

To: City Executive Board and Council

Date: 7th January 2009 and 19th January 2009 Item No:

Report of: Heads of Finance

Title of Report:Setting of the Council Tax Base 2009-10

Summary and Recommendations							
Purpose of report : To set the "Council Tax Base" for 2009/10 (as required by section 33 of The Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) Regulations 1992).							
Key decision?:	No						
Executive lead member:	Cllr. Ed Turner						
Report Approved by:							
Finance: Legal:	Jeremy Thomas						
Policy Framework:	No						
 Recommendation(s): The City Executive Board is asked to recommend to Council the following: a) that the 2009/10 Council Tax Base for the City Council's area as a whole be set at 46,180 (calculation shown in Appendix 1) b) that the projected level of collection be set at 98% c) that the following tax bases for each of the parishes, and for the Unparished area (calculations shown in Appendix 2) be set at: 							
Unparished Area of the Ci Littlemore Parish Old Marston Parish Risinghurst & Sandhills Pa Blackbird Leys Parish		37,835 1,877 1,298 1,500 3,670					
City Council Total		<u>46,180</u>					

- 1. **<u>Dwellings</u>**: This is the number of dwellings in each valuation band as at 30 November 2008 (Appendix 3).
- 2. <u>Exemptions and Discounts:</u> Not all dwellings are liable for the full Council Tax. Some categories are exempt. Other dwellings can attract a discount, either at 10%, 25% or 50% dependant on the number of adults who are considered resident. In setting the Tax Base for 2009/10 the Authority needs to take into account all the exemptions and discounts applicable as at November 30th 2008.
- 3. **Disability reductions:** Where there is a disabled occupant and adaptations have been undertaken for their benefit, the dwelling is treated as being in the band below the one in which it was actually valued.
- 4. **<u>Discretion</u>**: The Council has discretion in the following areas when calculating the Council Tax Base:
 - a) Adjustment for changes in the number of properties being built; Changes in the number of properties subject to a discount; exemption or disabled relief.

The 2009/10 Council Tax Base calculation has included an estimate of our overall net dwellings total increasing by 257 between the period Dec 1st 2008 – March 31st 2009, and an additional 517 during 2009/10. These include some new dwellings and also conversions – where a former house becomes two or more flats. These figures are based on specific listings from the Council Tax section of works due to be completed before March 31st 2009. Information received from the Council's planners indicates an expected 18% reduction in the total number of completions in 2009/10 compared with 2008/09. The 517 has been calculated by applying a 25% reduction to actual Council Tax data on growth numbers for the period April 1st – Nov 30th 2008. A cautious approach has been adopted due to the current economic conditions. A 50% reduction has been applied to the 2009/10 additional dwellings to reflect that some will have discounts or exemptions, and most will not be in the Valuation List for the entire period.

- b) An adjustment has also been made for <u>an estimated increase in the</u> <u>number of exempt dwellings</u> (see also para 7 below). These numbers have risen steadily due to the expansion of Oxford Brookes University.
- c) The Council needs to make an <u>allowance for non-collection</u> of Council Tax. The Chief Financial Officer has recommended that this allowance be set at two percent, giving a projected collection rate of 98%. This was reduced from 3% with effect from 2007/08 due to the Authority's improved collection performance. We now collect the tax quicker (eventually collecting over 99% of the debit) and also have a more vigorous approach in collecting arrears. In addition write-off procedures have been reviewed. Taking into account the total

Council Tax income received during 2007/08 and actual write-offs made, the 2% allowance for that period has proved accurate.

