUE FINANCIAL MONITORING 2020/21**

The Head of Finance presented the Report to the Committee which covered the General Fund and the Housing Revenue Account and gave a summary of the variances.

Members enquired if the savings for Christmas lighting in Swadlincote had been incorporated in the report and if staff had been advised of the income tax relief available for working from home. The Head of Finance confirmed that saving was not reflected in the report and communication had shared with staff regarding the availability of homeworking income tax relief. .

**RESOLVED:**

***The Committee considered and approved the latest revenue financial position for 2020/21 as detailed in the report.***

**FM/90    CAPITAL FINANCIAL MONITORING 2020/21**

The Head of Finance presented the Report to the Committee highlighting the main projects of the General Fund and the Housing Revenue Account and that an additional grant for flooding would be managed by the Environmental Health Officer.

Councillor Brown requested further details about the additional grant for flooding and the funds allocated to the Melbourne Assembly Rooms project be provided to all Members. The Head of Finance agreed to send an update by email to all Committee Members.

**RESOLVED:**

***The Committee considered and approved the latest capital financial position for 2020/21 as detailed in the report.***

**FM/91    TREASURY MANAGEMENT UPDATE 2020/21**

The Head of Finance presented the Report to the Committee providing the position of the cash accounts of the Council.

Councillor Brown requested further information on the investments in the report. The Head of Finance clarified that the money markets were the safest

area for the investments as returns were good and were monitored on a regular basis.

**RESOLVED:**

- 1.1     *The Committee considered and approved the latest Treasury Management Update for quarter 2 2020/21 as detailed in Appendix 1 of the report.***
- 1.2     *The Committee approved the updated Counterparty List for investments and bank deposits as detailed in Appendix 2 of the report.***

FM/92     **COMMENTS, COMPLIMENTS, COMPLAINTS & FREEDOM OF INFORMATION REQUESTS 01 APRIL 2020 TO 30 SEPTEMBER 2020**

The Strategic Director (Corporate Resources) presented the Report to the Committee which provided details of all the requests with comparable information against the previous year.

**RESOLVED:**

***The Committee considered and noted the comments, compliments, complaints and FOI requests as detailed in the report.***

FM/93     **MODERN SLAVERY STATEMENT**

The Head of Cultural and Community Services presented the Report to the Committee highlighting the main changes to the statement, the referral process and details of training available to staff.

Members requested that the Equality, Diversity and Inclusion policy be referenced in the statement.

**RESOLVED:**

- 1.1     *The Committee considered and approved the revised Council Modern Slavery Statement as per Appendix 1 of the report.***
- 1.2     *The Committee noted that in the future, the Strategic Director – Service Delivery be given delegated authority, in consultation with the Chairman of the Committee, to agree the Annual Statement, subject to there being no significant changes made. This is to be in line with Derbyshire County Council's Statement which is to be approved annually by its Director of Community Services.***
- 1.3     *The Committee considered and approved the revised Modern Slavery Referral Procedure and Guidance for Council Employees as per Appendix 2 of the report.***

- 1.4 The Committee noted that the above recommendations were approved by the Housing and Communities Committee at its meeting on 19<sup>th</sup> November 2020.**

FM/94 **BETTER CARE FUNDING ALLOCATION – FINANCIAL POSITION**

The Strategic Housing Manager presented the Report to the Committee with an updated Action Plan for all schemes and advised Members regarding money allocated to successful projects. Approval was requested for £50,000 to be ringfenced for a newly emerging projects to address energy inefficiency in the District to support residents in poorly insulated homes.

Councillor Brown noted the details in the report regarding the elderly population and questioned the origin of the data and if there were other statistics available. The Strategic Housing Manager confirmed a previous report published earlier in the year contained more detailed statistics.

**RESOLVED:**

- 1.1 Following approval at Housing and Community Services Committee on 19<sup>th</sup> November 2020, this Committee noted the progress of schemes it has supported through the allocation of Better Care Funding (BCF) and welcomed the wider impact they are having on reducing pressure on front-line Council Services.**
- 1.2 The Committee approved the proposed Better Care Fund (BCF) Action Plan, timescales and revised allocations contained in Appendix 1 of the report.**
- 1.3 The Committee approved the use of £50k from the BCF allocation to be ringfenced for a new project and associated staffing costs to enable better targeting of resources based on recent stock condition data.**
- 1.4 The Committee approved changes highlighted within the Private Sector Housing Assistance Policy as per Appendix 2 of the report.**
- 1.5 The Committee noted that the Housing and Community Services Committee approved that delegated authority be granted to the Strategic Director (Service Delivery) in conjunction with the Chairman of the Committee to make any minor amendments to the Policy necessary to ensure its effective delivery. Any major changes would be brought to Committee for approval.**

FM/95 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee.

**RESOLVED:**

*The Committee considered and approved the updated work programme.*

FM/96 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

*That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.*

**TO RECEIVE THE EXEMPT MINUTES OF THE FOLLOWING MEETING**

*The Committee approved the exempt minutes.*

**TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

*The Committee was informed no questions had been received.*

**COLLECTION RATES, DEBT RECOVERY AND WRITE OFFS**

*The Committee approved the recommendation in the report.*

The meeting terminated at 20:00 hours.

COUNCILLOR P WATSON

CHAIRMAN

AUDIT SUB-COMMITTEE

29<sup>th</sup> July 2020

**PRESENT:-**

**Conservative Group**

Councillors Atkin (Chairman), Churchill (Vice-Chairman) and Mrs. Wheelton.

**Labour Group**

Councillors Dunn and Shepherd.

AS/16 **APOLOGIES**

The Sub-Committee was informed that no Members had submitted apologies.

AS/17 **TO RECEIVE THE OPEN MINUTES**

**RESOLVED:-**

The Open Minutes of the Meeting held on 11<sup>th</sup> December 2021 were taken as read, approved as a true record.

AS/18 **DECLARATIONS OF INTEREST**

The Sub-Committee was informed that no declarations of interest had been received.

AS/19 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO.10**

The Sub-Committee was informed that no questions from members of the public had been received.

AS/20 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

The Sub-Committee was informed that no questions from Members of the Council had been received.

**MATTERS DELEGATED**

AS/21 **INTERNAL AUDIT ANNUAL REPORT 2019-2020**

The Internal Audit Manager presented the report based work undertaken during 2020 and outlined the key updates to the plan and gave a summary of the Audit

Opinion. The Sub-Committee was advised that good progress had been made even with the impact of Covid-19.

Members raised questions about the low response from Heads of Service to the customer satisfaction surveys, the ability of IT to respond to audit questions and requested that Heads of Service attend the Sub-Committee where there were missing responses to recommendations, communications in respect of a recent court case involving the Council and enquired about an update to the mobile phone audit.

The Internal Audit Manager advised Members that surveys were issued to capture any service issues, in the absence of a completed survey it would be assumed that there are no issues to be reported. The Internal Audit Manager confirmed that the IT audit was conducted with consideration to current business requirements in the team.

The Strategic Director (Corporate Resources) confirmed that Heads of Service would be encouraged to respond to the Internal Audit Manager's requests for updates and where no response had been provided for the report the Head of Service would be required to attend the Sub-Committee to provide an update.

The Strategic Director (Corporate Resources) updated the Sub-Committee of regarding the Mobile Phone Audit and confirmed that IT recommendation would be completed after a system upgrade.

Members requested that periodic refresher training be considered, for which the Strategic Director (Corporate Resources) advised that training would be arranged.

**RESOLVED:-**

- 1.1     *The Sub-Committee considered and noted the Annual Internal Audit Opinion for 2019/20.***
- 1.2     *The Sub-Committee agreed that where there was no response to an outstanding action in the Internal Audit Report the Head of Service responsible for the action would attend the Sub-Committee to provide an update.***

**AS/22     LOCAL CODE OF CORPORATE GOVERNANCE REVIEW**

The Strategic Director (Corporate Services) presented the report to the Sub-Committee detailing the principles, activities to be undertaken and ongoing actions for the next twelve months including a review of the Risk Management Framework.

**RESOLVED:-**

- 1.1** *That the updated Local Code of Corporate Governance as detailed in Appendix 1 of the report was considered and approved by the Sub-Committee for publication in the Annual Governance Statement.*
- 1.2** *The Sub-Committee approved the progress regarding on-going work to maintain good governance as detailed in the report.*

AS/23 **ANNUAL GOVERNANCE STATEMENT 2019-20**

The Strategic Director (Corporate Resources) presented the report and highlighted the new format and advised Members that there were some final adjustments to be made to the report which would be signed off after the Audit and that the statement would become a stand-alone document to be presented alongside the Statement of Accounts.

**RESOLVED:-**

- 1.1** *The Sub-Committee recommended to the Finance and Management Committee the Annual Governance Statement (AGS) for the year ended 31 March 2020.*
- 1.2** *The Sub-Committee authorised the Leader of the Council and Chief Executive Officer to sign the Annual Governance Statement following Audit.*

AS/24 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to Members.

**RESOLVED:-**

*Members considered and approved the updated work programme.*

AS/25 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

*That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed*



***exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.***

AS/26 **EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

***The Sub-Committee was informed that no questions from Members of the Council had been received.***

The Meeting terminated at 5.15pm.

COUNCILLOR ATKIN

CHAIRMAN

AUDIT SUB-COMMITTEE

16<sup>th</sup> September 2020

**PRESENT:-**

**Conservative Group**

Councillors Atkin (Chairman), Churchill (Vice-Chairman) and Mrs. Wheelton

**Labour Group**

Councillors Dunn and Shepherd.

AS/27 **APOLOGIES**

The Sub-Committee was informed that no Members had submitted apologies.

AS/28 **DECLARATIONS OF INTEREST**

The Sub-Committee was informed that no declarations of interest had been received.

AS/29 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO.10**

The Sub-Committee was informed that no questions from members of the public had been received.

AS/30 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

The Sub-Committee was informed that no questions from Members of the Council had been received.

**MATTERS DELEGATED**

AS/31 **INTERNAL AUDIT PROGRESS REPORT**

The Internal Audit Officer presented the report and informed the Sub-Committee of progress highlighted salient points from the Audit Dashboard. The Internal Audit Officer asked the Sub-Committee to take into consideration the low-risk recommendations, the Audit Plan and the customer satisfaction surveys from the last twelve months that had returned a rating of excellent.

Members raised queries regarding the storage of the Registers of Graves and Burials, the status of the digitalisation of all historic Burial records and requested updates on the Payroll Shared Service recommendation, Officer's allowances and the impact of the Fleet Management recommendation.

The Internal Audit Officer informed the Sub-Committee that the registers had been kept in the Strong Room at the Civic Offices and some registers were found in a locked cupboard in the Cultural Services office. The Head of Cultural and Community Services advised Members that a portable fireproof storage box would be provided for transportation purposes of Registers and that the Council had applied for funding to enable all historic Burial records to be digitalised.

The Strategic Director (Corporate Resources) confirmed that the Payroll was managed in-house and that there was a project to look at moving Payroll into a Shared Service and a report would be submitted to the Finance and Management Committee regarding this. Members were advised that Officer allowances were related to terms and conditions within contracts of employment and that there were no immediate plans for a review. The Fleet Management e processes ensured drivers were required to submit a signed statement that their documentation was current and valid.

**RESOLVED:-**

***The report of the Audit Manager was considered, and any issues identified to be referred to the Finance and Management Committee or be subject to a follow-up report as appropriate.***

AS/32 **2020-21 ANTI FRAUD & CORRUPTION & COUNTER FRAUD PARTNERSHIP PERFORMANCE UPDATE & AGREEMENT**

The Head of Customer Services presented the report to Members highlighting the value for money savings of the partnership.

Members enquired about the savings for South Derbyshire and whether the level of resource was sufficient. The Head of Customer Services explained that the cashable savings would be returned to South Derbyshire and that the partnership had not indicated that there was a shortage of resource.

**RESOLVED:-**

- 1.1 That the Sub-Committee noted the performance of the Counter Fraud Partnership with Derby City Council, as per Appendix 1 of the report and the cashable and value for money savings that had been delivered since 2017.***
- 1.2 That the Sub-Committee approved that the Counter Fraud Partnership be continued for 2020-2021 and approved the***

***Council's proposed Anti-Fraud and Corruption Action Plan as per Appendix 2 of the report that directed the work of the partnership.***

- 1.3** ***That the Sub-Committee noted that during 2020-2021 the Council would undertake a review of the emerging areas of focus the fraud action plan needed to incorporate in future years, for example insurance fraud, procurement fraud and payroll fraud. The plan created for 2021-2022 would incorporate any new areas of focus.***

**AS/33 UPDATED AUDIT PLANNING REPORT FOR THE YEAR ENDING 31 MARCH 2020**

The External Audit Officer presented the report on behalf of the Strategic Director (Corporate Resources) advising Members of the impact of Covid-19.

The Chairman enquired which element of audit procedures would be investigated; if the additional work be included in the scale fee and whether the audit would be completed on time. The External Audit Officer confirmed that the additional work would look at the value ascribed to the Council's assets such as property and that although the Audit inspection period had been elongated however, the audit was expected to be delivered on time. Members were advised that the additional work would not be part of the scale fee and costs would need to be discussed with management.

**RESOLVED:-**

***That the updated Audit Plan for the year ending 31 March 2020 was considered and approved.***

**AS/34 COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to Members.

**RESOLVED:-**

***That the Sub-Committee considered and approved the updated work programme.***

**AS/35 LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

***That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be***

***transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.***

AS/36 **EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

***The Sub-Committee was informed that no questions from Members of the Council had been received.***

The Meeting terminated at 7:20PM.

COUNCILLOR ATKIN

CHAIRMAN

AUDIT SUB-COMMITTEE

9<sup>th</sup> December 2020

**PRESENT:-**

**Conservative Group**

Councillors Atkin (Chairman), Churchill (Vice-Chairman) and Mrs. Wheelton

**Labour Group**

Councillors Dunn and Shepherd.

AS/37 **APOLOGIES**

The Sub-Committee was informed that no Members had submitted apologies.

AS/38 **DECLARATIONS OF INTEREST**

The Sub-Committee was informed that no declarations of interest had been received.

AS/39 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO.10**

The Sub-Committee was informed that no questions from members of the public had been received.

AS/40 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

The Sub-Committee was informed that no questions from Members of the Council had been received.

