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Chairman and Members of the
Council

Your contact: Martin Ibrahim
Ext: 2173
Date: 27 January 2013

cc. All other recipients of the Council
agenda

Dear Councillor

COUNCIL - 29 JANUARY 2014: SUPPLEMENTARY AGENDA NO 1

Please find attached the following reports which were marked "to follow" on the agenda for the above meeting:

6. Members' questions (Pages 3 - 4)

To receive any Members' questions.

7. Executive Report - 21 January 2014 (Pages 5 - 10)

To receive a report from the Leader of the Council and to consider recommendations on the matters below:

- (A) Duty to Co-Operate – Update Report

Minute 474 refers

- (B) Interim Development Strategy Report (January 2014)

Minute 475 refers

- (C) Infrastructure Topic Paper (January 2014)

Minute 476 refers

(D) Interim Sustainability Appraisal Report (December 2013)

Minute 477 refers

(E) Draft East Herts District Plan (Preferred Options) (January 2014)

Minute 478 refers

Note – Members are asked to bring their copy of the Executive and District Planning Executive Panel agendas to the meeting.

9. Joint meeting of Scrutiny Committees: Minutes - 14 January 2014 (Pages 11 - 18)
10. Human Resources Committee: Minutes - 15 January 2014 (Pages 19 - 24)
11. Audit Committee: Minutes - 22 January 2014 (Pages 25 - 32)
12. National Non Domestic Rates Calculation 2014/15 (Pages 33 - 52)

To consider a report of the Executive Member for Finance.

Please bring these papers with you to the meeting next Wednesday.

Yours faithfully

Martin Ibrahim
Democratic Services Team Leader
Democratic Services
martin.ibrahim@eastherts.gov.uk

MEETING : COUNCIL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 29 JANUARY 2014
TIME : 7.00 PM

COUNCIL – 29 JANUARY 2014

MEMBERS' QUESTIONS

Question 1

Councillor M Wood to ask the Leader of the Council:

Will the Leader of the Council reconsider his rejection of my idea of having an Urban conference on an annual basis for the benefit of the five towns in our District?

Question 2

Councillor C Rowley to ask the Leader of the Council:

Over Christmas, the majority of us and ordinary families across East Herts would have spent the festive period celebrating with their closest relatives, neighbours and loved ones. But residents in my ward who found themselves on their own, and many of whom are elderly, had the opportunity to come together with other residents who found themselves in the same position and spend Christmas Day being entertained by volunteers at Sele school. This has only been made possible by local organiser, Janet Bird and her team of volunteers who help with cooking the Christmas lunches and transporting residents to ensure as many people as possible are able to attend - And I know that similar events took place organised by local volunteers in Bishop's Stortford and across East Herts.

So does the Leader agree with me that these volunteers and events are an invaluable service to many elderly residents and the wider community, and with that in mind, what resources are available to help individuals and volunteers, like Janet in my ward, who want to set up and run these events for residents who find themselves alone - not just at Christmas - but throughout the year?

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MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 21 JANUARY 2014, AT 7.00 PM

PRESENT: Councillor A Jackson (Chairman/Leader)
Councillors M Alexander, M Carver,
L Haysey, P Phillips, S Rutland-Barsby and
M Tindale.

ALSO PRESENT:

Councillors D Andrews, G Jones,
G McAndrew, M McMullen, P Moore,
P Ruffles and J Wing.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Martin Ibrahim	- Democratic Services Team Leader
George A Robertson	- Chief Executive and Director of Customer and Community Services
Adele Taylor	- Director of Finance and Support Services

474 **DUTY TO CO-OPERATE – UPDATE REPORT**

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the Duty to Co-Operate – Update Report.

RECOMMENDED – that the notes of recent

Member-level meetings with Broxbourne, Epping Forest and Welwyn Hatfield Councils, be agreed.

(see also Minute 481)

475 INTERIM DEVELOPMENT STRATEGY REPORT (JANUARY 2014)

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the Interim Development Strategy Report (January 2014).

In response to questions and comments by Members, the Executive Member for Strategic Planning and Transport looked forward to receiving comments from the public and statutory consultees during the formal consultation period. All comments received would be considered at the end of the consultation period.

RECOMMENDED – that (A) the Interim Development Strategy Report, January 2014, be agreed as part of the evidence base to inform and support the East Herts District Plan; and

(B) the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, be authorised to make non-material, and typographical corrections to the Interim Development Strategy Report and Essential Reference Papers, prior to publication for consultation purposes.

(see also Minute 481)

476 INFRASTRUCTURE TOPIC PAPER (JANUARY 2014)

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the Infrastructure Topic Paper (January 2014).

RECOMMENDED – that the Infrastructure Topic Paper, January 2014, be agreed as part of the evidence base to inform and support the East Herts District Plan.

(see also Minute 481)

477 **INTERIM SUSTAINABILITY APPRAISAL REPORT
(DECEMBER 2013)**

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the Interim Sustainability Appraisal Report (December 2013).

RECOMMENDED – that (A) the Interim Sustainability Appraisal of the East Herts District Plan, January 2014, be agreed as part of the evidence base to inform and support the Draft East Herts District Plan (Preferred Options) (January 2014);

(B) the Council's response as detailed in Section 11.3 Tables 11.3 and 11.4 to the Interim SA, be incorporated into the Consultation version of the Interim Development Strategy Report (January 2014); and

(C) the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, be authorised to make non-material, and typographical corrections to the Interim Sustainability Appraisal.

(see also Minute 481)

478 **DRAFT EAST HERTS DISTRICT PLAN (PREFERRED
OPTIONS) (JANUARY 2014)**

The Executive considered and supported the recommendations of the District Planning Executive Panel, at its meeting held on 16 January 2014, on the

Draft East Herts District Plan (Preferred Options) (January 2014).

The Executive Member for Strategic Planning and Transport confirmed that the exact start date for the public consultation had yet to be finalised, given the printing arrangements that needed to be put in place, but that Officers were working towards 27 February 2014.

RECOMMENDED – that the Draft East Herts District Plan (January 2014), as detailed at Essential Reference Paper ‘B’ of the report now submitted, be agreed and made available for public consultation for a period of twelve weeks, in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012;

(B) the Consultation Strategy, as detailed at Essential Reference Paper ‘F’ of the report now submitted, be agreed; and

(C) the Head of Planning and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, be authorised to make non-material, and typographical corrections to the Draft District Plan, prior to publication for consultation purposes.

(see also Minute 481)

479 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 9 December 2013 be approved as a correct record and signed by the Leader.

480 REQUEST FOR AREA DESIGNATION FOR NEIGHBOURHOOD PLANNING: HERTFORD HEATH

The Executive Member for Strategic Planning and Transport and submitted a report seeking consideration of an application

for the designation of a Neighbourhood Area from Hertford Heath Parish Council.

The Executive considered the application and the consultation undertaken. The report submitted detailed the main areas of consideration in determining the application in accordance with Schedule 9 of the Localism Act 2011.

The Executive supported the application.

RESOLVED - that the application for the designation of a Neighbourhood Area, submitted by Hertford Heath Parish Council, be supported.