- 5. **Calculation method:** The method used is prescribed by the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (SI 1992/612), as amended by Statutory Instrument 2003/3012 (see paragraph 6 below). This has been followed for the calculation of the Tax Base for the whole Authority (Appendix 1) and for each of the parishes (Appendix 2). The basic steps are as follows:
 - Number of dwellings in each of the valuation bands
 - Deduct exempt dwellings
 - Adjust for disabled reductions
 - Adjust for discounts (10%, 25% and 50%)
 - Convert to band D equivalents
 - Allow for projected collection rate.
- 6. The Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003: The procedure for setting the tax base for 2009/10 (and years 2005-06 through to 2008-09) has reverted to the process used for the years up to and including 2003/04. For 2004/05 the above legislation put back the 'relevant day' from November 30th to December 20th. This was to enable authorities to take account of discounts under the new section 11A of the Local Government Finance Act 1992. At the meeting on 19th January 2004, Executive Board decided that for 2004/05, and for subsequent financial years
 - a. the discount applied for second homes be reduced to 10%
 - b. the discount for long term empty homes be reduced to nil

These decisions have been incorporated into the calculation process for 2009/10.

7. Reasons for no growth in Council Tax Base: The calculated figure of 46,180 for the overall tax base for 2009/10 is the same as for 2008/09. Although our overall dwellings total will continue to grow, a considerable proportion of the 'new builds' will be used for student accommodation and will thus be exempt from Council Tax. Over 2007/08 our total of dwellings grew by 0.97% but exempt dwellings increased by 4%. Due to the current economic climate, a 'cautious' approach to the expected number of new dwellings in 2009/10 has been adopted. During 2008/09 we have again received notification of successful appeals (150 to Nov 30th) where the banding of a dwelling has been reduced. A substantial number of these have been backdated by the Valuation Office Agency to April 1993 – the date of implementation of the Council Tax. Dwellings for example have moved from Band G to F, from Band E to D etc. The net effect is to have a

permanent reduction on our tax base. There is no guarantee that we will not receive notification of more of these between now and March 31st 2010.

8. Recommendations

The City Executive Board is asked to recommend to Council the following: a) that the 2009/10 Council Tax Base for the City Council's area as a whole be set at 46,180 (calculation shown in Appendix 1) b) that the projected level of collection be set at 98% c) that the following tax bases for each of the parishes, and for the Unparished area (calculations shown in Appendix 2) be set at:					
Unparished Area of the City Littlemore Parish Old Marston Parish Risinghurst & Sandhills Parish Blackbird Leys Parish	37,835 1,877 1,298 1,500 3,670				
<u>City Council Total</u>	<u>46,180</u>				

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Background papers: Statistical report ct6140 produced from the Academy Council Tax system dated Nov 30th 2008.

Version number:

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SETTING OF THE COUNCIL TAX BASE FOR 2009/2010 TOTAL FOR OXFORD CITY COUNCIL BILLING AUTHORITY Total Band A-Band A Band B Band C Band D Band E Band G Band H (A- are Band A dwellings with disabled reduction) Band F 2.234 8.704 2.749 563 57.532 1. Total number of dwellings as at Nov 30th 2008 18.281 15.330 6.540 3.131 1a. Estimated new dwellings for Dec 1 - Mar 31 10 40 84 70 30 13 10 0 257 1b. Estimated new dwellings 2009-10 20 78 164 138 59 25 28 5 517 2. Number of dwellings exempt 2008/09 400 807 1.307 1.892 960 264 279 221 6.130 3 Estimated new exemptions 2009-10 16 32 51 94 38 11 12 0 254 4. No.of chargeable dwellings for 2009/10 (lines 1+1a+1b -2-3) 1,848 7.983 17,171 13,552 5,631 2,512 2,878 347 51,922 5. Number of chargeable dwellings (line 4) subject to disabled reduction on 30 November 2008 2 22 98 71 45 22 19 8 287 6. Number of dwellings effectively subject to council tax for this 2 band by virtue of disabled relief (line 5 after reduction) 22 98 71 45 22 19 8 287 7. Number of chargeable dwellings adjusted in accordance with 2 1,868 17,144 2,867 339 51,922 lines 5 and 6 (lines 4-5+6) 8,059 13,526 5,608 2,509 8. Number of dwellings in line 7 entitled to a 10% discount on 30 0 296 332 203 42 November 2008 63 152 64 7 1.159 9. Number of dwellings in line 7 entitled to a 25% discount on 30 1 1,243 4,712 6,292 4,263 1,706 607 582 30 19,436 November 2008 **10**. Number of dwellings in line 7 entitled to a 50% discount on 0 11 11 56 42 18 19 37 18 212 30 November 2008 0 20 78 164 138 59 25 28 5 517 11 Additional 50% discounts for new dwellings **12**. Number of dwellings in line 7 assumed to be entitled to no 1 30,598 531 10,336 8.751 3,622 1.794 2.178 279 discounts (lines 7-8-9-10-11) 3.106 13. Total equivalent number of dwellings after discounts, exemptions and disabled relief [(line 8 x 0.90) +(line 9 x 0.75)+ 1.75 1.535.45 6,821.30 15.431.40 12,337.05 5,122.70 2.328.85 2.684.80 319.30 46,582.60 (lines 10 and 11 x 0.5) + line 12] 6\9 8\9 14. Ratio to band D 5\9 7\9 1 11\9 13\9 15\9 18\9 1,023.63 5,305.46 13,716.80 12,337.05 6,261.08 3,363.89 4,474.67 638.60 47,122.15 15. Number of band D equivalents (line 13 x line 14) 0.97 **16.** Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2009/10 0.00 17. Tax Base for Oxford City Council Billing Authority (line 47,122.15 15 + line 16)