**MATTERS DELEGATED**

AS/41 **AUDIT RESULTS REPORT FOR THE YEAR ENDING 31ST MARCH 2020**

The External Audit Officer presented the report to the Sub-Committee and highlighted matters of significant risk connected to fraud in revenue recognition, the additional Covid-19 Going Concern Disclosures risk and Value for Money statement. Members were informed that the Derbyshire pension fund would be subject to further updates but there was no impact was expected to the audit opinion.

The Chairman requested confirmation of the audit dates for next year and the response required for Declarations of Interest as mentioned in the report. The External Audit Officer advised that the dates had not been announced due to Covid-19 and that an annual update was required for Related Party Transactions which were included in the Financial Statement.

**RESOLVED:-**

***That the report of the External Auditor was considered and noted.***

AS/42 **INTERNAL AUDIT PROGRESS REPORT**

The Internal Audit Officer presented the report to the Sub-Committee highlighting the main points from the Audit Dashboard advising good progress overall and explained that the planned audit of the Leisure Centres had been postponed until next year due to the Covid-19 situation.

The Chairman sought clarification regarding dates for the Housing Services and Parks and Open Spaces audits. The Internal Audit Officer confirmed that the target dates would be decided by the Authority's Officers and the Service.

**RESOLVED:-**

- 1.1 That the report of the Audit Manager was considered, and any issues identified be referred to the Finance and Management Committee or subject to a follow-up report as appropriate.***

AS/43 **LOCAL CODE OF CORPORATE GOVERNANCE REVIEW 2020/21**

The Head of Legal and Democratic Services presented the report to Members.

**RESOLVED:-**

- 1.1 That the updated Local Code of Corporate Governance as detailed in Appendix 1 of the report was considered and approved for publication in the Annual Governance Statement.***
- 1.2 That progress regarding on-going work to maintain sound governance as detailed in the report was approved.***

AS/44 **RISK MANAGEMENT**

The Strategic Director (Corporate Resources) presented the report to the Sub-Committee outlining the revised process document and how the Council approached and manages risk.

**RESOLVED:-**

- 1.1 That the Risk Management Process as detailed in the attached document was approved.**
- 1.2 That Section 4.0, of the Risk Management Process, identifying key risks that in assessing risks the Council included the additional factor of Environment.**

AS/45 **DATA QUALITY & PERFORMANCE MANAGEMENT**

The Strategic Director (Corporate Resources) presented the report to the Sub-Committee noting that the processes and data used in the Corporate Plan must be robust and reflect the Council's performance.

**RESOLVED:-**

- 1.1 That Members noted the recommendations and responses provided in Appendix A of the report, in the Data Quality and Performance Management Audit Recommendations and Response Matrix 2019/20.**
- 1.2 That the completed Action plan for 2019/20 following the audit as per Appendix B of the report was noted.**
- 1.3 That the Action plan for 2020/21 in Appendix C of the report was approved.**

AS/46 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the Committee Work Programme to Members.

**RESOLVED:-**

***That the Sub-Committee considered and approved the updated work programme.***

AS/47 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

***That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed***



***exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.***

AS/48 **EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

***The Sub-Committee was informed that no questions from Members of the Council had been received.***

The Meeting terminated at 5.05 PM.

COUNCILLOR ATKIN

CHAIRMAN

AUDIT SUB-COMMITTEE

24<sup>th</sup> March 2021

**PRESENT:-**

**Labour Group**

Councillor Dunn (Chairman) and Councillor Shepherd (Vice Chairman).

**Conservative Group**

Councillors Atkin and Hewlett.

**Non-Grouped**

Councillor Mrs. Wheelton

AS/49 **APOLOGIES**

The Sub-Committee was informed that no Members had submitted apologies.

AS/50 **DECLARATIONS OF INTEREST**

The Sub-Committee was informed that no declarations of interest had been received.

AS/51 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO.10**

The Sub-Committee was informed that no questions from members of the public had been received.

AS/52 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

The Sub-Committee was informed that no questions from Members of the Council had been received.

**MATTERS DELEGATED**

AS/53 **INTERNAL AUDIT PROGRESS REPORT**

The Internal Audit Officer presented the report informing the Sub-Committee of progress during the period since the last meeting and highlighted salient points from the Audit Dashboard and gave a brief overview of the Overview and Scrutiny Committee consultation audit .

Members raised queries regarding the Fire and Electrical Safety and the Safeguarding Audits. Members also requested details of works carried out on fire doors at Council flats and the payment arrangements for Trade Waste.

The Head of Housing confirmed that the Fire and Electrical Safety Audit had been behind on progress due the contract start date but the backlog of work had been completed. The Sub-Committee was informed that two recommendations had been completed in the Safeguarding Audit with a further three awaiting implementation and that works on fire doors was to the door furniture. The Strategic Director (Corporate Resources) clarified that Trade Waste was billed in arrears.

**RESOLVED:-**

- 1.1      *That the report of the Audit Manager was considered, and any issues identified would be referred to the Finance and Management Committee or subject to a follow-up report as appropriate.***

AS/54      **INTERNAL AUDIT PLAN AND CHARTER 2021-22**

The Internal Audit Officer presented the report to the Sub-committee advising that the Audits that had not been completed due to Covid-19 were included in the plan with revised action dates.

The Chairman sought clarification in respect of the Procurement Audit scheduled for completion in quarter four. The Internal Audit Officer confirmed that the recommendations of the recent audit would be followed up as scheduled in next year's plan.

**RESOLVED:-**

- 1.1      *That the proposed Internal Audit Plan for 2021/22 was considered and approved for implementation, subject to any changes agreed by the Sub-Committee.***

AS/55      **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the Committee Work Programme to Members.

**RESOLVED:-**

***The Committee considered and approved the updated work programme.***

AS/56 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

*That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.*

AS/57 **EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

The Sub-Committee was informed that no questions from Members of the Council had been received.

The Meeting terminated at 7.30 PM.

COUNCILLOR DUNN

CHAIRMAN

<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE (SPECIAL)</b>	<b>AGENDA ITEM: 7</b>
<b>DATE OF MEETING:</b>	<b>21<sup>st</sup> OCTOBER 2021</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	
<b>MEMBERS' CONTACT POINT:</b>	<b>ELIZABETH BARTON</b> <a href="mailto:elizabeth.barton@southderbyshire.gov.uk">elizabeth.barton@southderbyshire.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>DEVELOPING &amp; CONSULTING ON REVISED LOCAL COUNCIL TAX REDUCTION SCHEME 2022 – 2023: PROPOSED MODELS</b>	<b>REF:</b>
<b>WARD (S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: FM12</b>

## **1.0 Recommendations**

- 1.1 The Committee approves the proposal to consult on two draft Local Council Tax Reduction Scheme (LCTRS) options this autumn/winter. The two options are detailed within this document and at Appendix 1.
- 1.2 The Committee approves the consultation plan and consultation document detailed in Appendices 5 & 6.
- 1.3 The Committee approves the updated timeline for the consultation and development of the proposed revised LCTRS as detailed at section 4.31.

## **2.0 Purpose of Report**

- 2.1 Finance and Management Committee (F&M), considered a proposal to review the Council's Local Council Tax Reduction at its meeting on 26 August 2021.
- 2.2 The paper outlined the potential benefits of a revised LCTRS scheme including:
  - **Benefits for residents** include fairer distribution of support to the most financially vulnerable residents, less paperwork and confusion, more financial stability, and greater customer satisfaction.
  - **Benefits for the Council** include more streamlined administration, less debt recovery carried out with vulnerable residents, update of the scheme in line with changes introduced by welfare reform and Universal Credit (UC).
- 2.3 The purpose of this report is to present two draft models to Committee and ask for approval to consult with residents, Elected Members and stakeholders on the plans to revise the LCTRS. It was hoped that three models would be presented, but due to software limitations, only two models are deliverable. See 4.13 for further details.

## **3.0 Executive Summary**

- 3.1 Since Council Tax was introduced in 1993, people on low incomes have been able to claim support to pay their Council Tax bills. Until 2013, this was through the nationally designed Council Tax Benefit Scheme.
- 3.2 On 1 April 2013, the Government transferred responsibility for Council Tax support to local councils. Since then, local councils have had a duty to design and deliver Local Council Tax Reduction Schemes (LCTRS) for working-age claimants.
- 3.3 Local Council Tax Reduction Schemes apply to working-age claimants only. Pension-age claimants receive support under the nationally prescribed scheme in line with The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations.
- 3.4 The Council's current LCTRS was launched in April 2013. It fundamentally mirrored the outgoing national Council Tax Benefit Scheme.
- 3.5 There are many variations of LCTRS across the country, ranging from more generous schemes that mirror the national scheme, through to those that aim to limit who is eligible and severely restrict the level of help given. Whilst the Council's current scheme is one of the more generous schemes, it is also one of the most complex to deliver for both customers and the Council.
- 3.6 Many councils have simplified their schemes to address changes brought about by welfare reform and Universal Credit, including introducing income-banded schemes for working age claimants. Such schemes are recognised to deliver more financial security/stability to customers, and to reduce the administrative burden on councils administering the schemes.
- 3.7 The Council is keen to consider altering the current scheme for a number of reasons:
- The administration grant the Council receives from national government to deliver the scheme is reducing year-on-year.
  - Despite this drop in funding, the cost of administering the scheme is not reducing. This is primarily due to inbuilt complexities in the current scheme – for example every time an applicant's income changes, their case must be reassessed, and their award must be reprofiled.
  - Universal Credit (UC) is undoubtedly a contributing factor to this, especially for claimants who are in employment. Claimants' UC is recalculated every month which generates new files for the Council to process. For claimants receiving fluctuating wages, this means they receive a revised award every month and, as a consequence, a revised Council Tax bill, which is costly to administer and deliver.
  - This reprofiling of payments creates a high level of uncertainty for both customers and the Council. Payments made by customers can be delayed because of the requirement to give 14 days' notice, meaning customers do not have the opportunity to apportion their remaining Council Tax payments over as many instalments.

- In some circumstances the current scheme does not distribute support to the neediest residents, in that those with significant savings and with a working adult living in their home, could be awarded more support than people with no savings and on very low incomes.
- A removal of the baseline could prevent people on very low incomes being chased for small amounts of debt, as well as reduce related debt recovery costs. Studies have shown that the collection of the baseline reduction of 8.5% and 10% is expensive, with recovery fees often exceeding the debt the customer originally owed (Institute of Fiscal Studies<sup>1</sup>).
- Due to the complex nature of assessments, benefit assessor skills are required to process Local Council Tax Reduction Scheme (LCTRS) cases/changes.
- A simplified scheme will allow the possibilities of awards being automated, resulting in a prompt award of support, so meeting customers' need for real-time changes to their bill according to changes in their circumstances.

- 3.8 Above all, the cost of administering the scheme remains high, whilst customer satisfaction is reducing as customers are often confused by the nature and regularity of correspondence they receive and are less able to budget/manage their money based on fluctuating awards.
- 3.9 Equally future potential savings the Council may hope to achieve following the introduction of Universal Credit is being hampered. This is because the Council's unique caseload is relatively constant, as regardless of the type of benefits a resident is claiming, the Council's assessors still need to regularly review their case.
- 3.10 Finally it has been identified that the Council's scheme is out of sync with changes to various national benefits made since the introduction of the scheme in 2013, such as the two-child limit introduced in 2017, and the mixed-age couple regulations introduced in 2019.
- 3.11 There are approximately 2,968 working-age claimants of LCTRS which costs approximately £3 million per annum to deliver, not including administration costs. This cost is accounted for in the Collection Fund, whilst the administration costs (net of Government Grant) are accounted for in the General Fund.

#### **4.0 Detail**

- 4.1 The Council can choose to amend its scheme in many ways, and each council's scheme is unique to their local circumstances.
- 4.2 Some councils amend their schemes to limit the overall cost of the scheme, whilst other councils amend their schemes to target help at particular groups of residents.
- 4.3 Whilst there are no set ways to alter a scheme, there are a range of common amendments councils have made to their schemes that the Council could choose to implement.

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<sup>1</sup> <https://www.ifs.org.uk/publications/13827>

- 4.4 Using these range of known amendments and local case-load knowledge, the Council has consulted with an internal working group that includes representation from the Benefits, Housing, Customer Services and Revenues services on the possible amendments the Council could consider that could make a material difference to residents' lives and to the efficiency of claim processing.
- 4.5 Through the changes the Council is not seeking to reduce the overall cost of the scheme which currently stands at approximately £3m per annum, which is born by all precepting authorities.
- 4.6 It is however worth noting that some changes could increase the overall cost of the scheme, whilst other changes could represent a saving. The table below and overleaf outlines the key changes the Council has considered and their likely impact:

Change	Description	Estimated saving per annum	Estimated costs per annum
<b>Remove the 8.5% and 10.5% baselines</b>	<p>The Council currently expects the most financially vulnerable people to pay either 10.5% or 8.5% towards their Council Tax.</p> <p>It also invests significant resource chasing people who simply can't pay, as opposed to don't want to pay. This can lead to financial hardship and mental health strain for customers.</p>	<p>Removing the baseline/replacing it with a banded scheme would not deliver savings, however it would allow the Council to focus debt recovery on cases more likely to end up in payment.</p> <p>Result in reduced administration on affected accounts.</p>	£125,000
<b>Introduce a standard £5 Non-Dependent Deduction</b>	<p>A non-dependent is an adult who lives with a Council Taxpayer but is not their partner. Under the current scheme, a deduction is taken from the support the Council Taxpayer receives which differs depending on the income of the non-dependent adult. Introducing a standard deduction (regardless of the income of the non-dependent) would significantly simplify administration.</p> <p>It would also positively affect residents who currently receive a deduction above £5 and negatively affect residents who receive a deduction less than £5.</p> <p>It would also see approximately 150 claimants be affected by a Non-Dependent Deduction for the first time – see Appendix 1</p>	<p>£20,000</p> <p>Significant administrative savings through streamlined verification processes, claim processes and automation potential.</p>	£0