481 DISTRICT PLANNING EXECUTIVE PANEL: MINUTES - 16 JANUARY 2014

RESOLVED – that the Minutes of the District Planning Executive Panel meeting, held on 16 January 2014, be received.

(see also Minutes 474 - 478)

The meeting closed at 7.20 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
JOINT MEETING OF SCRUTINY
COMMITTEES HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 14 JANUARY 2014, AT 7.00 PM

PRESENT: Councillor D Andrews (Chairman).
Councillors D Abbott, P Ballam, E Bedford,
R Beeching, Mrs D Hollebon, G Jones,
J Jones, J Mayes, P Moore, M Pope,
C Rowley, R Sharma, N Symonds,
K Warnell, G Williamson and J Wing.

ALSO PRESENT:

Councillors P Phillips, P Ruffles, S Rutland-
Barsby and M Tindale.

OFFICERS IN ATTENDANCE:

Marian Langley	- Scrutiny Officer
Peter Mannings	- Democratic Services Officer
George A Robertson	- Chief Executive and Director of Customer and Community Services
Adele Taylor	- Director of Finance and Support Services

462 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor G Williamson and seconded by Councillor J Mayes that Councillor D Andrews be appointed Chairman for the meeting.

RESOLVED – that Councillor D Andrews be appointed Chairman for the meeting.

463 APOLOGIES

Apologies were submitted on behalf of Councillors W Ashley, E Buckmaster, S Bull, D Hone, T Page, J Ranger, M Wood, C Woodward, B Wrangles and J Wyllie.

464 MINUTES – 12 FEBRUARY 2013

RESOLVED – that the Minutes of the joint meeting held on 12 February 2013 be confirmed as a correct record and signed by the Chairman.

465 CAPITAL PROGRAMME 2013/14 (REVISED) TO 2016/17

The Executive Member for Finance submitted a report setting out proposals for the Council's Capital Programme for the period 2013/14 (Revised) to 2016/17. Members were provided with a detailed breakdown of the process whereby the reports referred to in Minutes 465 – 467 fed in to the Consolidated Budget Report and the Medium Term Financial Plan. These were integral to the budget setting process for 2014/15.

Members were referred to Essential Reference Paper 'B' for the estimates for five new schemes relating to the essential works that were required to pools and offices in line with the property maintenance plan.

In relation to a query from Councillor G Williamson in respect of the resources detailed on page 10 of the report now submitted, the Director of Finance and Support Services advised that the table at paragraph 2.11 detailed the costs of the disinvestment or internal borrowing that was being used to fund the capital programme.

Councillor G Jones commented on the difference between the original and revised estimates in the capital programme. The Director of Finance and Support Services confirmed that figures changed throughout the year as additional funding or schemes were added to the

capital programme. Schemes included in the programme were also subject to slippage or amendment and budgets were therefore adjusted accordingly.

Councillor J Wing commented on whether there should be greater flexibility in the use of resources in the capital programme. He sought and was given clarification as to how the capital grants budget was allocated and often resulted in the award being spent across more than one year. Councillor J Wing was advised he might wish to discuss the matter with the relevant Executive portfolio holder.

Councillor J Wing believed that the capital programme allocation for the play area development programme at The Bourne in Ware would be better spent in the Priory play area, as this was where most young people in the town went for play activity.

The Director of Finance and Support Services stated that no works would take place until a full design scheme was completed and a business case was approved. She emphasised that, unless the funding was identified in the capital programme at the start of the year, the capital could not be spent.

Councillor R Beeching queried whether the £25,000 allocation for works to Leventhorpe Pool was the total estimate or East Herts Council's contribution. The Chief Executive and Director of Customer and Community Services stated that this was the full amount and a full business case would be submitted to CMT before any works were carried out.

In response to a query from Councillor P Ballam in respect of Fanshawe Pool in Ware, the Chief Executive and Director of Customer and Community Services advised that Officers had been instructed that there should not be any additional expenditure regarding the joint use pools until negotiations with the schools and Hertfordshire County Council had been resolved.

The joint meeting of Scrutiny Committees resolved to inform the Executive that the Capital Programme 2013/14 (revised) to 2016/17, as now submitted, should be approved.

RESOLVED – that the Executive be informed that the joint meeting of Scrutiny Committees considered that the draft Capital Programme 2013/14 (Revised) to 2016/17, as now submitted, should be approved.

466 FEES AND CHARGES 2014/15

The Executive Member for Finance submitted a report detailing the additional income to the Council that could be generated by increasing discretionary fees and charges in 2014/15 for a variety of services. Members were referred to Essential Reference Paper 'B' for the detailed suggested increases to discretionary fees and charges.

In response to a query from Councillor J Wing as to whether the fees and charges covered the costs of service delivery and whether any fees and charges created a surplus for any particular service, the Director of Finance and Support Services stated that statutory rules meant that some Council services could only cover the commercial costs of delivering a service. Some services were able to make a surplus to be re-invested in other services.

Councillor P Moore sought and was given clarification regarding the fees and charges in respect of farmers' markets in East Herts. The Chief Executive and Director of Customer and Community Services confirmed that the markets usually experienced a downturn at this time of year.

Councillors M Pope, J Mayes and P Ballam asked a number of questions relating to the suggested increased

in pest control concessionary charges from £10 to £15. Members were advised that the existing £10 charge had been in place for a considerable length of time.

The joint meeting of Scrutiny Committees resolved to inform the Executive that the fees and charges should be approved as detailed in the report now submitted.

RESOLVED – that the Executive be informed that the joint meeting of Scrutiny Committees considered that the 2014/15 fees and charges, as detailed in Essential Reference Paper ‘B’ of the report now submitted, should be approved.

467 REVENUE ESTIMATES, SERVICES – 2013/14 PROBABLE, 2014/15 ESTIMATE

The Executive Member for Finance submitted a report that set out proposals for the Council’s Service Estimates for 2013/14 (Probable) and the 2014/15 Estimates. Members were referred to Essential Reference Papers ‘B’ and ‘C’ for the full details of the revenue budget and revenue estimates.

Councillor R Beeching stated that he had been out with Community Safety and Police Officers on Christmas Eve and New Years Eve and had observed that taxi marshalling had been non existent and this was a major community safety issue.

In response to a number of points made by Members in terms of whether East Herts Council should fund the provision of taxi marshals on these two key nights, the Chief Executive and Director of Customer and Community Services suggested that Councillor R Beeching might wish to discuss the issue with the Executive Member for Community Safety and Environment. Members supported this suggestion.

Councillor G Jones queried why the expenditure on IT Services was showing as reducing to £674,680 for

2013/14 and to £489,620 for 2014/15. The Director of Finance and Support Services advised that these figures reflected the realisation of savings resulting from the new IT shared service arrangements.

Members resolved to inform the Executive that the joint meeting of Scrutiny Committees had supported the probable revenue budget for 2013/14 as well as the estimates for 2014/15.

RESOLVED – that the Executive be informed that the joint meeting of Scrutiny Committees support the probable revenue budget for 2013/14 as well as the estimates for 2014/15.