46,180

APPENDIX 1

18. At projected collection rate of 98%

APPENDIX 2 (1)

SETTING OF THE COUNCIL TAX BASE FOR 2009/2010 TOTAL FOR THE LITTLEMORE PARISH OF OXFORD CITY COUNCIL

	Den 1 A	Den 14	D	Den 10	Dec 12	D ! =	D	Den 16	D	Tatal
(A- are Band A dwellings with disabled reduction)	Band A-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
1. Total number of dwellings as at Nov 30th 2008		283	369	1,373	229	125	53	11	1	2,444
 Estimated new dwellings for Dec 1 - Mar 31 		0	0	0	0	0	0	0	0	0
1b. Estimated new dwellings 2009-10		0	0	0	0	0	0	0	0	0
2. Number of dwellings exempt 2008/09		5	12	19	9	2	0	0	0	47
3 Estimated new exemptions 2009-10		0	0	0	0	0	0	0	0	0
4. No.of chargeable dwellings for 2009/10 (lines 1+1a+1b -2-3)		278	357	1,354	220	123	53	11	1	2,397
5. Number of chargeable dwellings (line 4) subject to disabled			0	4.5	4	0	4	0		40
reduction on 30 November 2008		1	0	15	1	0	1	0	1	19
6. Number of dwellings effectively subject to council tax for this		0	45		0		0	4		40
band by virtue of disabled relief (line 5 after reduction)	1	0	15	1	0	1	0	1		19
7 . Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5+6)	1	277	372	1,340	219	124	52	12	0	2,397
8 . Number of dwellings in line 7 entitled to a 10% discount on 30	1	211	572	1,040	213	124	52	12	0	2,557
November 2008	0	0	3	6	5	1	2	0	0	17
9. Number of dwellings in line 7 entitled to a 25% discount on 30	•	-	-	-	-	-	_	-	•	
November 2008	0	161	215	461	65	36	9	3	0	950
10. Number of dwellings in line 7 entitled to a 50% discount on										
30 November 2008	0	1	3	19	1	0	1	1	0	26
11 Additional 50% discounts for new dwellings	0	0	0	0	0	0	0	0	0	0
12. Number of dwellings in line 7 assumed to be entitled to no								_		
discounts (lines 7-8-9-10-11)	1	115	151	854	148	87	40	8	0	1,404
13. Total equivalent number of dwellings after discounts,										
exemptions and disabled relief [(line 8×0.90) +(line 9×0.75)+ (lines 10 and 11 x 0.5) + line 12]	1.00	236.25	316.45	1,214.65	201.75	114.90	49.05	10.75	0.00	2,144.80
14. Ratio to band D	5\9	200.20 6\9	7\9	8 \9	201.75 1	11\9	13\9	15\9	18\9	2,144.00
	2/9	019	7.9	019	I	11.9	13/9	13/9	10/9	
15. Number of band D equivalents (line 13 x line 14)	0.56	157.50	246.13	1,079.69	201.75	140.43	70.85	17.92	0.00	1,914.83
16. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2009/10										0.00
17. Tax Base for the Littlemore Parish of Oxford City										
Council Billing Authority (line 15 + line 16)										1,914.83
18. At projected collection rate of 98%										1,877
										.,•