Change	Description	Estimated saving per annum	Estimated costs per annum
<b>Introduce a minimum award</b>	<p>Currently the Council processes payments and changes for customers who claim as little as a few pence a week. This is costly to administer in terms of staff time. Setting a minimum payment (for example £1 a week) could help to streamline the system.</p> <p>It would affect a set of customers who only claim very little support.</p>	<p>£500 per annum issuing letters etc.</p> <p>Potential administrative costs.</p>	£0
<b>Remove Second Adult Rebate</b>	<p>In the current scheme support is provided to sole Council Taxpayers whose income is too high to qualify for other support, but who share their home with another adult on a low income, such as a grown-up child.</p> <p>This is known as Second Adult Rebate and reduces residents' Council Tax bills by up to 25%.</p> <p>The removal would mean that any resident currently receiving Second Adult Rebate would only receive support if their own financial circumstances made them eligible.</p> <p>Removing the Second Adult Rebate would affect approximately 40 customers based on current caseloads.</p>	<p>£10,000 per annum.</p> <p>£200 per annum admin saving.</p>	£0
<b>Treat a UC claim as a claim for Council Tax Support</b>	<p>Currently Universal Credit claimants have to submit a separate claim for Council Tax Support, leading to more paperwork, more confusion and delayed claims.</p> <p>Treating them as one claim will make the process faster and get money to people quicker. It would put some claims into payment quicker, but as we currently backdate claims up to six months the overall additional cost would be negligible.</p> <p>This could increase claims overall, as people who were unaware they may be eligible will be made eligible, but it is felt this increase is likely to be negligible as the Council works to ensure all those who are eligible are awarded the help they are entitled to.</p>	<p>No direct savings but will streamline processes.</p> <p>Indirect saving as the Council currently generates invitation to claim letter/ processes.</p> <p>£2,000 admin saving.</p>	£0 (direct funds)

Change	Description	Estimated saving per annum	Estimated costs per annum
<b>Introduce a banded scheme</b>	<p>In the current scheme if a claimant's salary alters (for example they work a few more or a few less hours), their Council Tax Support has to be reprofiled which can result in a resident receiving an amended award each month. This is both costly to administer and confusing to residents.</p> <p>Introducing a banded scheme means that if a claimant or their partner varies their income within a band, the Council Tax Support they receive will not change, and their Council Tax bill will not be reprofiled. As such banded schemes can provide greater stability from month-to-month.</p> <p>Some banded schemes take all earnings into consideration, whilst others take excess income into account. By taking excess income into account, such schemes retain the concept of 'applicable amounts' (i.e. the minimum amount the government says someone needs to live on). Claimants without excess income are placed in the lowest band/receive the most help.</p>	The proposed banded scheme (See Appendix 1) would be relatively cost neutral.	<p>The proposed banded scheme (See Appendix 1) would be relatively cost neutral, however the software to run the bands will cost £10,000 per annum.</p> <p>This sum would need to be funded via the General Fund, vs the Collection Fund in line with other scheme administration costs.</p>
<b>Retain a tapered scheme</b>	Under the current scheme, the Council Tax Support provided to anyone who has excess income is reduced by a sum equivalent to 20% of their excess income which is deducted from the maximum Council Tax Support award.	£0	£0

4.7. In addition to the proposed key changes to the schemes (as outlined above), the Council also aims to simplify its Local Council Tax Reduction Scheme Regulations so they are easier to understand and remove outdated legislation, so that the scheme aligns with other welfare benefits. Key changes include:

- **Mixed aged couples.** This would bring the regulations into line with legislation for other welfare benefits, where a couple would be considered of pension age when the youngest of the couple reaches pension age, not the oldest.
- **Two child limit.** This would bring the regulations into line with legislation for other welfare benefits, where support would be allowed for up to 2 children.

- **Notional income is income that could be available to someone if they apply for it.** It is proposed this is not included in the scheme from April 2022.
- **Notional capital and deprivation of capital is capital that could be available to someone if they apply for it, or had not given it away, or spent it to increase entitlement to benefit.** It is proposed this is not included in the scheme from April 2022.
- **Diminishing capital and diminishing notional capital.** These are complex calculations that would not be required if notional capital and deprivation of capital rules are not included in the Council's scheme from April 2022.

### **About standardisation of Non-Dependent Deductions**

- 4.8 If a claimant has a Non-Dependent Deduction, the maximum amount of Council Tax Support they can receive is reduced because they have a non-dependent adult living with them who is not their partner. This amount can vary based on the income of the non-dependent.
- 4.9 By standardising Non-Dependent Deductions at £5 per dependent, per week, anyone who currently receives the lowest Non-Dependent Deduction (£4.05 a week) would receive 95p less Council Tax Support each week. Those who currently have the highest Non-Dependent Deduction (£12.45 a week) would receive up to £7.45 per week more Council Tax Support. In addition, around 150 Council Taxpayers would have a Non-Dependent Deduction(s) for the first time.
- 4.10 This would include claimants who have a non-dependent who is under 25 and works under 16 hours a week, receives Universal Credit, or is a pensioner. The reason this has been proposed within both models is that a non-dependent who is under 25, and in receipt of welfare benefits, receives a basic weekly income of £59.20 (compared to £74.70 if 25 or over). A pensioner has a basic weekly income of £117.10. These are the same rates a Council Taxpayer receives if they are on the lowest income level, yet a Council Taxpayer would also be responsible for water rates, fuel bills etc. Whilst the Council has no power to make a non-dependent contribute to household expenses, it seems reasonable to create a system that encourages those with non-dependents aged 18 or over, to contribute towards the Council Tax where the Council Taxpayer is in receipt of Council Tax Support.
- 4.11 Claimants who are exempt from non-dependent charges, including people who have someone living with them to support their registered needs, such as those who receive the care element of the Personal Independence Payment (or PIP) and those who are registered blind, would not be affected as they would continue to be exempt from Non-Dependent Deductions.

### **About banded schemes**

- 4.12 There is no set design for a banded scheme, and each banded scheme is different. There is also no set rule on the upper and lower financial limits of each financial band within any scheme. Some schemes have been designed to ensure authorities reduce the cost of the scheme overall, whilst others have been designed to mirror established welfare principles such as the National Living Wage.

4.13 The ways in which a banded scheme can differ include:

Options included the Council's proposed banded model – see Appendix 1	Options not included in the Council's proposed banded model
<p><b>Schemes can be based on excess income</b> – such schemes mirror the existing scheme in that specific incomes are disregarded, and the needs of the household are considered, in order to establish the excess income (the amount of income that is over the amount the household needs to live on). As the scheme considers disabilities and vulnerabilities before reaching the excess income amount, there is no need for different bandings for different household make-up etc (for example disabled claimants).</p> <p><b>This is included in the proposed banded model (Model 1), as it offers far more simplicity and transparency to claimants. It is also fairer as it disregards income targeted at specific needs.</b></p>	<p><b>Schemes can be based on earnings</b> – such schemes award support based on all income (including DWP and HMRC income such as tax credits, child benefit, Personal Independence Payments and Universal Credit payment etc) a resident earns/receives.</p> <p>Such schemes normally include a range of different bandings to better support different household sizes, make-ups and vulnerabilities (for example disabled claimants).</p> <p><b>This option was not chosen as it can become very complex to administer and ensure it is fair to all.</b></p>
<p><b>Schemes can offer residents a percentage off their Council Tax bill</b> – such schemes provide support that reflects the Council Tax band of a resident's property and the parish charge where they live.</p> <p><b>This is included in the proposed banded model (Model 1).</b></p>	<p><b>Schemes can require residents pay a set amount towards their Council Tax bill</b> – such schemes do not take into consideration the property band or parish, so regardless of their house size/location residents pay the same amount.</p> <p><b>The Council had hoped to present a third scheme on this basis, but due to limitations it is not possible to deliver this within the Council's current software, hence only two schemes are being proposed.</b></p>

4.14 Whilst a banded scheme can give a greater number of claimants more financial stability, there will inevitably be some people who are worse off than on a tapered scheme (as per the Council's current scheme).

4.15 This is because if a resident's 'excess income' is on the borders of a band, they could receive significantly less Council Tax Support if they earned just a little more, as they could jump into a lower band that offers significantly less support, rather than the current tapered reduction. This is known as a '**cliff-edge**'.

4.16 In the Council's proposed banded scheme model (see Appendix 4), the impact of cliff edges has been minimised though creating 10 bands. The bands have also been created with £15 per week margins, based on the fact that the majority of income changes reported by claimants are within the £15 per week or £65 per month bracket. The move in reduction awarded between bands (12%) has been designed to ensure the banded scheme remains relatively cost neutral.

### The proposed models

4.17 The Council is proposing two models for consultation. The first is a banded scheme (Model 1) and the second is simplified scheme based on the current taper (Model 2). Each scheme includes:

- The removal or replacement of the baseline, so those on the lowest incomes would no longer need to pay 8.5% or 10% towards their Council Tax.
- The removal of Second Adult Rebate.
- The simplification of Non-Dependent Deduction.
- The treating of Universal Credit Claims as a claim for Council Tax Support.
- The introduction of a minimum award.

4.18 The key difference between the two models is that Model 1 is a banded scheme and Model 2 features the existing taper. Both are based on excess income, so retain the same calculation of income and applicable amounts, with no change to earnings disregards, disregarded income or capital amounts. This means that no claimants are advantaged or disadvantaged by the change in the method of calculation, until the final element where the taper or band is applied.

4.19 **Appendix 1** sets out the detailed impact of both models, however it is important to note that the impacts detailed in Appendix 1 are based on data extracted from the live Council Tax database on 17 August 2021 and will always be subject to change as the number/nature and circumstances of claimants changes. It is important to note that as the furlough scheme has come to an end, more people may now claim Council Tax Support. The cost of this would need to be borne in any scheme and could alter the figures quoted.

4.20 **Appendix 2** sets out the way the different schemes are calculated – the current scheme, the banded scheme and the simplified scheme – and shows the impact of the standardisation of Non-Dependent Deductions.

4.21 **Appendix 3** sets out how the different awards are calculated under each scheme based on excess income, and the resulting Council Tax Support.

4.22 **Appendix 4** sets out the bands used in Model 2 and details the number of affected cases based on current figures. In addition, Appendix 4 demonstrates that the bands better distribute support to those on the lowest incomes.

4.23 As far as possible the two models aim to maintain the existing £3m budget by balancing more costly changes with changes that represent a saving to the scheme's budget. That said it should be noted that both schemes would result in a net cost of approximately £100,000 - £120,000 per annum, due to the removal/replacement of the baseline which would be shared across all precepting authorities.

## How the Council's current scheme compares locally and nationally

- 4.24 The Council's current Local Council Tax Reduction Scheme (LCTRS) is one of the most generous in the country. The removal of the baseline would make it even more generous.
- 4.25 In the current scheme, the minimum amount non-vulnerable eligible residents have to pay towards their Council Tax is 8.5% (called the baseline reduction), compared to 25% in East Staffordshire and 30% in Derby City.
- 4.26 Conversely, Amber Valley Council recently removed the baseline and have reported a positive impact on people on the lowest incomes and on debt recovery activity.
- 4.27 The current scheme still awards Second Adult Rebate which has ended in many authorities.
- 4.28 By 2019/2020 28 councils had introduced banded schemes. It is now understood that at least 100 more councils have or are in the process of introducing them.

## Consulting with residents and stakeholders

- 4.29 It is vital that the Council gains resident and stakeholder views on the proposed scheme (for example the CVS and Citizens Advice Bureau) as well as other precepting authorities).
- 4.30 A full consultation plan is detailed at Appendix 5.

## Timeline

- 4.31 The proposed timeline is as follows:

<b>12 October 2021</b>	Equality, Diversity & Inclusion Steering Group outline presentation on models and planned consultation (on the basis the plans are subject to Committee approval)
<b>21 October 2021</b>	F&M Committee approves models for public consultation.
<b>22 October – end 14 January</b>	Public consultation (12 weeks).
<b>13 January 2022</b>	Interim update provided to F&M Committee
<b>10 February 2022</b>	Final proposed scheme presented to F&M Committee for consideration and recommendation to Full Council.
<b>10 February 2022</b>	New Council Tax Reduction Scheme Regulations developed.
<b>23 February 2022</b>	Final scheme considered and adopted by Full Council and parameters set on Council Tax billing system
<b>11 March 2022</b>	New regulations published no later than 11 March 2022.
<b>April 2022</b>	New scheme launched and reflected in 2022 – 2023 billing.

- 4.32 The Committee will be presented with an interim update on the consultation in January 2022 to enable them to feed into the options they feel should be incorporated in the final scheme.



- 4.33 Based on this, the final scheme presented to Committee in February 2022 will be modelled financially, both in terms of in-year costs, annual uplift and growth in claimant costs. With regards to growth in claimant costs, it is worth noting this could be significant following the end of the COVID furlough scheme but would have to be born within whatever scheme the Council chooses to adopt, however if a more generous scheme is adopted any growth in claims would be more costly to fund.

## 5.0 **Financial Implications**

- 5.1 In August 2021, the Committee approved a maximum spend of £10,000 on support services to develop the proposed LCTRS, to be funded from the Welfare Reform Reserve, including developing the models and any consultation activities. This budget is still considered sufficient and there are no further direct financial implications from consulting on draft LCTRS schemes.
- 5.2 The consultation will allow the Council to test the two potential models. Feedback on these will then be used to create a final desired scheme, based on which the full financial implications will be explored.
- 5.3 Both of the models proposed are likely to increase the cost of the scheme by approximately £100,000 - £120,000 per annum as shown below:

<b>Change</b>	<b>Increase/ decrease in cost</b>	<b>Notes</b>
Remove baseline	+£125,000	
Implementation of banding	+£5,000	
Standardised non-dependents	-£20,000	£35k from reductions and £14k from increases
Remove Second Adult Rebate	-£10,000	
Minimum award	-£500	
<b>Sub total</b>	<b>£99,500</b>	
Proposed hardship fund	£20,000	Set aside for any unforeseen /major impacts on claimants

- 5.4 With regards to Council Tax Reduction Schemes, the cost of the support provided is borne by all precepting authorities in accordance with their share of the Council Tax collected by SDDC. This is because the schemes mean the Council has to collect less Council Tax from fewer residents, so the cost of the scheme manifests as income forgone. As such, the £3m cost of the current scheme and any increase in cost of the new scheme, would be borne by all precepting authorities as follows:
- South Derbyshire District Council (9%)
  - Derbyshire County Council (74%)
  - Police (13%)
  - Fire (4%)
  - Parish councils
- 5.5 Both of the models proposed represent approximately a 4% increase to the overall costs of the scheme, which would need to be borne across any growth or change in caseload.