468 **CONSOLIDATED BUDGET REPORT 2014/15 AND MEDIUM TERM FINANCIAL PLAN**

The Executive Member for Finance submitted a report recommending the consolidated budget for 2014/15 and the 2017/18 Medium Term Financial Plan. The Director of Finance and Support Services apologised that it had not been possible to publish the report earlier as the key information had not arrived from central government until very close to Christmas.

Members were reminded that this information was central to the Council's budget setting process for 2014/15 and for future years. Members were also advised that all of the implications of the previous three reports on the Agenda were included in this report.

Members were further advised of a number of significant changes for local government finance in 2014/15, namely the cessation of Council Tax Benefit which had been replaced with a locally determined and managed Council Tax support scheme. The localisation of Business Rates had transferred the risks and rewards for increases and decreases in Business Rate yield to the Authority.

Members were also provided with a summary of the

arrangements associated with the 2013 pension fund triennial valuation. The Director of Finance and Support Services concluded that details of the treasury management strategy would be considered by the Audit Committee on 22 January 2014.

In response to query from Councillor M Pope regarding the new homes bonus, Members were advised that the known figures were considered secure until at least the next comprehensive spending review, although Brandon Lewis MP had advised that a review of new homes bonus would be undertaken in April. The Director of Finance and Support Services stressed that East Herts Council was not as reliant on the new homes bonus as some other Local Authorities.

Councillor N Symonds commented on what East Herts Council was doing in terms of bringing empty homes back in to use. Members were advised that there was an ongoing piece of work involving Officers in housing and revenues and benefits. Members were reminded that the Authority had a housing strategy for East Herts that covered empty homes.

In response to comments from Councillor J Wing regarding whether more resources needed to put into the pension fund, the Director of Finance and Support Services commented that the pension fund had performed somewhat better than originally expected.

Members were advised that Officers had sought advice in terms of what would be a sensible amount to put into the fund at the present time. Officers had been advised that, although the current position might change, as performance had been better than expected, the Authority might not have to invest in the fund in the near future.

In response to comments from Members relating to Reserves, the Director of Finance and Support Services advised that it was for the Authority to judge when it was prudent to allocate its Reserves and it was for Members

to make suggestions to Officers.

The Executive Member for Finance commented that consultant advice had been sought as part of an appraisal into property investment. He stated that Members should always be mindful of the appropriate levels of resources held in reserve.

The joint meeting of Scrutiny Committees resolved to inform the Executive that the budget should be approved as detailed in the report now submitted.

RESOLVED – that the Executive be informed that the joint meeting of Scrutiny Committees considered that the Consolidated Budget should be approved, as detailed in the report now submitted.

The meeting closed at 8.47 pm

Chairman
Date

MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD
IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 15 JANUARY 2014, AT 3.00
PM

PRESENT: Councillor C Woodward (Chairman)
Councillors P Ballam, Mrs D Hone, J Ranger,
P Ruffles, J Thornton and N Wilson.

ALSO PRESENT:

Councillors G McAndrew.

OFFICERS IN ATTENDANCE:

Glenda Bennett	- Interim Head of People and Property
Lorraine Blackburn	- Democratic Services Officer
Adele Taylor	- Director of Finance and Support Services

469 MINUTES

In respect of Minutes 271 and 273 - Human Resources Quarterly Performance and Equalities and Diversity, the Interim Head of People and Property Services provided an update on issues raised at that meeting.

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 2 October 2013 be approved as a correct record and signed by the Chairman.

470 HOME WORKING POLICY

The Interim Head of People and Property Services submitted a report on the Council's Home Working Policy. The change suggested in the policy, required employees to provide a phone number to their Line Manager where they can be contacted when working remotely.

Councillor P Ruffles raised the issue of personal privacy with regard to home inspections and queried the extent to which the employer should intrude regarding a check of the home working environment. The Chairman stated that a 10% sample of home workers would be visited by a Safety Liaison Officer to establish that the environment complied with Health and Safety Executive (HSE) Guidance. The Interim Head of People and Property Services explained how the inspection process would be applied in terms of regular home workers, including how they managed confidential information and those who might work from home on an ad hoc basis, e.g. on a specific project.

In response to a query from Councillor N Wilson, the Interim Head of People and Property explained the Council's approach should an inspection of home worker's working arrangement fail health and safety requirements. It was noted that there was still sufficient office space to accommodate staff "in house".

The Chairman referred to the PDR process as a tool and process in monitoring whether health and safety and other requirements had been complied with. The Director of Finance and Support Services referred to the number of home workers within Revenues and Benefits service and of the fact that they frequently managed a 100% return of their PDRs.

Councillor J Ranger commented that Home Workers should attend the office regularly and suggested that the word "ideally" contained in the paragraph headed "Contact and Communication" (second bullet point of Essential Reference Paper "B" the report now submitted) be deleted. This was supported.

Councillor Ranger also suggested that employees be given maximum flexibility in terms of their working patterns adding that, if an employee wanted to work 10 hours in a day, and provided they complied with working directives in terms of breaks, they should be allowed to do so. This was supported. The Interim Head of People and Property Services explained that the flexibility would depend on the type of job, i.e. customer facing staff would always be needed during office hours and it would depend on Business need.

In response to a query from Councillor J Thornton regarding the number of home workers, the Interim Head of People and Property Services suggested that this was around 10% of the workforce but undertook to provide the information specifically and let him know.

In response to a question regarding the “drivers” associated with the home working initiative, the Director of Finance and Support Services explained to background to the Council’s introduction of Home Working in terms of the “Changing the Way We Work” Strategy from the viewpoint of accommodation, flexibility and the use of time in a more productive manner.

In response to a query from Councillor N Wilson regarding the Home Working Policy’s next review, the Interim Head of People and Property Services agreed to include this on the cycle of policies for review.

The Committee supported the report, as now amended.

RESOLVED – that the revised policy, as now amended, be approved.

471 HUMAN RESOURCES - QUARTERLY PERFORMANCE REPORT

The Interim Head of People and Property Services submitted a quarterly performance report for the period up to 16 December 2013, the detail of which was set out in the report

now submitted and the supporting Essential Reference Papers. The report now submitted detailed the current headcount, new starters, current turnover and common reasons for leaving. Updates were provided in relation to short and long term absences. The report set out the Corporate Training Plan delivered within the quarter in question and of plans to develop further the “E-learning Site”.

The Interim Head of People and Property Services explained what policies would be reported to the next Human Resources Committee and that negotiations were currently underway with UNISON regarding the Disciplinary Policy.

It was noted that, in relation to proposed changes to Terms and Conditions, and the reduction in the Local Award considered by the Local Joint Panel on 3 December 2013 and recommended for approval elsewhere on the agenda, this item had been withdrawn by UNISON as an agreement had subsequently failed to be reached.

The Interim Head of People and Property Services explained that the next round of PDRs were due to take place in January 2014 and the intention to introduce a cultural change in the hope of building on good practice.

Councillor J Ranger commented that the Shared Internal Audit Service would be reporting to Audit Committee next year regarding the review of “Here to Help” and looking at how far staff had the necessary information and the lengths they went to assist an enquirer needing information.