APPENDIX 2 (2)

SETTING OF THE COUNCIL TAX BASE FOR 2009/2010 TOTAL FOR THE OLD MARSTON PARISH OF OXFORD CITY COUNCIL

(A- are Band A dwellings with disabled reduction)	Band A-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
1. Total number of dwellings as at Nov 30th 2008		83	75	298	784	151	19	64	3	1,477
1a. Estimated new dwellings for Dec 1 - Mar 31		0	0	2	0	0	0	0	0	2
1b. Estimated new dwellings 2009-10		0	0	0	0	0	0	0	0	0
2. Number of dwellings exempt 2008/09		6	3	15	19	2	0	1	0	46
3 Estimated new exemptions 2009-10		0	0	0	0	0	0	0	0	0
4. No.of chargeable dwellings for 2009/10 (lines 1+1a+1b -2-3)		77	72	285	765	149	19	63	3	1,433
5. Number of chargeable dwellings (line 4) subject to disabled		_		_	_	_	_		_	
reduction on 30 November 2008		0	0	3	7	2	0	1	0	13
6. Number of dwellings effectively subject to council tax for this			_	_						
band by virtue of disabled relief (line 5 after reduction) 7. Number of chargeable dwellings adjusted in accordance with	0	0	3	7	2	0	1	0		13
lines 5 and 6 (lines 4-5+6)	0	77	75	289	760	147	20	62	3	1,433
8. Number of dwellings in line 7 entitled to a 10% discount on 30										
November 2008	0	0	2	5	8	2	0	1	0	18
9. Number of dwellings in line 7 entitled to a 25% discount on 30	0	4.4	40		047	40	C	40	0	400
November 2008 10 . Number of dwellings in line 7 entitled to a 50% discount on	0	41	49	111	217	40	6	16	0	480
30 November 2008	0	2	0	1	2	0	0	0	0	5
11 Additional 50% discounts for new dwellings	0 0	0	0	0	0	0	0	0 0	Õ	0
12 . Number of dwellings in line 7 assumed to be entitled to no	Ū	· ·	Ū	C C	Ū	Ū	· ·	Ū	Ū.	C C
discounts (lines 7-8-9-10-11)	0	34	24	172	533	105	14	45	3	930
13. Total equivalent number of dwellings after discounts,										
exemptions and disabled relief [(line 8 x 0.90) +(line 9 x 0.75)+	0.00		00 55	000.05	700.05	400.00	40.50	F7 00	0.00	4 000 70
(lines 10 and 11 x 0.5) + line 12]	0.00	65.75	62.55	260.25	703.95	136.80	18.50	57.90	3.00	1,308.70
14. Ratio to band D	5\9	6\9	7\9	8\9	1	11\9	13\9	15\9	18\9	
15 . Number of band D equivalents (line 13 x line 14)	0.00	43.83	48.65	231.33	703.95	167.20	26.72	96.50	6.00	1,324.18
16. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2009/10										0.00
17. Tax Base for the Old Marston Parish of Oxford City Council Billing Authority (line 15 + line 16)										1,324.18
18 . At projected collection rate of 98%										1,298