- 5.6 However, it should be noted that the additional cost is not material in proportion to the overall amount of Council Tax currently collected, i.e. £55 million per year. In addition, due to growth, the Collection Fund carries an annual surplus each year which is distributed amongst the preceptors. In practice, the additional cost will only reduce the surplus that is transferred as a 'bonus' each year to the preceptors. It is considered that the amount involved is immaterial to each of the preceptors.
- 5.7 If the banded scheme (Model 1) is chosen as the preferred model, it is worth noting that there will be further financial implications to the Council. These include:
- The banded scheme software costs £10,000 and banded scheme online forms that can help to further reduce administration can cost in the region of £8,000.
  - Most councils increase their discretionary hardship fund to support the introduction of a banded scheme to provide financial additional assistance to anyone who faces undue hardship whilst the scheme is embedded. If Model 1 is the preferred model, a recommended hardship fund amount will be included in the final report to committee. Any increase in cost to the hardship fund would be covered by the Council's Welfare Reform Fund.
- 5.8 Both schemes will deliver significant service efficiencies and help to generate time and resource savings in the long-term.
- 5.9 When the final model is presented to Finance & Management Committee for approval, it will clearly outline the direct and indirect financial impacts as well as model the scheme forward to test potential growth in caseloads.

## **6.0 Corporate Implications**

### **Employment implications**

- 6.1 There are no direct employment implications arising from the consultation on the proposals.
- 6.2 Any implications from any future proposals that arise from the consultation will be fully explored in future papers presented to Finance & Management Committee.

### **Legal implications**

- 6.3 None directly arising from the proposals in this report. Any changes to statutory or legislative requirements that impact on customers will be considered as part of the proposals.

### **Corporate Plan Implications**

- 6.4 The proposal will support the Council's Corporate Plan in the following ways:
- Encourage independent living and keep residents healthy and happy in their homes.
  - Ensure consistency in the way the Council deals with its service users.
  - Support unemployed residents back into work.
  - Provide modern ways of working that support the Council to deliver services to meet changing needs.



## **Risk Impact**

- 6.5 Appropriate risk assessments will be completed on any proposed changes as part of the governance of the overall project.

## **7.0. Community Implications**

### **Consultation**

- 7.1 The community will be directly consulted on the proposals as detailed in the consultation plan at Appendix 5.
- 7.2 There are no direct community impacts from consultation on the proposals of a proposed revised Local Council Tax Reduction Scheme (LCTRS).

### **Equality & Diversity and Social Value Impact**

- 7.3 The purpose of the consultation is to give customers, residents, Elected Members and stakeholders an opportunity to give feedback on a proposed new scheme.
- 7.4 The changes that would be introduced through either of the two models have been assessed against the protected characteristic groups, as set out the Equalities Act.

<b>Protected characteristic</b>	<b>Comment</b>
<b>Age</b>	The schemes only apply to working age claimants and not to pensioners or children. The proposed models do not affect or alter the applicable ages.
<b>Sex</b>	The scheme/proposed models do not discriminate against people of any particular sex.
<b>Sexual orientation</b>	The scheme/proposed models do not discriminate against people of any particular sexual orientation.
<b>Gender reassignment</b>	The scheme/proposed models do not discriminate against people who have undergone gender reassignment.
<b>Race</b>	The scheme/proposed models do not discriminate against people based on their race.
<b>Gypsy and travellers</b>	The scheme/proposed models do not discriminate against gypsies or travellers, however the scheme provides a reduction on Council Tax payable, so anyone who does not pay Council Tax does not benefit.
<b>Religion or belief</b>	The scheme/proposed models do not discriminate against people based on their religion or belief.
<b>Marriage and civil partnership</b>	The scheme/proposed models do not discriminate against people based on their marital or civil partnership status. Civil partner are recognised as dependents.
<b>Disability</b>	Both proposed models disregard incomes awarded for disabilities and vulnerabilities and consider a household's circumstances before determining the excess income amount (for example disabled claimants).

- 7.5 An Equality Impact Assessment on the proposed models will be presented to the Equality, Diversity & Inclusion (EDI) Steering Group, and will be made available online as part of the consultation process.
- 7.6 A full Equality Impact Assessment will be included in the final report to committee in relation to the chosen model. It will also be reported to the EDI Steering Group for comment.

## **8.0 Conclusions**

- 8.1 The report details how the current scheme is not as user friendly as it could be for both customers and the Council. It also details how potential changes to the scheme could better distribute support to those most in need across the district. It does however highlight that some residents could be more affected by the proposed changes than others and as such, a wide public consultation is required to ensure the needs of all residents, in particular the most vulnerable are fully considered.

## **9.0 Background Papers**

- Appendix 1 – Proposed models
- Appendix 2 – How the calculation methods differ
- Appendix 3 – How the three schemes compare
- Appendix 4 – About the banded scheme proposal
- Appendix 5 – Consultation plan
- Appendix 6 – Consultation booklet

### Model 1 Banded scheme on excess income

Key changes	
<b>Minimum award £1 per week</b>	A resident will have to be entitled to at least £1 per week in Council Tax Support to qualify. If a resident is entitled to less than £1 a week, they will receive no Council Tax Support under this scheme.
<b>Treat a claim for Universal Credit as a claim for Council Tax Support</b>	Anyone who applies for Universal Credit will be automatically assessed for Council Tax Support. This will get money to people faster and result in less paperwork for residents and the council to process.
<b>Remove Second Adult Rebate</b>	<p>The current Second Adult Rebate is awarded to sole Council Taxpayers regardless of their income and has been removed by many councils nationwide. By removing it, anyone who currently receives up to 25% off their Council Tax bill because they have a non-dependent adult living with them on a low income will no longer receive this reduction. This proposal is based on the suggestion that even if a second adult is on a low income, they should still contribute something towards the household's Council Tax bill.</p> <p>If a Council Taxpayer is on a low income, they will still be entitled to Council Tax Support based on their own financial circumstances.</p>
<b>Standardise Non-Dependent Deductions</b> <i>- Appendix 1 shows the impact of this on claims</i>	<p>Currently people who have non-dependents living with them have their maximum Council Tax Support reduced by between £4.05 and £12.45 a week, based on the income of the non-dependent.</p> <p>This scheme proposes to standardise the deduction to £5 which would reduce costly administration. Doing so would also see around 150 Council Taxpayers have a Non-Dependent Deduction for the first time.</p>
<b>Do not require people on the lowest incomes to pay 8.5% or 10% towards their Council Tax bill</b>	<p>Unlike the current scheme, people on the lowest incomes would not be required to pay a minimum of 8.5% or 10% towards their Council Tax before any discount is applied.</p> <p>For example, those in receipt of Income Support with no excess income, would fall into band 0 which allows 100% Council Tax Support.</p>
<b>Calculate support entitlement based on excess income bands –</b> <i>Appendix 1 details how the models are calculated differently</i>	<p>To award a fixed % of Council Tax Support based on the amount of excess income someone receives that is above their needs allowance (i.e., what the Government says someone needs to live on).</p> <p>The scheme proposes to maintain current disregarded income (such as Personal Independence Payments), and earnings disregards, so does not disproportionately affect vulnerable groups.</p>

Will the model cost more?	
Yes	Moving all cases with no excess income into the lowest band and awarding 100% discount and removing the 8.5%/10% minimum payment will increase the cost of the scheme. Removing the second adult rebate and standardising Non-Dependent Deductions reduces the overall cost of the scheme. Overall combined the model would cost approximately £100,000 - £120,000 extra overall. Any additional cost would be shared by all precepting authorities (County, Police, Fire) in line with their share of the precept.
Who will the model affect?	
<b>Important note:</b> The below impacts are based on a data extract from the live Council Tax database on 17 August 2021 and will always be subject to change as the number/nature and circumstances of claimants changes. It is important to note that as the furlough scheme has come to an end, more people may now claim Council Tax Support. The cost of this would need to be borne in any scheme and could alter the figures quoted below.	
<b>Negative impact</b> Those who claim <b>Second Adult Rebate</b> would no longer get 25% off their Council Tax bill.	This will affect 38 Council Taxpayers based on current cases and may change. Anyone who is still entitled to help based on their own financial circumstances, instead of based on a second adult living in their home, would still be able to claim support.
<b>Negative impact</b> Those who only receive a <b>small weekly award of less than £1</b> would no longer receive any Council Tax Support.	This will affect 18 Council Taxpayers based on current cases and may change.
<b>Positive and negative impact</b> Anyone with a <b>non-dependent would have a standard £5 deducted from their support</b> – those who currently receive a deduction greater than £5 each would be better off, whereas those who receive a deduction less than £5 would be worse off.	<p>Anyone who currently receives the lowest Non-Dependent Deduction (£4.05 a week) would receive 95p less Council Tax Support each week. Anyone with two non-dependents on the lowest deduction, would receive up to £1.90 less Council Tax Support each week.</p> <p>Based on the data extract, approximately 73 cases would negatively affect, 64 of which would be by 95p per week.</p> <p>Those who currently have the highest Non-Dependent Deduction (£12.45 a week) would receive up to £7.45 more Council Tax Support each week. Eligible Council Taxpayers with two non-dependents on the highest deduction would receive up to £14.90 more Council Tax Support each week.</p> <p>Based on the data extract, 78 cases would be positively affected by between £0.40 and £14.90 a week, with the average being £4.86 per week.</p>

Who will the model affect?	
<p><b>Negative impact</b></p> <p>To enable the Council to simplify the processing of non-dependents, and prevent detailed assessment of each claim, <b>approximately 150 Council Taxpayers who have a non-dependent living with them but have not had a Non-Dependent Deduction from their Council Tax Support to date, will have a deduction moving forwards.</b></p>	<p>A Non-Dependent Deduction reduces the maximum amount of Council Tax Support a claimant can receive. Around 150 Council Taxpayers would have a Non-Dependent Deduction for the first time. This would include claimants who have a non-dependent who is under 25 and works under 16 hours a week, receives Universal Credit, or is a pensioner.</p> <p>A non-dependent who is under 25, who is in receipt of welfare benefits, receives a basic weekly income of £59.20 (compared to £74.70 if they are 25 or over). A pensioner has a basic weekly income of £117.10. These are the same basic rates as a Council Taxpayer receives if they were on the lowest income level, yet a Council Taxpayer would also be responsible for water rates, fuel bills etc. Whilst the Council has no power to make a non-dependent contribute to household expenses, it seems reasonable to create a system that encourages those with non-dependents aged 18 or over, to contribute towards the Council Tax where the Council Taxpayer is in receipt of Council Tax Support.</p> <p>Claimants who are exempt from non-dependent charges, including people who have someone living with them to support their registered needs, such as those who receive the Personal Independence Payment (PIP) daily living rate and those who are registered blind, would not be affected as they would continue to be exempt from the Non-Dependent Deduction.</p>
<p><b>Positive impact</b></p> <p>All residents with <b>no excess income</b> would receive maximum Council Tax Support (unless they have non-dependents).</p>	<p>All residents with <b>no excess income</b> (who historically would have had to pay either 8.5% or 10% towards their Council Tax) will fall into the lowest income band and have to pay £0 towards their Council Tax until they earn excess income.</p> <ul style="list-style-type: none"> <li>• Based on the data extract, there are currently 3,571 working age claimants of Council Tax Support.</li> <li>• 1,723 do not pay a minimum towards their Council Tax because they are classed as vulnerable*.</li> <li>• Not requiring those on the lowest incomes to pay a minimum of 8.5% or 10% towards their Council Tax will directly benefit approximately 281 claimants who would be placed into band 1 and pay £0 toward their Council Tax. Claimants placed in other lower bands would also benefit by varying amounts.</li> </ul> <p>Equally Council Taxpayers who have not been able to pay historically and have ended up with summons charges will no longer enter the debt recovery process due to the minimum payment.</p>

Who will the model affect?																													
<p><b>Positive and negative impact</b></p> <p>Those who are earning and <b>have excess income</b> will have their entitlement calculated based on a series of income bands.</p> <p><i>Appendix 2 demonstrates how people's claims would be calculated under each model.</i></p>	<p>The proposed bands (see Appendix 4) have been created so that their implementation will be relatively cost neutral to the scheme.</p> <p>As a result of the bands, based on the data extract, approximately 71% of residents would see an increase/no change in their Council Tax Support, whilst 29% would see a decrease. The Council Taxpayers who would benefit the most are those in the lower excess income brackets. The Council Taxpayers who would lose the most in Council Tax Support are the higher excess income brackets, in particular those in higher band properties with excess income of more than £140 per week. This would currently affect approximately 30 claimants, based on the data extract.</p> <div data-bbox="387 448 1182 954"> <p><b>Which claimants see in increase/no change from the banded scheme</b></p> <table border="1"> <caption>Data for: Which claimants see in increase/no change from the banded scheme</caption> <thead> <tr> <th>Income Band</th> <th>Number of Claimants (approx.)</th> </tr> </thead> <tbody> <tr><td>£0 - £5</td><td>100</td></tr> <tr><td>£5.01 - £15</td><td>85</td></tr> <tr><td>£20.01 - £35</td><td>90</td></tr> <tr><td>£35.01 - £50</td><td>80</td></tr> <tr><td>£50.01 - £65</td><td>75</td></tr> <tr><td>£65.01 - £80</td><td>75</td></tr> <tr><td>£80.01 - £95</td><td>75</td></tr> <tr><td>£95.01 - £110</td><td>55</td></tr> <tr><td>£110.01 - £140</td><td>45</td></tr> <tr><td>£140.01 or more</td><td>40</td></tr> </tbody> </table> </div> <div data-bbox="1211 448 1995 954"> <p><b>How claimants would be affected by a banded scheme</b></p> <table border="1"> <caption>Data for: How claimants would be affected by a banded scheme</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>Increase/no change in CTRS</td><td>71%</td></tr> <tr><td>Decrease in CTRS</td><td>29%</td></tr> </tbody> </table> </div> <p>In terms of customers, the bands have been designed with a £15 upper and lower limit (in most bands) to ensure that the impact of any cliff-edge is minimised. From the Council's statistics, it is clear that a substantial number of changes are within this £15pw/£65pcm bracket. Having 10 smaller bandwidths reduces the impact where a customer's income change results in a change of bands yet achieves the objective of providing greater stability for those whose income changes a little on a month-by-month basis.</p>	Income Band	Number of Claimants (approx.)	£0 - £5	100	£5.01 - £15	85	£20.01 - £35	90	£35.01 - £50	80	£50.01 - £65	75	£65.01 - £80	75	£80.01 - £95	75	£95.01 - £110	55	£110.01 - £140	45	£140.01 or more	40	Category	Percentage	Increase/no change in CTRS	71%	Decrease in CTRS	29%
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<p><b>Neutral impact</b></p> <p>A hardship fund would be created to support negatively impacted claims.</p>	<p>Many councils that have implemented bands have found they need amending ongoing to ensure they are not disadvantaging customer groups that the testing prior to launch did not highlight (i.e., those with unique circumstances).</p> <p>As such bands can have hidden disadvantages and the creation of a hardship fund to support the introduction of a banded scheme would be advised to help target support to anyone who faces disproportionate financial hardship whilst the scheme is embedded.</p>																												

<b>Will the model reduce administration costs – if so, why?</b>
Universal Credit changes notifications will be automated, so minimising manual handling of these cases.
Reduced re-issue of bills and letters where income changes are within the band.
Likely reduction in attachment of benefits, where the Council recovers Council Tax debts from benefits recipients at a very small amount each month.
Reduced time and cost on for non-dependents as verification of income will no longer be required. The administrative gain from a standard non-dependent rate is the saving on verification and checking unmatched UC records for potential non-dependent information. The Council cannot introduce a £5 flat rate for some and not others, otherwise there is no administrative gain.
Reduced activity on Council Tax accounts on collecting small debts in respect of the baseline reduction (Direct Debit/taking payments, arrangements, and enforcement).
<b>Does it affect any non-vulnerable groups? If so, who and how?</b>
All groups are affected the same in respect of each of the changes.
Those moving into Band 0 who previously did not receive 100% support will no longer be subject to a minimum payment of 8.5% or 10%.
<b>Does it affect any vulnerable groups? If so, who and how?</b>
All groups are affected the same in respect of each of the changes.
Vulnerable groups were not subjected to a baseline reduction, so already receive up to 100% of their Council Tax liability under the current scheme, so moving to band 0 will not affect them.