The Interim Head of People and Property Services explained the role of the Line Manager in terms of managing the process against an established Action Plan. She hoped that the Staff Survey would also provide valuable feedback on the “Here to Help” strategy. It was noted that a Steering Group had been developed to monitor the process. The Director of Finance and Support Services explained what work was currently underway from a customer services viewpoint and how customer enquiries were channelled.

The Committee noted the report.

RESOLVED – that the report be noted.

472 LOCAL JOINT PANEL - MINUTES OF THE MEETING HELD ON 3 DECEMBER 2013

It was noted that in relation to Minute 14 - Response to UNISON on the Local Award both the Employer’s Side and UNISON had subsequently been unable to come to an agreement, and therefore, the recommendation had been withdrawn.

RESOLVED – that the Minutes of the meeting held on 3 December 2013 be received.

473 VOTE OF THANKS - GLENDA BENNETT

The Chairman, on behalf of Members, thanked Glenda Bennett, Interim Head of People and Property Services for her help and professional advice in supporting the Human Resource and Property process over the past year. The Chairman wished Glenda every success in her next role.

The meeting closed at 3.45 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
AUDIT COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 22
JANUARY 2014, AT 7.00 PM

PRESENT: Councillor W Mortimer (Chairman).
Councillors M Pope, R Sharma, N Wilson
and J Wyllie.

ALSO PRESENT:

Councillors P Moore, P Ruffles, N Symonds
and M Wood.

OFFICERS IN ATTENDANCE:

Chris Gibson	- Manager of Corporate Risk
Peter Mannings	- Democratic Services Officer
Adele Taylor	- Director of Finance and Support Services

ALSO IN ATTENDANCE:

Terry Barnett	- Shared Internal Audit Service
Alan Cooper	- Shared Internal Audit Service
Paul Grady	- Grant Thornton
Sarah Ironmonger	- Grant Thornton

482 MEMBER TRAINING: GRANT THORNTON'S NATIONAL
FINANCIAL RESILIENCE REPORT

Representatives from Grant Thornton provided Members with a training presentation on Grant Thornton's National Financial Resilience Report. Members were advised that

Local Authorities had worked hard to ensure robust financial health. Members were reminded of the wider picture of continued savings that Local Government would have to make into 2014/15.

Local Authorities would very likely have to absorb a further 10% reduction in 2015/16 with further cuts in 2017 and beyond. At the same time, demand for costly services such as housing options and housing benefit would increase and income based services such as planning and parking would decline.

The Committee was advised of the detailed approach taken by Grant Thornton in researching the resilience report on the financial health of Local Authorities. There had been a particular focus on strategic financial planning, financial governance and financial controls.

The Committee was advised that 2016 could prove to be a tipping point where some Local Authorities would be assessing whether they could continue to meet statutory duties in the face of a 35% reduction in spending across Local Government.

Representatives from Grant Thornton concluded that, following the results of interviews with many Local Authorities in respect of strategic financial planning, it was clear that many Councils needed to increase service planning activity in order to satisfy key financial performance indicators.

Members were advised of a number of areas of improvement for Local Government, especially as some Local Authorities were struggling to maintain sound financial planning activity. There were however, a number of good practice examples that Councils should focus on going forward.

In response to a query from Councillor R Sharma, Members were advised that East Herts Council had a healthy level of reserves and Grant Thornton were not

aware of any Authority that had gone further in terms of forward financial planning. East Herts Council was assisted in this by the demographic of the District as well as wider Member engagement.

The Chairman, on behalf of Members, thanked Grant Thornton for their informative presentation.

RESOLVED – that the presentation be received.

483 APOLOGIES

Apologies for absence were submitted on behalf of Councillors J Ranger and J Wing.

484 MINUTES – 20 NOVEMBER 2013

RESOLVED – that the Minutes of the meeting held on 20 November 2013 be approved as a correct record and signed by the Chairman.

485 EXTERNAL AUDIT – GRANT CLAIM CERTIFICATION WORK 2012/13

The External Auditor submitted a letter confirming that no issues had arisen from the certification of two claims and returns for the financial year 2012/13 relating to expenditure of £82.8million. The External Auditor confirmed that they were satisfied that the Council had appropriate arrangements in place to compile and complete accurate and timely claims/returns for audit certification.

It was noted that the indicative scale fee for grant certification for 2012/13 was £11,250. Members received the report.

RESOLVED – that the report be received.

486 TREASURY MANAGEMENT STRATEGY STATEMENT
2014/15

The Executive Member for Finance submitted a report which set out the 2014/15 Treasury Strategy Statement and Annual Investment Strategy together with the setting of Prudential Indicators.

Members were advised that this report was one of the final stages of the budget setting process and was linked to the consolidated budget report recently considered by the joint meeting of Scrutiny Committees.

The Director of Finance and Support Services advised that CIPFA defined treasury management as the management of a local authority's investments and cash flows, its banking, money market and capital market transactions as well as the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

Members were advised that the suggested treasury management strategy for 2014/15 was based upon the views of Officers relating to interest rates, as well as leading market forecasts provided by the Council's treasury advisor. Members were referred to paragraph 2.1 of the report for the areas that were covered by the strategy.

The Director advised that the Authority was currently looking at the use of both the Property Fund and also investments in property on a direct basis. Members were advised that this approach continued to be explored but the aim was to have a balanced investment portfolio across all asset types.

The Executive would consider the Treasury Management Strategy on 4 February 2014 alongside a report that outlined the progress to date in relation to the investment strategy.

In response to a number of comments from Members in respect of investments and treasury management, the Director stressed the importance of a balanced approach of long and short term investments and Members were reminded of the need for flexibility.

Members received the report.

RESOLVED – that the 2014/15 Treasury Management Strategy Statement and Annual Investment Strategy and the prudential indicators be received.

487 SHARED INTERNAL AUDIT SERVICES PROGRESS REPORT

The Shared Internal Audit Services (SIAS) submitted a report setting out the progress that had been made in delivering the Council's Annual Audit Plan for 2013/14 as at 3 January 2014. The report also proposed a number of amendments to the approved audit plan and sought approval for the removal of implemented high priority recommendations, the detail of which was set out in the report now submitted.

Members were advised that, as at 3 January 2014, 55% of the 2013/14 Audit Plan days had been delivered and the proposed amendments to the 2013/14 Audit Plan were detailed at page 43 of the report now submitted.

Members noted the report and approved the recommendations detailed in the report now submitted.

RESOLVED – that (A) the report be received;

(B) the amendments to the 2013/14 Audit Plan as at 3 January 2014 be approved; and

(C) the removal of the implemented high priority recommendations be approved.

488 UPDATE ON IMPLEMENTATION OF 2013/14 ANNUAL GOVERNANCE STATEMENT ACTION PLAN

The Director of Finance and Support Services submitted a report in relation to the 2012/13 Annual Governance Statement and the 7 measures that were recommended to enhance East Herts Council's internal control framework during 2013/14, the detail of which was set out in Essential Reference Paper 'B'. The report also provided details of proposed actions that needed to take place prior to confirmation being given that adequate and effective controls were fully in place.