APPENDIX 2 (3)	SETTING OF THE COUNCIL TAX BASE FOR 2009/2010 TOTAL FOR THE RISINGHURST AND SANDHILLS PARISH OF OXFORD CITY COUNCIL									
(A- are Band A dwellings with disabled reduction)	Band A-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	
1. Total number of dwellings as at Nov 30th 2008		14	255	257	990	101	91	23	0	1,731
1a. Estimated new dwellings for Dec 1 - Mar 31		0	10	8	-1	-2	0	0	0	, 15
1b. Estimated new dwellings 2009-10		0	0	0	0	0	0	0	0	0
2. Number of dwellings exempt 2008/09		3	16	14	36	2	3	0	0	74
3 Estimated new exemptions 2009-10		0	0	0	0	0	0	0	0	0
4. No.of chargeable dwellings for 2009/10 (lines 1+1a+1b -2-3)		11	249	251	953	97	88	23	0	1,672
5. Number of chargeable dwellings (line 4) subject to disabled										
reduction on 30 November 2008		0	0	2	7	0	1	0	0	10
6. Number of dwellings effectively subject to council tax for this										
band by virtue of disabled relief (line 5 after reduction)	0	0	2	7	0	1	0	0		10
7. Number of chargeable dwellings adjusted in accordance with	-								-	
lines 5 and 6 (lines 4-5+6)	0	11	251	256	946	98	87	23	0	1,672
8. Number of dwellings in line 7 entitled to a 10% discount on 30	0	0	4	0	0	4	0	0	0	40
November 2008 9. Number of dwellings in line 7 entitled to a 25% discount on 30	0	0	1	3	9	1	2	0	0	16
November 2008	0	2	153	95	236	29	13	4	0	532
10 . Number of dwellings in line 7 entitled to a 50% discount on	0	2	100	50	200	20	10	т	0	002
30 November 2008	0	0	0	0	2	1	0	1	0	4
11 Additional 50% discounts for new dwellings	0	0	0	0	0	0	0	0	0	0
12. Number of dwellings in line 7 assumed to be entitled to no	-	-	-	-	-	-	-	•	-	-
discounts (lines 7-8-9-10-11)	0	9	97	158	699	67	72	18	0	1,120
13. Total equivalent number of dwellings after discounts,										
exemptions and disabled relief [(line 8 x 0.90) +(line 9 x 0.75)+										
(lines 10 and 11 x 0.5) + line 12]	0.00	10.50	212.65	231.95	885.10	90.15	83.55	21.50	0.00	1,535.40
14. Ratio to band D	5\9	6\9	7\9	8\9	1	11\9	13\9	15\9	18\9	
15. Number of band D equivalents (line 13 x line 14)	0.00	7.00	165.39	206.18	885.10	110.18	120.68	35.83	0.00	1,530.36
16. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2009/10										0.00
17. Tax Base for the Risinghurst and Sandhills Parish of Oxford City Council Billing Authority (line 15 + line 16) 18. At projected collection rate of 98%										1,530.36 1,500

APPENDIX 2 (4)

SETTING OF THE COUNCIL TAX BASE FOR 2009/2010 TOTAL FOR THE BLACKBIRD LEYS PARISH OF OXFORD CITY COUNCIL

d A Band B 8 1,260 0 4 37 0	Band C 2,934 0 0 40	Band D 458 0 0	Band E 49 0	Band F	Band G 0	Band H	Total
0 0 4 37	0 0 40	0		1	0	-	
0 4 37	0 40	-	0	•	•	2	4,992
4 37	40	0		0	0	0	0
			0	0	0	0	0
0		6	1	0	0	0	98
U	0	0	0	0	0	0	0
4 1,223	2,894	452	48	1	0	2	4,894
_				_			
3	19	4	5	0	0	2	33
		_		-	-		
19	4	5	0	0	2		33
7 1,239	2 970	450	43	1	2	0	4 904
7 1,239	2,879	453	43	I	Z	0	4,894
7	9	2	0	0	0	0	18
	Ũ	-	Ũ	U	Ũ	Ū	10
6 791	1,038	160	9	0	0	0	2,234
	,						
2	3	0	1	0	2	0	8
0	0	0	0	0	0	0	0
l 439	1,829	291	33	1	0	0	2,634
.00 1,039.55	2,617.10	412.80	40.25	1.00	1.00	0.00	4,329.70
9 7\9	8\9	412.00 1	40.23 11\9	13\9	15\9	18\9	4,329.70
.33 808.54		412.80	49.19	1.44	1.67	0.00	3,745.28
55 000.54	2,320.31	412.00	43.13	1.44	1.07	0.00	3,745.20
							0.00
							3,745.28
							3,670