*\*A vulnerable resident is anyone who receives a war pension, Disability Living Allowance, Personal Independence Payments, mobility or care benefits, registered blind, or anybody with children where the child is in receipt of any of Disability Living Allowance, Personal Independence Payments, and anyone who receives a support component of Employment & Support Allowance (or the equivalent of UC - Limited Capability for Work LCWRA). It does not include those in receipt of Industrial Injuries benefits, unless they also claim Disability Living Allowance.*



## Model 2 Existing scheme with simplifications and no baseline reduction

Key changes	
<b>Minimum award £1 per week</b>	A resident will have to be entitled to at least £1 per week in Council Tax Support to qualify. If a resident is entitled to less than £1 a week, they will receive no Council Tax Support under this scheme.
<b>Treat a claim for Universal Credit as a claim for Council Tax Support</b>	Anyone who applies for Universal Credit will be automatically assessed for Council Tax Support. This will get money to people faster and result in less paperwork for residents and the council to process.
<b>Remove second adult rebate</b>	<p>The current Second Adult Rebate is awarded to sole Council Taxpayers regardless of their income and has been removed by many councils nationwide. By removing it, anyone who currently receives up to 25% off their Council Tax bill because they have a non-dependent adult living with them on a low income will no longer receive this reduction. This proposal is based on the suggestion that even if a second adult is on a low income, they should still contribute something towards the household's Council Tax bill.</p> <p>If the Council Taxpayer is on a low income, they will still be entitled to Council Tax Support based on their own financial circumstances.</p>
<b>Standardise Non-Dependent Deductions</b>	<p>Currently people who have non-dependents living with them have their Council Tax Support reduced by between £4.05 and £12.45 based on the income of the non-dependent.</p> <p>This scheme proposes to standardise the deduction to £5 which would reduce costly administration. Doing so would also see around 150 Council Taxpayers have a Non-Dependent Deduction for the first time.</p>
<b>Remove the current baseline reduction - Appendix 1 shows the impact of this on claims</b>	<p>Unlike the current scheme, Universal Credit claimants on the lowest incomes would not be required to pay a minimum of 8.5% or 10% towards their Council Tax before any discount is applied.</p> <p>For example, those in receipt of Income Support with no excess income, would benefit from 100% Council Tax Support.</p>
<b>Retain the existing income taper - Appendix 1 details how the models are calculated differently</b>	The existing income taper looks at what excess income a claimant has above the needs allowance (i.e., what the Government says someone needs to live on). It calculates 20% of this income (i.e., if they have £20 excess income, 20% is £4) which is then taken off the Council Tax Support they are entitled to. By retaining the current taper, fewer people will have an overall change to their Council Tax Support awards, but constantly reprofiling people's awards would continue to be an issue – both confusing/destabilising to customers and admin heavy (see overleaf).



Key changes	
<p><b>Introduce a tolerance so that the Council only alters a residents Council Tax Support payment only where the change is more than £65 a month</b></p>	<p>One way to address the constant reprofiling of claims within a tapered scheme would be to introduce a tolerance that would mean a claimant's award would only be reassessed if their excess income changes by more than £15 per week or £65 per calendar month. This would help prevent the constant reassessment of cases. <b>This could only be applied to UC cases as the software does not support application of a tolerance to legacy benefits.</b></p> <p>The £15 per week reflects the excess income bandwidths in the banded scheme proposed in Model 1, so the level of reprofiling customers would experience would be similar to that in the banded scheme.</p> <p>One drawback of this option is that due to system capabilities, any revised income less than £15 per week would not be reflected in the customer's online account and could lead to confusion when reporting changes. That said, no additional software would be required to deliver the scheme, unlike the banded scheme.</p>
Will the model cost more (based on current case load)?	
<p><b>Yes</b></p>	<p>Moving all cases with no excess income into the lowest band and awarding 100% discount and removing the 8.5%/10% minimum payment will increase the cost of the scheme. Removing the second adult rebate and standardising Non-Dependent Deductions reduces the overall cost of the scheme. Overall combined the model would cost approximately £100,000 - £120,000 extra overall. Any additional cost would be shared by all precepting authorities (County, Police, Fire) in line with their share of the precept.</p>
Who will the model affect?	
<p><b>important note:</b> The below impacts are based on a data extract from the live Council Tax database on 17 August 2021 and will always be subject to change as the number/nature and circumstances of claimants changes. It is important to note that as the furlough scheme has come to an end, more people may now claim a Council Tax reduction. The cost of this would need to be borne in any scheme and could alter the figures quoted below.</p>	
<p><b>Negative impact</b> Those who claim <b>Second Adult Rebate</b> would no longer get 25% off their Council Tax bill.</p>	<p>This will affect 38 Council Taxpayers based on current cases and may change. Anyone who is still entitled to help based on their own financial circumstances, instead of based on a second adult living in their home, would still be able to claim support.</p>
<p><b>Negative impact</b> Those who only receive a <b>small weekly award of less than £1</b> would no longer receive any Council Tax Support.</p>	<p>This will affect 18 Council Taxpayers based on current cases and may change.</p>

Who will the model affect?	
<p><b>Positive impact</b></p> <p>All residents with no excess income (who historically would have had to pay either 8.5% or 10% towards their Council Tax) will fall into the lowest income band and have to pay £0 towards their Council Tax until they earn excess income.</p>	<p>Based on the data extract, there are 3,571 working age claimants of Council Tax Support.</p> <ul style="list-style-type: none"> <li>• 1,723 do not currently have to pay a minimum towards their Council Tax because they are classed as vulnerable*.</li> <li>• The amount the remaining 1,848 claimants have to pay towards their Council Tax is between £0.01 and £5.31 a week.</li> <li>• The average people on the lowest income have to pay is £1.77 a week or £92.29 a year.</li> <li>• This would positively Council Tax Support claimants to varying degrees.</li> </ul> <p>Equally Council Taxpayers who have not been able to pay historically and have ended up with summons charges will no longer enter the debt recovery process due to the baseline.</p>
<p><b>Neutral impact</b></p> <p>The Council Tax Support provided to anyone who has <b>excess income is tapered away</b> at a rate of 20 per cent which is deducted from the maximum Council Tax Support award.</p> <p>Appendix 2 demonstrates how people's claims would be calculated under each model.</p>	<p>This will not affect any claimants however the introduction of the tolerance would mean fewer Universal Credit (only) claimants' support would be impacted by slight changes in excess income.</p>
<p><b>Positive and negative impact</b></p> <p>Anyone with a <b>non-dependent</b> would have a standard £5 deducted from their support – those who currently receive a deduction greater than £5 each would be better off, whereas those who receive a deduction less than £5 would be worse off.</p>	<p>Anyone who currently receives the lowest Non-Dependent Deduction (£4.05 a week) would receive 95p less Council Tax Support each week. Anyone with two non-dependents on the lowest deduction, would receive up to £1.90 less Council Tax Support each week.</p> <p>Based on the data extract, approximately 73 cases would be negatively affected, 64 of which would be by 95p per week.</p> <p>Those who currently have the highest Non-Dependent Deduction (£12.45 a week) would receive up to £7.45 more Council Tax Support each week. Eligible Council Taxpayers with two non-dependents on the highest deduction would receive up to £14.90 more Council Tax Support each week.</p> <p>Based on the data extract, 78 cases would be positively affected by between £0.40 and £14.90 a week, with the average being £4.86 per week.</p>

Who will the model affect?	
<p><b>Negative impact</b></p> <p>To enable the Council to simplify the processing of non-dependents, and prevent detailed assessment of each claim, <b>approximately 150 Council Taxpayers who have a non-dependent living with them but have not had a Non-Dependent Deduction from their Council Tax Support to date, will have a deduction moving forwards.</b></p>	<p>A Non-Dependent Deduction reduces the maximum amount of Council Tax Support a claimant can receive. Around 150 Council Taxpayers would have a Non-Dependent Deduction for the first time. This would include claimants who have a non-dependent who is under 25 who is working under 16 hours a week, receiving Universal Credit or is a pensioner.</p> <p>A non-dependent who is under 25, who is in receipt of welfare benefits, receives a basic weekly income of £59.20 (compared to £74.70 if they are 25 or over). A pensioner has a basic weekly income of £117.10. These are the same basic rates as a Council Taxpayer receives if they were on the lowest income level, yet a Council Taxpayer would also be responsible for water rates, fuel bills etc. Whilst the Council has no power to make a non-dependent contribute to household expenses, it seems reasonable to create a system that encourages those with non-dependents aged 18 or over, to contribute towards the Council Tax where the Council Taxpayer is in receipt of Council Tax Support.</p> <p>Claimants who are exempt from non-dependent charges, including people who have someone living with them to support their registered needs, such as those who receive the Personal Independence Payment (PIP) daily living rate and those who are registered blind, would not be affected as they would continue to be exempt from the Non-Dependent Deduction.</p>
Will the model reduce administration costs – if so, why?	
Universal Credit changes notifications will be automated, so minimising manual handling of these cases.	
Reduced re-issue of bills and letters for UC cases.	
Likely reduction in attachment of benefits, where the Council recovers Council Tax debts from benefits recipients at a very small amount each month.	
Reduced time and cost on for non-dependents as verification of income will no longer be required. The administrative gain from a standard non-dependent rate is the saving on verification and checking unmatched UC records for potential non-dependent information. The Council cannot introduce a £5 flat rate for some and not others, otherwise there is no administrative gain.	
Reduced activity on Council Tax accounts on collecting small debts in respect of the baseline reduction (Direct Debit/taking payments, arrangements, and enforcement).	
Does it affect any non-vulnerable groups? If so, who and how?	
All non-vulnerable groups are affected the same in respect of each of the changes except for the removal of the baseline reduction.	
Removing the baseline reduction allows both vulnerable and non-vulnerable groups to receive up to 100% off their Council Tax charge where no excess income is earned/received.	

<b>Does it affect any vulnerable groups? If so, who and how?</b>
All vulnerable groups are affected the same in respect of each of the changes, except for the removal of the baseline reduction.
Vulnerable groups* were not subjected to a baseline reduction, so could already receive up to 100% of their Council Tax liability under the reduction scheme.

*\*A vulnerable resident is anyone who receives a war pension, Disability Living Allowance, Personal Independence Payments, mobility or care benefits, registered blind, or anybody with children where the child is in receipt of any of Disability Living Allowance, Personal Independence Payments, and anyone who receives a support component of Employment & Support Allowance (or the equivalent of UC - Limited Capability for Work LCWRA). It does not include those in receipt of Industrial Injuries benefits, unless they also claim Disability Living Allowance.*

## Appendix 2

### How the calculation methods of the schemes differ

*\*These tables also show the impact of non-dependent charges and the simplification of them*

#### Current scheme

<b>Excess income of claimant</b>	<b>£0</b>	<b>£6</b>	<b>£21</b>	<b>£36</b>
<b>Equivalent to</b>	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>
<b>Number of non-dependents</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>My weekly Council Tax bill is</b>	<b>£25</b>	<b>£25</b>	<b>£25</b>	<b>£25</b>
My non-dependent deduction is	£4.05	£8.10	£12.45	£0
My maximum CTRS is	£20.95	£16.90	£12.55	£25
My excess income is	£0	£6	£21.00	£36
Taper amount my support is reduced by (20% of my excess income)	£0	£1.20	£4.20	£7.20
<b>Amount of Council Tax support I'm entitled to (discounted off Council Tax charge)</b>	<b>£20.95</b>	<b>£15.70</b>	<b>£8.35</b>	<b>£17.80</b>
Minimum payment 10% (or 8.5%) I have to make - known as baseline reduction	£2.10	£1.57	£0.84	£1.78
<b>Amount of Council Tax I have to pay a week</b>	<b>£6.15</b>	<b>£10.87</b>	<b>£17.49</b>	<b>£8.98</b>