Members were advised that Officers, whilst cautious in retaining Amber status for the 7 issues in Essential Reference Paper 'B', were confident and satisfied that actions were in place to ensure that progress was being made in the right direction.

In response to a query from Councillor M Pope in respect of Hertford Theatre, the Director advised that a review of governance arrangements was due to consider the future of Hertford Theatre. The review would consider whether the Authority was satisfied with the way the venue was run and whether Hertford Theatre should continue to be run by East Herts Council or through alternative means.

In response to comments regarding IT from Councillor J Wyllie, the Director stated that the new shared service for IT should ensure improved business continuity in respect of IT, as prior to the new shared service there had been consistent underinvestment in IT.

Members were also advised that the planned new IT infrastructure had been fully tested and the Authority would soon be in a much better position to resolve future IT problems.

Councillor P Ruffles commented on the ongoing issue of ensuring that Section 106 funds passed to the Highways and Education teams at Hertfordshire County Council

were spent in a timely manner.

Members noted the progress made against implementing the action plan detailed in the 2012/13 Annual Governance Statement.

RESOLVED – that the progress made against implementing the action plan detailed in the 2012/13 Annual Governance statement be noted.

489 WORK PROGRAMME

The Director of Finance and Support Services submitted a report detailing the proposed work programme for Audit Committee.

In relation to possible future training initiatives, Councillor W Mortimer commented on whether Officers could advise the Audit Committee of how the Authority chose which investments were appropriate for East Herts Council.

Councillor N Wilson agreed that more clarity was needed in terms of the investments utilised by the Authority.

The Director stated that some training for the Audit Committee had previously been provided by Sector (now known as Capita Asset Services) and she would look into the possibility of further training being provided.

The Director advised that the Council's investments were reviewed on an annual basis and Members would be provided with feedback. This was supported.

Members approved the work programme as now detailed.

RESOLVED – that the work programme, as now detailed, be approved.

The meeting closed at 8.11 pm

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EAST HERTS COUNCIL

COUNCIL – 29 JANUARY 2014

REPORT BY THE EXECUTIVE MEMBER FOR FINANCE

NATIONAL NON DOMESTIC RATES CALCULATION 2014/15

WARDS AFFECTED: All

Purpose/Summary of Report

- To recommend to the Council the calculation of the National Non Domestic Rates Budget 2014/15.

<u>RECOMMENDATIONS FOR COUNCIL:</u> that	
(A)	in accordance with the Non-Domestic Rating (Rates Retention) Regulations 2013, the amount calculated by East Herts Council for the year 2014/15 shall be; £43,031,531 (Non domestic rating income from rates retention scheme) (<i>part 1b line 14 Column 5</i>);
(B)	the Section 31 grant in relation to the Business Rates proposals within the ‘Autumn Statement’ shall be £1,690,873;
(C)	the estimated Collection Fund Surplus for 2013/14 of £780,442 be allocated to the constituent bodies as detailed at paragraph 2.22 of the report submitted; and
(D)	the Council’s share of the estimated 2013/14 NDR Collection Fund Surplus be transferred to a new reserve to be called ‘Government Funding Risk Reserve’.

1.0 Background

1.1 Under the provisions of the Non-Domestic Rating (Rates Retention) Regulations 2013, by a direction under paragraph

43 of schedule 7B of the local Government Finance act 1988, local authorities are required on or before 31st January to estimate and then notify the Secretary of State and any relevant precepting authorities of the amounts of each relevant precepting authority's share of its non-domestic rating income for the relevant year.

Distribution of 2014/15 NNDR.	<i>Part 1b Line 14</i>
Amount to be paid to central Government	£21,515,766
Amount to be retained by East Herts Council (Gross of Tariff & Cost of collection allowance)	£17,212,612
Amount to be passed to Hertfordshire County Council	£ 4,303,153
TOTAL	£43,031,531

2.0 Report

2014/15 Non Domestic Rate Forecast

- 2.1 2014-15 is the second year of the rates retention scheme. In brief, under the rates retention scheme, authorities will, from 1 April 2013, retain a percentage of the rates income that they collect. Further percentages will be paid to central government and to an authority's major precepting authorities. (In our case Hertfordshire County Council)
- 2.2 The amount to be retained, and the amounts to be paid to central government and major precepting authorities are to be fixed at the start of the financial year on the basis of the billing authority's estimate of its non-domestic rating income for the year.
- 2.3 Using a revised government form (NNDR1) which contains details of the rateable values shown in the authority's local rating list at 31 December, the Council is able to estimate the gross yield from business rates to reflect local intelligence about likely increases, or decreases, in the business rates that can be collected for the year.
- 2.4 After certain deductions, including mandatory and discretionary relief and adjustments to reflect losses on

collection, this will give the authority's estimated net rating income for the year which will be used to determine the payments that are due to central government. There will be a 50% central share, and to the relevant precepting authorities (Hertfordshire County Council) 10% in the case of EHC. The remainder forms the part of the funding for East Herts (40%).

2.5 Billing authorities are also required by the Non-domestic Rating (Transitional Protection Payments) Regulations 2013 to estimate the amount of the transitional protection payment for the year. This relates to changes in valuations which are phased in after a major revaluation exercise. These occur approximately every five years. (2005, 2010 etc) To help pay for the limits on increases in bills, there also has to be limits on those properties where revaluation leads to reduced bills. This would be used for example if a business would otherwise have a significant increase or reduction in their liability, in excess of government guidelines. The change is instead applied in installments.

2.6 Finally, the retention regulations require billing authorities to further deduct from the net income figure, an amount in respect of the cost of collection and for the rates collected in Enterprise Zone areas, New Development Deal areas and from renewable energy hereditaments, as set out in the draft Non-Domestic Rating (Designated Area) Regulations and Non-Domestic Rating (Renewable Energy Projects) Regulations. For East Herts we are currently only impacted by the cost of collection, none of the others apply. The table below demonstrates the stages of calculation.

	Gross Rates Yield
Less	Mandatory Reliefs
Less	Discretionary Reliefs
Less	Losses in collection (Write offs, bad debt provision)
Less	An allowance for costs of collection
Adjusted by changes in	Enterprise zones, New development deals, and Renewable energy schemes (None for East Herts)
Plus	Growth
Less	Successful appeals
Equals	Net Yield (excluding transitional arrangements)
	This is then distributed
50%	Paid to Central Government