APPENDIX 2 (5)

SETTING OF THE COUNCIL TAX BASE FOR 2009/2010 TOTAL FOR THE UNPARISHED AREA OF OXFORD CITY COUNCIL

							•			
(A- are Band A dwellings with disabled reduction)	Band A-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
1. Total number of dwellings as at Nov 30th 2008		1,566	6,745	13,419	12,869	6,114	2,585	3,033	557	46,888
1a. Estimated new dwellings for Dec 1 - Mar 31		10	30	74	71	32	13	10	0	240
1b. Estimated new dwellings 2009-10		20	78	164	138	59	25	28	5	517
2. Number of dwellings exempt 2008/09		372	739	1,219	1,822	953	261	278	221	5,865
3 Estimated new exemptions 2009-10		16	32	51	94	38	11	12	0	254
4. No.of chargeable dwellings for 2009/10 (lines 1+1a+1b -2-3)		1,208	6,082	12,387	11,162	5,214	2,351	2,781	341	41,526
5. Number of chargeable dwellings (line 4) subject to disabled			10	50	50	00	00	40	-	040
reduction on 30 November 2008		1	19	59	52	38	20	18	5	212
6. Number of dwellings effectively subject to council tax for this	4	10	50	50	20	20	40	F		040
band by virtue of disabled relief (line 5 after reduction) 7. Number of chargeable dwellings adjusted in accordance with	1	19	59	52	38	20	18	5		212
lines 5 and 6 (lines 4-5+6)	1	1,226	6,122	12,380	11,148	5,196	2,349	2,768	336	41,526
8 . Number of dwellings in line 7 entitled to a 10% discount on 30 November 2008	0	63	139	273	308	199	60	41	7	1,090
9 . Number of dwellings in line 7 entitled to a 25% discount on 30	0	00	100	210	500	100	00	71	'	1,000
November 2008	1	803	3,504	4,587	3,585	1,592	579	559	30	15,240
10. Number of dwellings in line 7 entitled to a 50% discount on										
30 November 2008	0	8	6	33	37	16	18	33	18	169
11 Additional 50% discounts for new dwellings	0	20	78	164	138	59	25	28	5	517
12 . Number of dwellings in line 7 assumed to be entitled to no discounts (lines 7-8-9-10-11)	0	332	2,395	7,323	7,080	3,330	1,667	2,107	276	24,510
13. Total equivalent number of dwellings after discounts,										
exemptions and disabled relief [(line 8 x 0.90) +(line 9 x 0.75)+	0.75	1,004.95	5,190.10	11,107.45	10,133.45	4,740.60	2,176.75	2 502 65	316.30	27 264 00
(lines 10 and 11 x 0.5) + line 12] 14 . Ratio to band D	0.75 5\9	1,004.95 6\9	5,190.10 7\9	8 \9	10,133.45 1	4,740.60 11\9	2,176.75 13\9	2,593.65 15\9	18\9	37,264.00
15 . Number of band D equivalents (line 13 x line 14)	0.42	669.97	4,036.74	9,873.29	10,133.45					38 607 48
16. Number of band D equivalents (interior x line 14)	0.72	003.31	-,030.74	5,075.25	10,133.43	5,134.01	5,144.13	т ,522.75	002.00	55,007.40
respect of Class O exempt dwellings) in 2009/10										0.00
17. Tax Base for the Unparished area of Oxford City Council										
Billing Authority (line 15 + line 16)										38,607.48
18. At projected collection rate of 98%										37,835



Statement of Numbers and Bands of all Properties shown in the 1993 Valuation List for the Billing Authority Area of Oxford BA Code 3110 As at 30-NOV-2008

Band	Numbers
А	2234
В	8704
С	18281
D	15330
E	6540
F	2749
G	3131
н	563
Grand Total of All Pro In Valuation List	perties 57532