#### Model 1 Simplified banded scheme

<b>Excess income of claimant</b>	<b>£0</b>	<b>£6</b>	<b>£21</b>	<b>£36</b>
<b>Equivalent to</b>	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>
<b>Number of non-dependents</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>bill is</b>	<b>£25</b>	<b>£25</b>	<b>£25</b>	<b>£25</b>
My non-dependent deduction (Standard £5, can be multiple if multiple non deps)	£5	£10	£5	£0
My maximum CTRS (before excess income taken into consideration)	£20	£15	£20	£25
My excess income is	£0	£6	£21	£36
% of Council Tax reduction I get based on my band	<b>100</b>	<b>90</b>	<b>78</b>	<b>66</b>
<b>Amount of Council Tax support I'm entitled to (discounted off Council Tax charge)</b>	<b>£20</b>	<b>£13.50</b>	<b>£15.60</b>	<b>£16.50</b>
<b>Amount of Council Tax I have to pay a week</b>	<b>£5</b>	<b>£11.50</b>	<b>£9.40</b>	<b>£8.50</b>

#### Model 2 Simplified scheme (retaining taper)

<b>Excess income of claimant</b>	<b>£0</b>	<b>£6</b>	<b>£21</b>	<b>£36</b>
<b>Equivalent to</b>	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>
<b>Number of non-dependents</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>My base weekly council charge</b>	<b>£25</b>	<b>£25</b>	<b>£25</b>	<b>£25</b>
My non-dependent deduction (Standard £5, can be multiple if multiple non deps)	£5	£10	£5	£0
My maximum CTRS (before excess income taken into consideration)	£20	£15	£20	£25
My excess income	£0	£6	£21	£36
Taper amount my support is reduced by (20% of my excess income)	£0	£1.20	£4.20	£7.20
<b>Amount of Council Tax support I'm entitled to (discounted off Council Tax charge)</b>	<b>£20</b>	<b>£13.80</b>	<b>£15.80</b>	<b>£17.80</b>
<b>Amount of Council Tax I need to pay</b>	<b>£5</b>	<b>£11.20</b>	<b>£9.20</b>	<b>£7.20</b>

## Appendix 3

### How the three schemes compare

*\*For simplicity, non-dependent deductions are not shown in these models*

#### Current scheme

Equivalent band	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10
Excess income	£0 - £5	£5.01 - £20	£20.01 - £35	£35.01 - £50	£50.01 - £65	£65.01 - £80	£80.01 - £95	£95.01 - £110	£110.01 - £140	£140 +
My base weekly council charge	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00
My maximum CTRS is	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00
My excess income is	£0.00	£5.01	£20.01	£35.01	£50.01	£65.01	£80.01	£95.01	£110.01	£140.00
Taper amount my support is reduced by (20% of my excess income)	£0.00	£1.00	£4.00	£7.00	£10.00	£13.00	£16.00	£19.00	£22.00	£28.00
Amount of Council Tax support I'm entitled to (discounted off Council Tax charge)	£25.00	£24.00	£21.00	£18.00	£15.00	£12.00	£9.00	£6.00	£3.00	£0.00
Minimum payment 10% (or 8.5%) I have to make - known as baseline reduction	£2.50	£2.40	£2.10	£1.80	£1.50	£1.20	£0.90	£0.60	£0.30	£0.00
Amount of Council Tax I have to pay a week	£2.50	£3.40	£6.10	£8.80	£11.50	£14.20	£16.90	£19.60	£22.30	£25.00

#### Model 1 Simplified banded scheme

Band	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10
Excess income	£0 - £5	£5.01 - £20	£20.01 - £35	£35.01 - £50	£50.01 - £65	£65.01 - £80	£80.01 - £95	£95.01 - £110	£110.01 - £140	£140 +
My base weekly council charge	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00
My maximum CTRS (before excess income taken into consideration)	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00
My excess income is	£0.00	£5.01	£20.01	£35.01	£50.01	£65.01	£80.01	£95.01	£110.01	£140.00
% of Council Tax reduction I get based on my band	100	90	78	66	54	42	30	18	10	0
Amount of Council Tax support I'm entitled to (discounted off Council Tax charge)	£25.00	£22.50	£19.50	£16.50	£13.50	£10.50	£7.50	£4.50	£2.50	£0.00
Amount of Council Tax I have to pay a week	£0.00	£2.50	£5.50	£8.50	£11.50	£14.50	£17.50	£20.50	£22.50	£25.00

#### Model 2 Simplified scheme (retaining taper)

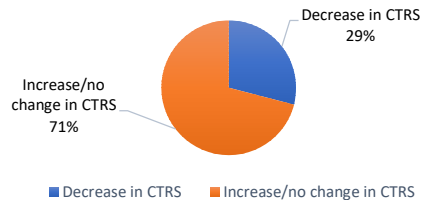
Equivalent band	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10
Excess income	£0 - £5	£5.01 - £20	£20.01 - £35	£35.01 - £50	£50.01 - £65	£65.01 - £80	£80.01 - £95	£95.01 - £110	£110.01 - £140	£140 +
My base weekly council charge	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00
My maximum CTRS (before excess income taken into consideration)	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00	£25.00
My excess income	£0.00	£5.01	£20.01	£35.01	£50.01	£65.01	£80.01	£95.01	£110.01	£140.00
Taper amount my support is reduced by (20% of my excess income)	£0.00	£1.00	£4.00	£7.00	£10.00	£13.00	£16.00	£19.00	£22.00	£28.00
Amount of Council Tax support I'm entitled to (discounted off Council Tax charge)	£25.00	£24.00	£21.00	£18.00	£15.00	£12.00	£9.00	£6.00	£3.00	£0.00
Amount of Council Tax I need to pay	£0.00	£1.00	£4.00	£7.00	£10.00	£13.00	£16.00	£19.00	£22.00	£25.00

## Appendix 4

### About the banded scheme proposal

Band	Maximum Council Tax award (%)	Excess income lower limit	Excess income upper limit	Number of cases affected	Number increases in CTRS/no change	% increase in CTRS/no change	No decrease in CTRS/no change	% would see decrease in CTRS
1	100	£0	£5	10	10	100%	0	0%
2	90	£5.01	£20	61	52	85%	9	15%
3	78	£20.01	£35	71	63	89%	8	11%
4	66	£35.01	£50	74	60	81%	14	19%
5	54	£50.01	£65	82	64	78%	18	22%
6	42	£65.01	£80	107	82	77%	25	23%
7	30	£80.01	£95	95	74	78%	21	22%
8	18	£95.01	£110	68	39	57%	29	43%
9	10	£110.01	£140	80	35	44%	45	56%
10	0	£140.01	or higher	30	0	0%	30	100%
				678	479	71%	199	29%

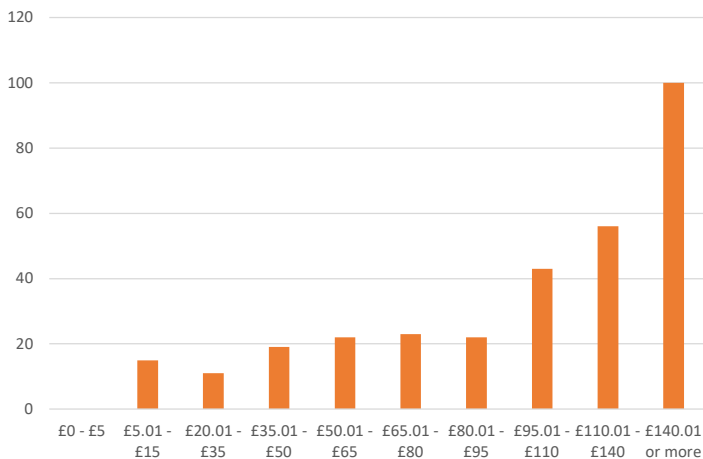
How claimants would be affected by a banded scheme



Which claimants see an increase/no change from the banded scheme



Which claimants see a drop in Council Tax support within the banded scheme



# DRAFT Communications and engagement plan

## Changes to the Council's local council tax reduction scheme



**Presented to:** Finance and Management Committee

**Date:** 21 October 2021

**Presented by:** Elizabeth Barton, Head of Customer Services and James Taylor, Communications Manager at South Derbyshire District Council

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## 1. Context

### 1. About the Council

South Derbyshire District Council is a second-tier local authority in Derbyshire. The Council is responsible for services including bin collections, street cleaning, maintaining award-winning parks and open spaces, environmental protection, housing, services for vulnerable tenants, customer services including revenues and benefits, economic development, markets, town centre events and tourism.

As the billing authority, the Council is responsible for the quick and efficient collection of Council Tax from its residents. The Council is also responsible for administering the Local Council Tax Reduction Scheme for residents of working age on low incomes who are eligible for reduction in their Council Tax payments.

### 2. About the local council tax reduction scheme

Since Council Tax was introduced in 1993, people on low incomes have been able to claim support to pay their Council Tax bills. Until 2013, this was through the nationally designed Council Tax Benefit Scheme.

On 1 April 2013, the Government transferred responsibility for Council Tax support to local councils. Since then, local councils have had a duty to design and deliver Local Council Tax Reduction Schemes (LCTRS) for working-age claimants.

Local Council Tax Reduction Schemes apply to working-age claimants only. Pension-age claimants receive support under the nationally prescribed scheme in line with The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations.

The Council's current LCTRS was launched in April 2013. It fundamentally mirrored the outgoing national Council Tax Benefit Scheme.

There are many variations of LCTRS across the country, ranging from more generous schemes that mirror the national scheme, through to those that aim to limit who is eligible and severely restrict the level of help given. Whilst the Council's current scheme is one of the more generous schemes, it is also one of the most complex to deliver for both customers and the Council.

Many councils have simplified their schemes to address changes brought about by welfare reform and Universal Credit, including introducing income-banded schemes for working age claimants. Such schemes are recognised to deliver more financial security/stability to customers, and to reduce the administrative burden on councils administering the schemes.



### 3. Why change the scheme?

The Council is keen to consider altering the current scheme for a number of reasons:

- The administration grant the Council receives from national government to deliver the scheme is reducing year-on-year.
- Despite this drop in funding, the cost of administering the scheme is not reducing. This is primarily due to inbuilt complexities in the current scheme – for example every time an applicant's income changes, their case must be reassessed, and their award must be reprofiled.
- Universal Credit (UC) is undoubtedly a contributing factor to this, especially for claimants who are in employment. Claimants' UC is recalculated every month which generates new files for the Council to process. For claimants receiving fluctuating wages, this means they receive a revised award every month and, as a consequence, a revised Council Tax bill, which is costly to administer and deliver.
- This reprofiling of payments creates a high level of uncertainty for both customers and the Council. Payments made by customers can be delayed because of the requirement to give 14 days' notice, meaning customers do not have the opportunity to apportion their remaining Council Tax payments over as many instalments.
- In some circumstances the current scheme does not distribute support to the neediest residents, in that those with significant savings and with a working adult living in their home, could be awarded more support than people with no savings and on very low incomes.
- A removal of the baseline reduction could prevent people on very low incomes being chased for small amounts of debt, as well as reduce related debt recovery costs. Studies have shown that the collection of the baseline reduction of 8.5% and 10% is expensive, with recovery fees often exceeding the debt the customer originally owed (Institute of Fiscal Studies<sup>1</sup>).
- Due to the complex nature of assessments, benefit assessor skills are required to process Local Council Tax Reduction Scheme (LCTRS) cases/changes.
- A simplified scheme will allow the possibilities of awards being automated, resulting in a prompt award of support, so meeting customers' need for real-time changes to their bill according to changes in their circumstances.
- Above all, the cost of administering the scheme remains high, whilst customer satisfaction is reducing as customers are often confused by the nature and regularity of correspondence they receive and are less able to budget/manage their money based on fluctuating awards.
- Finally, it has been identified that the Council's scheme is out of sync with changes to various national benefits made since the introduction of the scheme in 2013, such as the two-child limit introduced in 2017, and the mixed-age couple regulations introduced in 2019.

There are approximately 2,968 working-age claimants of LCTRS which costs approximately £3 million per annum to deliver, not including administration costs. This cost is accounted for in the Collection Fund, whilst the administration costs (net of Government Grant) are accounted for in the General Fund.

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<sup>1</sup> <https://www.ifs.org.uk/publications/13827>

## 4. About the proposed changes

At its meeting on 26 August 2021, the Council's Finance and Management Committee agreed to consider potential models to amend the local council tax reduction scheme that aim to deliver the following:

- **Benefits for residents** include fairer distribution of support to the most financially vulnerable residents, less paperwork and confusion, more financial stability, and greater customer satisfaction.
- **Benefits for the Council** include more streamlined administration, less debt recovery carried out with vulnerable residents, update of the scheme in line with changes introduced by welfare reform and Universal Credit (UC).

Since then, two potential models have been created:

The first is a banded scheme (Model 1) and the second is simplified scheme based on the current taper (Model 2). Each scheme includes:

- The removal or replacement of the baseline reduction, so those on the lowest incomes would no longer need to pay 8.5% or 10% towards their Council Tax.
- The removal of Second Adult Rebate.
- The simplification of Non-Dependent Deduction.
- The treating of Universal Credit Claims as a claim for Council Tax Support.
- The introduction of a minimum award.

The key difference between the two models is that Model 1 is a banded scheme and Model 2 features the existing taper. Both are based on excess income, so retain the same calculation of income and applicable amounts, with no change to earnings disregards, disregarded income or capital amounts. This means that no claimants are advantaged or disadvantaged by the change in the method of calculation, until the final element where the taper or band is applied.

These models and proposed changes are explained in a consultation booklet – see Appendix 6.

## 5. Consultation aims and overview

The aims of the communications and engagement plan are:

- To outline the proposed changes to the Council Tax Reduction Scheme – explaining this in plain English.
- To allow current claimants to test how the potential changes would directly impact their award through the use of an online modelling tool.
- To allow residents who do not currently claim to understand the scheme, the financial impact of the proposed changes and give their views.
- To seek community partner input into the proposed changes and their support in engaging their membership in giving views.
- To seek Elected Member input into the proposed changes and their support in engaging their constituents in giving views.
- To seek the views of staff to ensure they understand the proposed changes and have chance to give their views, particularly in key teams such as housing, revenues, customer services and benefits.

The consultation activity will focus on four key areas:

- Current claimants
- Local residents/potential claimants
- Elected members
- Community partners
- Precepting authorities.
- Staff

## 6. Proposed customer consultation

Audience	Notes
<b>Current claimants</b>	The consultation will particularly target the 2,968 working-age claimants who currently receive Council Tax Support.
<b>Local residents/potential claimants</b>	The consultation will also be promoted more widely to enable people who may at one point become a claimant to comment, as well as residents who have a view on how local public funds should be best invested.
<b>Elected Members</b>	Elected members will be consulted – both to ensure they feel confident explaining the proposed changes to their constituents, as well as to seek their views on which elements of the proposed changes they support/are concerned about, if any.
<b>Community partners</b>	Community partners will be consulted – both to ensure they feel confident explaining the proposed changes to their memberships, as well as to seek their views on which elements of the proposed changes they support/are concerned about, if any.
<b>Precepting authorities</b>	Precepting authorities will share the additional cost of any amendment to the scheme. As such all precepting authorities will be contacted to seek their views on the amendments.
<b>Staff</b>	Staff will be consulted – to ensure they understand the changes, but can also raise any concerns.