40%	Retained by East Herts
10%	Paid to Hertfordshire County Council

- 2.7 Under the retention scheme, there are both potential risks and rewards in calculating our share of the yield. The major risks and concerns for the Council are; the level of successful rating appeals that may be made in the year, the unknown level of bankruptcies and businesses going into administration, the number of empty properties, the number of new properties and the Collection rate achievable. We have to make an estimate of the impact of all these, based on limited trend information.
- 2.8 The rateable value of businesses in East Herts is **£114 917 562 million** ^(NNDR1 part 2 Line 1). There are currently rating appeals lodged with the government's Valuation Office in respect of rateable values totaling **£29.48 million** with some claims outstanding back to the 2005 rating list (and upon which interest could also be payable). Not all of these will be successful either in full or part. On the 2010 rating list the value of appeals represents 25.7% of the total rateable value of the district. The cost of any successful appeals would be met from the monies received, and hence there will be a considerable degree of uncertainty and volatility in the actual level of income received by the Council in any one year. The reduction in the NNDR Tax Base from appeals is estimated at **£455,204** ^(NNDR1 part 2 line 4) in 2014/15. *This is consistent with previous year's expectations.*
- 2.9 An assumption has to be made on the expected level of growth within NNDR yield per year. Based on past trends and expected completions during 2014/15, officers are forecasting no net growth over government assumptions.
- 2.10 In summary, after reliefs, adjustments, and appeals the Council anticipate the net yield to be £43,031,531 ^(NNDR1 Line 14) in 2014/15. This assumes a collection rate of 99% - which is in line with previous performance. The table below shows the respective shares of the £43,031,531 ^(NNDR1 part 1B Line 14).-

	% Share (Column A)	Government Assumption (Column B) (£)	NNDR Calculated Respective Share (Column C – A*B) (£)	Variance (Column D – B-C) (£)
Government	50%	21 975 664	21,515,766 <i>(Part 1b line 24)</i>	-459,898
East Herts Council (*)	40%	17 580 531	17,212,612 <i>(Part 1b line 24)</i>	-376,919
Hertfordshire County Council	10%	4 395 133	4,303,153 <i>(Part 1b line 24)</i>	-91,980
Total	100%	43 951 328	43,031,531 <i>(Part 1b line 24)</i>	-919,797

(*) *Gross of tariff*

- 2.11 Since 2013-14 our performance on collection of NNDR directly impacts on the resources that the Council has to spend on services for its residents and businesses.
- 2.12 The funding that the Council has is based upon an assessed level of need by the DCLG (Department for Communities and Local Government), that will determine the level of NNDR that the Council either pays over (as a tariff) or receives (as a top-up) to fund services. This is in addition to a Revenues Support Grant.
- 2.13 East Herts is a tariff authority. This means it does not keep its entire share of NNDR but is subject to the payment of a tariff. This figure was determined by the government in the provisional Local Government Finance settlement released at the end of December 2013. The Business Rate Baseline is calculated on the basis of a share of the national total of business rates collected over the last two years. This has been calculated at £17 580 531 less the DCLG calculation of Baseline funding level of £2 422 898 (Tariff = £15,157, 633) The Tariff is payable to the government by *the Council in installments throughout the year.*

- 2.14 The business rates retention scheme provides the opportunity for local authorities to share in the benefits of growth in the rates tax base i.e. provides an incentive for economic development and regeneration. Any income retained from growth is subject to a levy of 50%. Conversely if any Council suffers a significant drop in NNDR due to the loss of one or more major businesses, or a large number of smaller businesses, or a greater than expected loss from revaluations, then a safety net applies. This means that no local authority will suffer more than a 7.5% loss on its net tariff. In our case this is equivalent to a loss of £182k.
- 2.15 The calculation at a local level, based on recent trends, indicates that no levy will be payable in 2014-15. If there is growth in the tax base and the Council collects more than anticipated in the year these figures are all recalculated at year end, in a similar way to that of Council Tax collection, and the adjustments are included in the following year's figures.
- 2.16 Taking all of the above into account, the anticipated level of income to be retained locally from Business Rates in 2014/15 by East Herts Council is calculated to Be **£2,054,979 (£17,212,612- £15 157 633)**
- 2.17 In relation to this volatility, current estimates have shown that due to the high "gearing" nature of retained Business Rates to the total level of Business Rates generated within the district (**£2 054 979**) compared to around **£43, 031, 531** (NNDR1 part 1B Line 14), this only represents 4.78% of the net yield. The level at which the Government safety net will come into force in relation to reductions in the Business Rates is 7.5% or £2 241 180.65, (being 92.5% of the Government calculated EHC Baseline Funding Level of £2 422 898) before any support from Central Government were to be forthcoming. Based on the estimates contained in the 2014/15 NNDR, the safety net arrangements will not be required for the Council in 2014/15.
- 2.18 Updated 2013/14 Balance on the Collection Fund Account
- In addition to the above, the billing authority is required to

revise the estimate of the likely balance on the NDR Collection Fund at the end of the current financial year (2013/14) and distribute the surplus or recover the deficit from the constituent bodies.

The balance on the Collection Fund at the end of 2013/14 is estimated to be £780,442,(Part 1B Line 23) to be allocated as follows:

	Allocation %	Constituent Share (Part 1b Line 23) £
Central Government	50	390,221
Hertfordshire County Council	10	78,044
East Hertfordshire District Council	40	312,177
Total	100	780,442

2.19 The distribution will be undertaken in 2014/15 and amended by the completion of the NNDR3 for 2013/14.

2.20 For the Council, the updated MTFP (Medium Term Financial plan) includes no assumptions on the level of Surplus to be distributed in 2013/14.

Summary

2.21 Based on the calculations at paragraphs 2.1 to 2.17, the amount to be distributed to each constituent body is as follows:

	Cost of Collection Allowance £	Share Allocation %	2014/15 Share £	Allocation of 2013/14 Surplus/Deficit £
Central Government	Nil	50	21,515,766	390,221
Hertfordshire County Council	Nil	10	17,212,612	78,044
East Hertfordshire District Council	197,093	40	4,303,153	312,177
TOTAL	197,093	100	43,031,531	780,442

3 'Autumn Statement' – Changes to Business Rates arrangements for 2014/15 – Payment under Section 31 Grant

3.1 The Chancellor of the Exchequer announced the following changes to the business rates system for 2014/15 in the 'Autumn Statement':

- i) empty new build properties will be exempt from empty property rates for 18 months (Autumn Statement 2012)
- ii) the RPI increase in 2014-15 will be capped at 2% instead of 3.2%;
- iii) the doubling of the Small Business Rate Relief will be extended for a further 12 months until 31 March 2015;
- iv) ratepayers receiving Small Business Rate Relief that take on an additional property which would currently disqualify them from receiving relief will continue to receive their current relief for 12 months;
- v) a discount of £1,000 for shops, pubs and restaurants with a rateable value below £50,000 for two years, from 1 April 2014;
- vi) a 50 per cent business rates relief for 18 months for businesses that - between 1 April 2014 and 31 March 2016 - move into retail premises that have been empty for a year or more;

3.2 These changes have reduced the calculation of the 'Net Yield' for distribution in 2014/15 shown above.

3.3 However Central Government undertook to compensate Authorities for the loss of income resulting from the above changes. This will be undertaken through section 31 of the Local Government Act (section 31 grants).