### 6.1. Current claimants

All current claimants will receive a letter to inform them of the consultation and how to give their views. This will be written in plain English and will encourage them to get involved trialling the online modelling tool, as well as submitting their responses via an online survey.

Current claimants will be able to:

- Request a call back from a benefits team member to run through the proposed changes and support them giving their views.
- Book an appointment on one of three dates (depending on take up, more dates will be added) - Wednesday 27 October, Friday 3 December, and Friday 7 January during which they will be met by a benefits team member who will run through the proposed changes and support them giving their views.
- Use the online modelling tool or receive a personalised calculation via a call back if they can't go online.
- Request a paper copy of the consultation booklet/survey (Appendix 6) is sent to them if they can't go online.
- Give their views online, or by email/post if they can't go online.

### 6.2. Local residents/potential claimants

Local residents will not be directly contacted. They will be alerted to the proposed changes via:

- Social media (facebook and twitter) campaigns.
- Press release on the council's website and in local press.
- Via community partners.
- Via Elected Members.
- Housing tenants will also receive a text message to alert them to the consultation.

Local residents will be able to:

- Request a call back from a benefits team member to run through the proposed changes and support them giving their views.
- Book an appointment on one of three dates (depending on take up, more dates will be added) - Thursday 4 November, Friday 3 December, and Friday 7 January during which they will be met by a benefits team member who will run through the proposed changes and support them giving their views.
- Request a paper copy of the consultation booklet/survey (Appendix 6) is sent to them if they can't go online.
- Give their views online, or by email/post if they can't go online.

### 6.3. Proposed community group consultation

Working through the Equality, Diversity and Inclusion (EDI) Steering Group and membership, the Council will seek the views of community groups to ensure that their views are considered in relation to the proposed changes.

A presentation will be made to the EDI Steering Group, and further to this the Council will work with community groups to seek their views on the proposed changes, as well as their support to share the consultation with their membership.

### 6.4. Elected Member consultation

Elected members will be invited to one of two MS Teams presentations about the proposed scheme. The dates for these will be confirmed after the Finance & Management Committee on 21 October.

Elected members will also be emailed to inform them of the consultation and how to give their views. This will be written in plain English and will encourage them to submit their responses via an online survey, as well as to share the consultation with their constituents (as appropriate).

Elected members will be able to:

- Request a call back from a benefits team member to run through the proposed changes and support them giving their views.
- Request a paper copy of the consultation booklet/survey (Appendix 6) is sent to them if they can't go online.
- Give their views online, or by email/post if they can't go online.

### 6.5. Proposed precepting authority consultation, including parish councils

Precepting authorities will be written to formally to seek their views on the consultation as part of the legislative process.

Parish Councils will be invited to send one representative to one of two MS Teams presentations about the proposed scheme. The dates for these will be confirmed after the Finance & Management Committee on 21 October.

Parish Councils will also be emailed to inform them of the consultation and how to give their views. This will be written in plain English and will encourage them to submit their responses via an online survey, as well as to share the consultation with their constituents (as appropriate).

Parish Councils will be able to:

- Request a call back from a benefits team member to run through the proposed changes and support them giving their views.
- Request a paper copy of the consultation booklet/survey (Appendix 6) is sent to them if they can't go online.
- Give their views online, or by email/post if they can't go online.

## 7. Timeline

In line with legislative requirements, the consultation period will last for 12 weeks:

- The online consultation will run from 22 October 2021 – 14 January 2022, with social media, press releases, letters to claimants and invites to various audiences being issued no later than mid-November 2021.
- An interim report will be presented to Finance & Management Committee on 13 January.
- The final proposed scheme will be presented to Finance & Management Committee on 10 February, and if approved, to Full Council on 23 February for adoption.
- The new scheme, if approved, will apply to Council Tax bills from April 2022.

## 8. Objectives

By the end of the 12-week consultation period, data will be produced to show:

- Whether current claimants support the changes and which model they prefer.
- Whether wider residents, Elected Members, community partners, staff and precepting authorities support the changes and which model they prefer.
- Any areas of concern raised by any audience.
- Whether any key community groups will be negatively impacted by the proposed changes and what could be done to address this.
- Whether any wards/parishes will be negatively impacted by the proposed changes and what could be done to address this.

## 8. Budgets

The costs of the consultation will be met from within existing budgets, including design of the consultation booklet, the costs of postage and print.

It is possible there may be a cost involved in seeking the support to run the community partner consultation and this will also be met from within existing budgets.

## 9. Conclusion

The twelve-week consultation period, coupled with direct communications with community partners, Parish Councils and Elected Members will provide adequate time and opportunity to engage and seek the views of both those residents who are directly affected and those who have a view on how public funds should be invested.

Historically councils tend to get very little response to such consultations, so this plan outlines how the Council aims to make the changes as easy to understand as possible, as well as seek the views of as many audiences as possible to ensure the final proposed scheme is cognisant of any issues and aims to benefit as many people as possible.

**ENDS**

Please give us your views

# Proposed changes to our local council tax reduction scheme



This consultation ends on 14 January 2022 at 5pm.

**Thank you for taking part.**



Please give us your views

## Proposed changes to our local council tax reduction scheme

**South Derbyshire District Council is considering making changes to its local council tax reduction scheme. This scheme relates to those of working age. The council tax support scheme for those of pension age is a national scheme and is not affected by these proposals.**

The scheme supports working age residents who are on a low income by reducing the amount of council tax they have to pay in line with their income.

The Council's current scheme was introduced in 2013. As such, the Council is keen to explore changes to the scheme to modernise it, ensure it distributes support to those in need more effectively, and to reduce the amount it costs to deliver.

Before the Council can make any changes to its current scheme, it is important that it consults widely with residents and partners.

This document is part of that consultation. It sets out the proposed changes and alternatives, and links to a modelling tool where residents who currently claim a council tax reduction can find out what the changes would mean for them.

If you currently claim a council tax reduction, find out what the changes would mean to you by using our modelling tool at [www.southderbyshire.gov.uk/ctrsmodels](http://www.southderbyshire.gov.uk/ctrsmodels)

To give your views on the proposed changes, please visit the Council's online survey at [www.southderbyshire.gov.uk/ctrschanges](http://www.southderbyshire.gov.uk/ctrschanges)

**You don't need to be claiming a council tax reduction to take part. We would like to hear everyone's views. The deadline to give your views is 14 January at 5pm.**

Thank you

**South Derbyshire District Council**





# The proposed changes

The Council has developed two models it would like people to give their views on. Changes 1 – 5 are included in both models.

## 1. The baseline reduction

Currently residents on the lowest incomes have to pay 8.5% or 10% towards their council tax. This means those who are financially vulnerable may have to choose between paying their council tax and other vital bills. The Council also invests significant time and energy in working with these customers when they can't pay, including carrying out debt recovery activity.

Both models propose revising the scheme, so that those on the very lowest incomes will no longer have to pay this minimum toward their council tax. In both proposed models, where residents have no excess income, they could receive up to 100% discount on their council tax bill.

### Who would this affect?

Any claimant with no excess income would benefit from this proposed change and would receive up to 100% council tax discount, depending on other circumstances (for example whether they have a non-dependent living with them). No council tax support claimants would be negatively impacted.

### Your views

Do you agree with this proposal?

- ☐ Yes
- ☐ No
- ☐ Not sure

### Your comments

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## 2. Introduce a standard £5 non-dependent deduction

A non-dependent is an adult who lives with a council taxpayer on a low income but who is not their partner. Under the current scheme, a deduction is taken from the support the council taxpayer receives which differs depending on the income of the non-dependent adult – between £4.05 and £12.45 per week (based on 2021/2022 rates).

Introducing a standard deduction (regardless of the income of the non-dependent) would significantly simplify administration, reduce administrative costs, and speed up other areas of processing which would ultimately benefit all claimants.

### Who would this affect?

Anyone who currently receives the lowest non-dependent deduction (£4.05 a week) would receive 95p less council tax support each week per non-dependent living with them. Based on current caseload, approximately 73 cases would be negatively affected, 64 of which would be by 95p per week.

Anyone who currently receives the highest non-dependent deduction (£12.45 a week) would receive up to £7.45 more council tax support each week. Based on the data extract, 78 cases would be positively affected by between £0.40 and £14.90 a week, with the average being £4.86 per week.

Approximately 150 claimants who have a non-dependent living with them would have a deduction for the first time. This includes any with a non-dependent who is under 25 who is working under 16 hours a week, receiving Universal Credit or is a pensioner.

**Claimants who are exempt from non-dependent charges, including people who have someone living with them to support their registered needs, such as those who receive the care element of the Personal Independence Payment (or PIP) and those who are registered blind, would not be affected as they would continue to be exempt from the non-dependent deduction.**

### Your views

#### Do you agree with this proposal?

- ☐ Yes
- ☐ No
- ☐ Not sure

#### Your comments

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### 3. Treat a claim for Universal Credit as a claim for a council tax reduction

Currently anyone who applies for Universal Credit has to know to apply separately for a council tax reduction. This means that people have to fill in two sets of forms with the same information, at a time when they may be feeling very vulnerable. It also means that there can be a delay in vital financial support reaching claimants. Some council taxpayers may also never realise they could be eligible and so may never apply.

#### Who would this affect?

This would positively affect any resident who claims Universal Credit for the first time. It would not negatively affect any resident.

It could increase the number of people who claim overall, but it is felt this increase is likely to be negligible as the Council works to ensure all those who are eligible are awarded the help they are entitled to.

#### Your views

Do you agree with this proposal?

- ☐ Yes
- ☐ No
- ☐ Not sure

#### Your comments

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## 4. Remove second adult rebate

The current second adult rebate is awarded to sole council taxpayers, regardless of their income, and has been removed by many councils nationwide because it can award support to people on higher incomes.

By removing it, anyone who is currently eligible for up to 25% off their council tax bill through council tax support, because they have a non-dependent adult on a low income living with them, will no longer receive this reduction.

This proposal is based on the suggestion that even if a second adult is on a low income, they should still contribute something towards the household's council tax bill.

If the council taxpayer is on a low income, they will still be entitled to council tax reduction based on their own financial circumstances.

Most councils across the country have removed second adult rebate.

### Who would this affect?

Based on current caseload, this would negatively affect 38 residents who would no longer receive up to 25% discount off their council tax bill.

Any affected residents who are entitled to a council tax reduction based on their own financial circumstances would continue to get support at the appropriate rate.

The money saved from this proposal could be used to support other changes, such as the removal of the baseline reduction.

### Your views

#### Do you agree with this proposal?

- ☐ Yes
- ☐ No
- ☐ Not sure

#### Your comments

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## 5. Introduce a £1 minimum award

Currently the council processes payments and changes for customers who claim as little as a few pence a week.

This is costly to administer in terms of staff time. Setting a minimum payment (for example £1 a week) could help to streamline the system.

Setting a £1 minimum award would affect a set of customers who only claim very little support because they have more excess income.

If a resident is entitled to less than £1 a week, they will not receive a council tax reduction under this proposal.

### Who would this affect?

Based on current caseload, this would negatively affect 18 residents.

### Your views

**Do you agree with this proposal?**

- ☐ Yes
- ☐ No
- ☐ Not sure

### Your comments

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# Introduce a banded scheme or retain the existing taper?

Please let us know which one you prefer.

The Council also wants to consider introducing a banded scheme based on excess income.

The benefits of a banded scheme are that they give claimants more certainty about what happens to their council tax support award if they earn a little more or less income.

Banded schemes also help to reduce administration costs.

The alternative is to retain the current taper scheme.

**These two models are detailed overleaf – please let us know which one you prefer.**

**What is excess income?**

It's the amount of money people earn/receive above the minimum amount (the applicable amount) the government says we all need to live on. When calculating excess income, we don't consider money people get for things like disabilities or vulnerabilities.

## Retain the existing taper (option a)

The Council's current scheme reduces the amount of council tax support someone can claim based on their excess income (i.e., the amount above what the government says someone needs to live on).

When looking at excess income, the Council does not take into consideration income such as Personal Independence Payments (PIP) or Disability Living Allowance (DLA), so vulnerable groups are protected.

The way the taper works is:

**Maximum potential council tax support award: £30 per week**

**Amount of excess income: £18**

**20% of £18: £3.60**

**Amount of council tax a resident pays: £3.60 (£30 - £3.60 = £24.60 reduction)**

The issue with the current taper is that when a residents income changes (even by pennies) their council tax reduction has to be recalculated. This means residents are never sure how much support they are going to get, are regularly sent letters about their revised award, and understandably get confused by so many changes. The scheme is also costly for the council to deliver as cases have to be reassessed so regularly, even if people's income changes very minimally.

### Who would this affect?

Retaining the taper would not negatively impact any resident more than the current scheme does. That said, it would not deliver the benefits of the banded scheme in relation to any increases or decreases in income.

If this is the chosen option, the Council can introduce a £15 tolerance on Universal Credit (UC) claims only. This would mean if someone who claims UC has a change in their income by less than £15 their award would not change – a bit like the banded scheme. This could not be extended to non-UC claimants due to software issues.

**The alternative is to introduce a banded scheme – see page 10.**

## Your views on option a (the taper)

**Do you prefer this option?**

- ☐ **Yes**
- ☐ **No**
- ☐ **Not sure**

**Your comments**

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## Introduce a banded scheme (option b)

Many councils have introduced a banded scheme. We have selected a banded schemes that works out how much council tax discount claimants will get (as a percentage of the total charge) by putting a claimant's excess income into one of ten bands.