For East Herts the amount payable is estimated to be £1,353,117 (**should be** Part 1C Line 31)

4. Once the NNDR1 form has been certified, it must be returned to the Department for Communities and Local Government by no later than **31 January 2014**.
- 4.1 Should any Member have detailed questions or comments on the assumptions it would be of great benefit to advise the Director of Finance and Support Services or the Executive Member for Resources and Internal Support in advance of the meeting.
- 5.0 Implications/Consultations
- 5.1 Officers have endeavored to ensure that the assumptions included in completing the NNDR1 for 2014/15 are robust; reflecting both current performance and known material changes for the near future where relevant information is available.
- 5.2 It should be noted that the following factors will have a material influence on the NDR's Net Yield and ultimately the Council's retained income under the Rate Retention Scheme:
- the impact of schools taking on Academy status within the district,
 - the impact of significant commercial sites changing to Council tax status,
 - the valuation office performance in resolving appeals, and
 - the issue of final regulations in relation to the Rate Retention Scheme which may alter the accounting and reporting arrangements for appeals.
- 5.3 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**

Background Papers

The Local Government Finance Bill 2012
<http://services.parliament.uk/bills/2012-13/localgovernmentfinance/documents.html>

The Local Government Finance Act 2012
<http://www.legislation.gov.uk/ukpga/2012/17/contents/enacted>

Contact Member: Councillor Michael Tindale - Executive
Member for Finance
michael.tindale@eastherts.gov.uk

Contact Officer: Adele Taylor – Director of Finance and
Support Services, ext 1401
adele.taylor@eastherts.gov.uk

Report Author Su Tarran - Head of Revenues and Benefits,
Shared Service

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	People This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services
Consultation:	<i>N/A</i>
Legal:	Under the provisions of the Non-Domestic Rating (Rates Retention) Regulations 2013, by a direction under paragraph 43 of schedule 7B of the local Government Finance act 1988, local authorities are required on or before 31st January to estimate and then notify the Secretary of State and any relevant precepting authorities of the amounts of each relevant precepting authority's share of its non-domestic rating income for the relevant year
Financial:	As referenced in the report.
Human Resource:	<i>None</i>
Risk Management:	As referenced in the report.

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NATIONAL NON-DOMESTIC RATES RETURN - NDR1

2014-15

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

All figures should be shown in whole £

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

Select your local authority's name from this list:

East Devon
East Dorset
East Hampshire
East Hertfordshire

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

East Hertfordshire
E1933
graeme.reid
01279 502127
01992 531442
graeme.reid@herfshpartnership-ala.gov.uk

Ver 1.1

PART 1A: NON-DOMESTIC RATING INCOME

COLLECTIBLE RATES

1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments £ **43,155,472**

TRANSITIONAL PROTECTION PAYMENTS

2. Sums due to the authority **73,152**

3. Sums due from the authority **0**

COST OF COLLECTION (See Note A)

4. Cost of collection formula **197,093**

5. Legal costs **0**

6. Allowance for cost of collection **197,093**

SPECIAL AUTHORITY DEDUCTIONS

7. City of London Offset **0**

DISREGARDED AMOUNTS

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

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

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

of which:

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

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

NON-DOMESTIC RATING INCOME

13. Line 1 plus line 2, minus lines 3 and 6 - 10 **43,031,531**

NATIONAL NON-DOMESTIC RATES RETURN - NDR1

2014-15

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Local Authority : East Hertfordshire

PART 1B: PAYMENTS

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

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

are set out below

	Column 1 Central Government £	Column 2 East Hertfordshire £	Column 3 Hertfordshire County Council £	Column 4 £	Column 5 Total £
Non-Domestic Rating Income for 2014-15					
14. Non-domestic rating income from rates retention scheme	21,515,766	17,212,612	4,303,153	0	43,031,531
15. (less) qualifying relief in Enterprise Zones	0				
16	TOTAL: 21,515,766				
Other Income for 2014-15					
17. add: cost of collection allowance		197,093			197,093
18. add: amounts retained in respect of Enterprise Zones		0			0
19. add: amounts retained in respect of NDD Area		0			0
20. add: amounts retained in respect of renewable energy schemes		0	0		0
21. add: qualifying relief in Enterprise Zones		0	0	0	0
22. add: City of London Offset		0			0
Estimated Surplus/Deficit on Collection Fund					
23. Estimated Surplus/Deficit at end of 2013-14	£ 390,221	£ 312,177	£ 78,044	£ 0	£ 780,442
TOTAL FOR THE YEAR					
24. Total amount due to authorities	£ 21,905,987	£ 17,721,882	£ 4,381,197	£ 0	£ 44,009,066

NATIONAL NON-DOMESTIC RATES RETURN - NDR1
2014-15

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All figures should be shown in whole £

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

Local Authority : East Hertfordshire

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

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

	Column 2 East Hertfordshire £	Column 3 Hertfordshire County Council £	Column 4 £	Column 5 Total £
2014-15 Multiplier Cap				
25. Cost of 2% cap on 2014-15 small business rates multiplier	184,816	45,681	0	230,497
Small Business Rate Relief				
26. Cost to authorities of temporary doubling in 2014-15	491,152	122,788	0	613,940
27. Cost to authorities of maintaining relief on "first" property	0	0	0	0
"New Empty" Property Relief				
28. Cost to authorities of giving relief to newly-built empty property	154,348	38,587	0	192,935
"Long Term Empty" Property Relief				
29. Relief on occupation of "long-term empty" property	215,136	23,904	0	239,040
Retail Relief				
30. Relief provided to retail properties	373,015	41,446	0	414,461
TOTAL FOR THE YEAR				
31. Total amount of Section 31 grant due to authorities	£ 1,418,467	£ 272,406	£ 0	£ 1,690,873

Certificate of Chief Financial Officer / Section 151 Officer

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

Name of Chief Financial Officer
or Section 151 Officer :

Signature :

Date :

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

All figures should be shown in whole £

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

Ver 1.1

Local Authority : East Hertfordshire

PART 2: NET RATES PAYABLE

	Column 1 BA Area (exc. NDD & EZ) £	Column 2 NDD Area £	Column 3 Enterprise Zone £	Column 4 TOTAL (All BA Area) £
GROSS RATES PAYABLE (See Note D)				
1. Rateable Value at <input type="text" value="31/12/2013"/>	114,917,562	0	0	114,917,562
2. Small business rating multiplier for <input type="text" value="47.1"/> 2014-15 (pence)				
3. Gross rates 2014-15 - (RV x multiplier)	54,126,172	0	0	
4. Estimated growth/decline in gross rates	-455,204	0	0	
5. Forecast gross rates payable in 2014-15	53,670,968	0	0	53,670,968
TRANSITIONAL ARRANGEMENTS (See Note E)				
6. Revenue foregone because increases in rates have been deferred	86,996	0	0	86,996
7. Additional income received because reductions in rates have been deferred	13,844	0	0	13,844
8. Net cost of transitional arrangements	73,152	0	0	
9. Changes to net cost of transitional arrangements as a result of estimated growth/decline	0	0	0	
10. Forecast net cost of transitional arrangements	73,152	0	0	73,152

TRANSITIONAL PROTECTION PAYMENTS (See Note F)

11. Sum due to/(from) authority	73,152	0	0	73,152
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MANDATORY RELIEFS (See Note G)

Small Business Rate Relief

12. Forecast of relief to be provided in 2014-15	2,429,965	0	0	2,429,965
13. of which: relief on existing properties where a 2nd property is occupied	0	0	0	0
14. Additional yield from the small business supplement	1,064,885	0	0	1,064,885
15. Net cost of small business rate relief (line 12-line 14)	1,365,080	0	0	1,365,080

Charitable occupation

16. Forecast of relief to be provided in 2014-15	3,801,980	0	0	3,801,980
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Community Amateur Sports Clubs (CASCs)

17. Forecast of relief to be provided in 2014-15	96,217	0	0	96,217
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Rural rate relief

18. Forecast of relief to be provided in 2014-15	52,658	0	0	52,658
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19. Forecast of mandatory reliefs to be provided in 2014-15 (Sum of lines 15 to 18)	5,315,935	0	0	
20. Changes as a result of estimated growth/decline in mandatory relief	33,057	0	0	
21. Total forecast mandatory reliefs to be provided in 2014-15	5,348,992	0	0	5,348,992

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

All figures should be shown in whole £.

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

Ver 1.1

Local Authority : East Hertfordshire

PART 2: NET RATES PAYABLE

	Column 1 BA Area (exc. NDD & EZ)	Column 2 NDD Area	Column 3 Enterprise Zone	Column 4 TOTAL (All BA Area)
UNOCCUPIED PROPERTY (See Note H)				
Partially occupied hereditaments				
22. Forecast of 'relief' to be provided in 2014-15	36,070	0	0	36,070
Empty premises				
23. Forecast of 'relief' to be provided in 2014-15	2,365,297	0	0	2,365,297
24. Forecast of unoccupied property 'relief' to be provided in 2014-15 (Line 22 + line 23)	2,401,367	0	0	
25. Changes as a result of estimated growth/decline in unoccupied property 'relief'		0	0	
26. Total forecast unoccupied property 'relief' to be provided in 2014-15	2,401,367	0	0	2,401,367
DISCRETIONARY RELIEFS (See Note J)				
Charitable occupation				
27. Forecast of relief to be provided in 2014-15	159,092	0	0	159,092
Non-profit making bodies				
28. Forecast of relief to be provided in 2014-15	35,626	0	0	35,626
Community Amateur Sports Clubs (CASCs)				
29. Forecast of relief to be provided in 2014-15	260	0	0	260
Rural shops etc				
30. Forecast of relief to be provided in 2014-15	21,727	0	0	21,727
Small rural businesses				
31. Forecast of relief to be provided in 2014-15	0	0	0	0
Other ratepayers				
32. Forecast of relief to be provided in 2014-15	0	0	0	0
33. Forecast of discretionary relief to be provided in 2014-15 (Sum of lines 27 to 32)	216,705	0	0	
34. Changes as a result of estimated growth/decline in discretionary relief	0	0	0	
35. Total forecast discretionary relief to be provided in 2014-15	216,705	0	0	216,705
36. Relief given to Case A hereditaments		of which:	0	
37. Relief given to Case B hereditaments	0			

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

All figures should be shown in whole £

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

Ver 1.1

Local Authority : East Hertfordshire

PART 2: NET RATES PAYABLE

	Column 1 BA Area (exc. NDD & EZ)	Column 2 NDD Area	Column 3 Enterprise Zone	Column 4 TOTAL (All BA Area)
DISCRETIONARY RELIEFS FUNDED THROUGH SECTION 31 GRANT (See Note K)				
"New Empty" properties				
38. Forecast of relief to be provided in 2014-15	1,000,000	0	0	381,816
"Long term empty" properties				
39. Forecast of relief to be provided in 2014-15	1,000,000	0	0	473,059
Retail relief				
40. Forecast of relief to be provided in 2014-15	820,215	0	0	820,215
41. Forecast of discretionary reliefs funded through S31 grant to be provided in 2014-15 (Sum of lines 38 to 40)	1,675,090	0	0	
42. Changes as a result of estimated growth/decline in Section 31 discretionary relief	0	0	0	
43. Total forecast of discretionary reliefs funded through S31 grant to be provided in 2014-15	1,675,090	0	0	1,675,090
NET RATES PAYABLE				
44. Forecast of net rates payable by rate payers after taking account of transitional adjustments, unoccupied property relief, mandatory and discretionary reliefs	£ 43,955,662	£ 0	£ 0	£ 43,955,662

Checked by Chief Financial Officer :

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

All figures should be shown in whole £

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

Ver 1.1

Local Authority : East Hertfordshire

PART 3: COLLECTABLE RATES AND DISREGARDED AMOUNTS

	Column 1 BA Area (exc. NDD & EZ) £	Column 2 NDD Area £	Column 3 Enterprise Zone £	Column 4 TOTAL (All BA Area) £
NET RATES PAYABLE				
1. Sum payable by rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs	43,955,662	0	0	43,955,662
(LESS) LOSSES				
2. Estimated bad debts in respect of 2014-15 rates payable	417,335	0	0	417,335
3. Estimated repayments in respect of 2014-15 rates payable	382,855	0	0	382,855
COLLECTABLE RATES				
4. Net Rates payable less losses	43,155,472	0	0	43,155,472
DISREGARDED AMOUNTS				Total Renewable Energy
5. Renewable Energy	0	0	0	0
6. Transitional Protection Payment		0	0	
7. Baseline		0	0	
DISREGARDED AMOUNTS		£	£	£
8. Total Disregarded Amounts		0	0	0

Checked by Chief Financial Officer :

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PART 4: ESTIMATED COLLECTION FUND BALANCE

OPENING BALANCE

1. Opening Balance (From Collection Fund Statement)

£

£

0

CREDITS

2. Total amount credited, or to be credited, to the Collection Fund in 2013-14

45,707,000

3. Transitional protection payments received, or to be received in 2013-14

205,958

4. Transfers/payments to the Collection Fund for end-year reconciliations

0

5. Transfers/payments into the Collection Fund in 2013-14 in respect of a previous year's deficit

0

6. Total Credits

45,912,958

CHARGES

7. Total amount charged, or to be charged, to the Collection fund in 2013-14

3,029,213

8. Transitional protection payments made, or to be made, in 2013-14

-12,245

9. Payments made, or to be made, to the Secretary of State in respect of the central share in 2013-14

21,543,804

10. Payments made, or to be made to, major precepting authorities in respect of business rates income in 2013-14

4,308,761

11. Transfers made, or to be made, to the billing authority's General Fund in respect of business rates income in 2013-14

17,235,043

12. Transfers made, or to be made, to the billing authority's General Fund; and payments made, or to be made, to a precepting authority in respect of disregarded amounts in 2013-14

197,093

13. Transfers/payments from the Collection Fund for end-year reconciliations

0

14. Transfers/payments made from the Collection Fund in 2013-14 in respect of a previous year's surplus

0

15. Total Charges

46,301,669

16. Adjustment for 5-Year Spread

1,169,153

ESTIMATED SURPLUS/(DEFICIT) ON COLLECTION FUND IN RESPECT OF FINANCIAL YEAR 2013-14

17. Opening balance plus total credits, less total charges, plus adjustment for 5-year spread

£

780,442

Checked by Chief Financial Officer :