Band	Amount of excess income you have per week		How much discount you get on your council tax bill
	Lower limit	Upper limit	
1	£0	£5	100%
2	£5.01	£20	90%
3	£20.01	£35	78%
4	£35.01	£50	66%
5	£50.01	£65	54%
6	£65.01	£80	42%
7	£80.01	£95	30%
8	£95.01	£110	18%
9	£110.01	£140	10%
10	£140.01	or higher	No discount

If a claimant's excess income goes up or down beyond the band limits – for example they normally have £53 excess income a week but running up to Christmas for example they work a few more hours and earn £105 excess income a week, the amount of council tax discount they will get will reduce from 54% to 18%. We would reassess their claim at this point and write to them to explain the changes.

However, if one week they just did a few extra hours and their excess income only went up slightly – for example from £53 to £62 the amount of council tax discount they will get won't change, as their income will have stayed within the same band. We know that most changes in income are within the £15 band limits, so most claimants whose income fluctuates a little will know week-to-week how much discount they are going to get.

### Who would this affect?

Everyone who claims council tax support would be impacted by this change, and all future claimants.

Based on current caseload, around 71% of claimants would see an increase or no change in their council tax support, whereas 29% of claimants would see a decrease.

The claimants who would benefit the most are those in the lower excess income brackets. Those that would lose the most are in the higher excess income brackets, in particular those in higher band properties with excess income of more than £140 per week (around 30 residents).

A hardship fund would be created to support any claimants who are disproportionately affected.

**The alternative is to retain the existing tapered scheme – see page 9.**

## Your views on option b (the banded scheme)

Do you prefer this option?

- ☐ Yes
- ☐ No
- ☐ Not sure

Your comments

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## Other changes

In addition to the proposed key changes to the schemes outlined elsewhere in the booklet, the Council also aims to simplify its council tax reduction scheme regulations so they are easier to understand and remove outdated legislation, so that the scheme aligns with other welfare benefits. Key changes include:

- **Mixed aged couples.** This would bring the regulations into line with legislation for other welfare benefits, where a couple would be considered of pension age when the youngest of the couple reaches pension age, not the oldest.
- **Two child limit.** This would bring the regulations into line with legislation for other welfare benefits, where support would be allowed for up to 2 children.
- **Notional income is income that could be available to someone if they apply for it.** It is proposed this is not included in the scheme from April 2022.
- **Notional capital and deprivation of capital concerns capital that could be available to someone if they apply for it, or had not given it away, or spent it to increase entitlement to benefit.** It is proposed this is not included in the scheme from April 2022.
- **Diminishing capital and diminishing notional capital.** These are complex calculations that would not be required if notional and deprivation capital rules are not included in our scheme from April 2022.

Do you support these changes?

- ☐ Yes
- ☐ No
- ☐ Not sure





## Your comments

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## Cost of the changes

Both of the models proposed are likely to increase the cost of the scheme by approximately £100,000 - £120,000 per annum. The additional cost would be shared across all precepting authorities in accordance with their share of the Council Tax collected - South Derbyshire District Council (9%), Derbyshire County Council (74%), police (13%) and fire (4%) and parish councils.

**Do you support the extra costs of the proposed schemes?**

- ☐ Yes
- ☐ No
- ☐ Not sure

## Your comments

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## Any other comments?

Please use this space to give us any other comments you may have.

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# About you

We would be pleased if you can complete these questions. This is so we can understand your responses better and ensure that we do not discriminate against any group of individuals or communities unfairly. This data will be held anonymously and securely, not shared with external organisations, and will only be used for this stated purpose.

## Are you?

- ☐ A council tax support claimant.
- ☐ A local council taxpayer who doesn't claim council tax support.
- ☐ A community group representative.
- ☐ A local Elected Member.
- ☐ A member of council staff.
- ☐ Other, **please describe:** \_\_\_\_\_

What is your postcode?: \_\_\_\_\_

## What age bracket do you fall into?

- |                                   |                                            |
|-----------------------------------|--------------------------------------------|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 35 - 44           |
| <input type="checkbox"/> 16 - 17  | <input type="checkbox"/> 45 - 54           |
| <input type="checkbox"/> 18 - 24  | <input type="checkbox"/> 55 - 64           |
| <input type="checkbox"/> 25 - 34  | <input type="checkbox"/> 65 - 74           |
|                                   | <input type="checkbox"/> 75 +              |
|                                   | <input type="checkbox"/> Prefer not to say |

## What is your gender?

- ☐ Female
- ☐ Male
- ☐ Non-binary / third gender
- ☐ Prefer to self-describe
- ☐ Prefer not to say

## Do you consider yourself to have a disability or health problem which has lasted or is expected to last at least 12-months, and which limits your day-to-day activities?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

## Are you?

- ☐ No religion
- ☐ Christian (including CofE, Catholic, Protestant and all other Christian denominations)
- ☐ Buddhist
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Prefer not to say
- ☐ Any other religion or belief, **please describe:** \_\_\_\_\_

## Are you?

### White

- ☐ English/Welsh/Scottish/Northern Irish/British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other white background, **please describe:** \_\_\_\_\_

### African/Caribbean/Black British

- ☐ African
- ☐ Caribbean
- ☐ Black British
- ☐ Any other Black/African/Caribbean background, **please describe:** \_\_\_\_\_

### Asian/Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background, **please describe:** \_\_\_\_\_

### Mixed or multiple ethnic groups

- ☐ Black Caribbean and White
- ☐ Black African and White
- ☐ Asian and White
- ☐ Any other mixed or multiple ethnic background, **please describe:** \_\_\_\_\_

### Other ethnic groups

- ☐ Arab
- ☐ Any other ethnic group, **please describe:** \_\_\_\_\_

## Are you?

- ☐ Never married nor in a civil partnership
- ☐ Married or in a civil partnership
- ☐ Separated
- ☐ Divorced / civil partnership legally dissolved
- ☐ Widowed / surviving partner (civil partnership)
- ☐ Prefer not to say

# How to give your views

You can give your views a number of ways.

## Fill in this questionnaire

Please fill in this questionnaire and send it to: Council tax reduction scheme views, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, DE11 0AH.

## Fill this questionnaire in online

To fill this questionnaire in online, please visit [www.southderbyshire.gov.uk/ctrschanges](http://www.southderbyshire.gov.uk/ctrschanges)

## Come to a drop in session

We are holding drop-in sessions at Civic Offices, Civic Way, Swadlincote, DE11 0AH on Wednesday 27 October, Friday 3 December, and Friday 7 January. If you would like to book a slot at a drop-in session, please email [ctrsconsultation@southderbyshire.gov.uk](mailto:ctrsconsultation@southderbyshire.gov.uk)

## Email your views

To email us your views, please email [ctrsconsultation@southderbyshire.gov.uk](mailto:ctrsconsultation@southderbyshire.gov.uk)

## Deadline for giving your views

This consultation ends on 14 January 2022 at 5pm. Thank you for taking part.

## Need help?

If you need us to call you to explain the changes in more detail, need this information in a different format, or need support giving your views, please call our customer services team on 01283 595795, Monday – Friday 9am – 4pm or email [ctrsconsultation@southderbyshire.gov.uk](mailto:ctrsconsultation@southderbyshire.gov.uk) and request a call back from the consultation team.

## Find out how the model would affect you

If you currently claim council tax support, find out what the changes would mean to you by using our modelling tool at [www.southderbyshire.gov.uk/ctrsmodels](http://www.southderbyshire.gov.uk/ctrsmodels)

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<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE (SPECIAL)</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>21<sup>st</sup> OCTOBER 2021</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>KEVIN STACKHOUSE (EXT 5811)</b> <a href="mailto:kevin.stackhouse@southderbyshire.gov.uk">kevin.stackhouse@southderbyshire.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

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## **1.0 Recommendations**

1.1 That the Committee considers and approves the updated work programme.

## **2.0 Purpose of Report**

2.1 The Committee is asked to consider the updated work programme.

## **3.0 Detail**

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

## **4.0 Financial Implications**

4.1 None arising directly from this report.

## **5.0 Background Papers**

5.1 Work Programme.

**Finance and Management Committee – Next F&M Committee 21<sup>st</sup> October 2021**  
**Work Programme for the Municipal Year 2021/22**

<b>Work Programme Area</b>	<b>Date of Committee Meeting</b>	<b>Contact Officer (Contact details)</b>
Corporate Resources & Chief Executive Service Plans	10 <sup>th</sup> June 2021	Fiona Pittam (Head of Organisational Development & Performance) <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a> (01283 595735)
Corporate Plan Performance Monitoring 2020/21: Quarter 4	10 <sup>th</sup> June 2021	Fiona Pittam (Head of Organisational Development & Performance) <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a> (01283 595735)
Compliments, Comments, Complaints and FOI Requests	10 <sup>th</sup> June 2021	Kevin Stackhouse (Strategic Director) <a href="mailto:Kevin.stackhouse@southderbyshire.gov.uk">Kevin.stackhouse@southderbyshire.gov.uk</a> (01283 595811)
Complaints Policy and Procedure	10 <sup>th</sup> June 2021	Kevin Stackhouse (Strategic Director) <a href="mailto:Kevin.stackhouse@southderbyshire.gov.uk">Kevin.stackhouse@southderbyshire.gov.uk</a> (01283 595811)
Climate Emergency Action Planning	10 <sup>th</sup> June 2021	Matthew Holford, (Head of Environmental Services) <a href="mailto:matthew.holford@southderbyshire.gov.uk">matthew.holford@southderbyshire.gov.uk</a> , 01283 595856
Final Revenue Budget Outturn 2020/21	22 <sup>nd</sup> July 2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)

Treasury Management Annual Report 2020/21	22 <sup>nd</sup> July 2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Final Capital Outturn 2020/21	22 <sup>nd</sup> July 2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Covid 19 Funding: Update	22 <sup>nd</sup> July 2021	Kevin Stackhouse (Strategic Director) <a href="mailto:Kevin.stackhouse@southderbyshire.gov.uk">Kevin.stackhouse@southderbyshire.gov.uk</a> (01283 595811)
Chief Executive's Directorate Service Plan 2021-22	22 <sup>nd</sup> July 2021	Frank McArdle (Chief Executive) <a href="mailto:frank.mcardle@southderbyshire.gov.uk">frank.mcardle@southderbyshire.gov.uk</a> (01283) 595702
Social Mobility Update	22 <sup>nd</sup> July 2021	Frank McArdle (Chief Executive) <a href="mailto:frank.mcardle@southderbyshire.gov.uk">frank.mcardle@southderbyshire.gov.uk</a> (01283) 595702
Corporate Plan Performance Monitoring 2021/22: Quarter 1	26 <sup>th</sup> August.2021	Fiona Pittam (Head of Organisational Development & Performance) <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a> (01283 595735)
Revenue Financial Monitoring 2021/22	26 <sup>th</sup> August.2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Capital Financial Monitoring 2021/22	26 <sup>th</sup> August.2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)

Treasury Update 2021/22	26 <sup>th</sup> August.2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Proposed Local Council Tax Support Scheme 2022/23: Options Paper Timetable	26 <sup>th</sup> August 2021	Lizzie Barton (Head of Customer Services) <a href="mailto:Elizabeth.barton@southderbyshire.gov.uk">Elizabeth.barton@southderbyshire.gov.uk</a> (01283 595779)
Freedom of Information Policy & Publication Scheme	7 <sup>th</sup> October 2021	Kevin Stackhouse (Strategic Director – Corporate Resources) <a href="mailto:Kevin.stackhouse@southderbyshire.gov.uk">Kevin.stackhouse@southderbyshire.gov.uk</a>
Proposed Local Council Tax Support Scheme 2022/23: Options Paper Update	21 <sup>st</sup> October 2021	Lizzie Barton (Head of Customer Services) <a href="mailto:Elizabeth.barton@southderbyshire.gov.uk">Elizabeth.barton@southderbyshire.gov.uk</a> (01283 595779)
Corporate Plan Performance Monitoring 2021/22: Quarter 2	25 <sup>th</sup> November 2021	Fiona Pittam (Head of Organisational Development & Performance) <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a> (01283 595735)
Revenue Financial Monitoring 2021/22	25 <sup>th</sup> November 2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Collection Fund Position 2021/22	25 <sup>th</sup> November 2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Capital Financial Monitoring 2021/22	25 <sup>th</sup> November 2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)

Treasury Update 2021/22	25 <sup>th</sup> November 2021	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Compliments, Comments, Complaints and FOI Requests	25 <sup>th</sup> November 2021	Kevin Stackhouse (Strategic Director) <a href="mailto:Kevin.stackhouse@southderbyshire.gov.uk">Kevin.stackhouse@southderbyshire.gov.uk</a> (01283 595811)
Annual Statement of Accounts 2020/21	6 <sup>th</sup> January 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Service Base Budgets 2022/23	6 <sup>th</sup> January 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Proposed Local Council Tax Support Scheme 2022/23	6 <sup>th</sup> January 2022	Lizzie Barton (Head of Customer Services) <a href="mailto:Elizabeth.barton@southderbyshire.gov.uk">Elizabeth.barton@southderbyshire.gov.uk</a> (01283 595779)
General Fund Consolidated Budget 2022/23 and MTFP to 2027	10 <sup>th</sup> February 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Housing Revenue Account Budget 2022/23 and Financial Plan to 2032	10 <sup>th</sup> February 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Capital Budget to 2022 to 2027	10 <sup>th</sup> February 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)



Annual Report of the Section 151 Officer	10 <sup>th</sup> February 2022	Kevin Stackhouse (Strategic Director) <a href="mailto:Kevin.stackhouse@southderbyshire.gov.uk">Kevin.stackhouse@southderbyshire.gov.uk</a> (01283 595811)
Proposed Local Council Tax Support Scheme 2022/23	10 <sup>th</sup> February 2022	Lizzie Barton (Head of Customer Services) <a href="mailto:Elizabeth.barton@southderbyshire.gov.uk">Elizabeth.barton@southderbyshire.gov.uk</a> (01283 595779)
Corporate Plan Performance Monitoring 2021/22: Quarter 3	17 <sup>th</sup> March 2022	Fiona Pittam (Head of Organisational Development & Performance) <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a> (01283 595735)
Revenue Financial Monitoring 2021/22	17 <sup>th</sup> March 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Collection Fund Position 2021/22	17 <sup>th</sup> March 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Capital Financial Monitoring 2021/22	17 <sup>th</sup> March 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)
Treasury Update 2021/22	17 <sup>th</sup> March 2022	Victoria Summerfield (Head of Finance) <a href="mailto:Victoria.summerfield@southderbyshire.gov.uk">Victoria.summerfield@southderbyshire.gov.uk</a> (01283 595939)