

## **CABINET**

**Venue: Town Hall, Moorgate  
Street, Rotherham. S60  
2TH**

**Date: Wednesday, 16 January 2013**

**Time: 10.30 a.m.**

## **A G E N D A**

1. To consider questions from Members of the Public.
2. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
3. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
4. Declarations of Interest.
5. Minutes of the previous meeting held on 19th December, 2012 (copy supplied separately)
6. Minutes of a meeting of the Rotherham Local Plan Steering Group held on 13th December, 2012 (herewith) (Pages 1 - 5)
  - Strategic Director of Environment and Development Services to report
7. Minutes of a meeting of the Members' Training and Development Panel held on 17th December, 2012 (herewith) (Pages 6 - 11)
  - Strategic Director of Resources to report.
8. Proposed Council Tax Reduction Scheme and Revisions to the Council Tax Discount and Exemptions for Second Homes and Empty Properties (report herewith) (appendices provided separately) (Pages 12 - 18)
  - Strategic Director of Resources to report.
9. Calculation of the Council Tax Base for 2013/14 (report herewith) (Pages 19 - 24)
  - Strategic Director of Resources to report.
10. NNDR1 Return (report herewith) (Pages 25 - 29)
  - Strategic Director of Resources to report.

11. Housing Rent Increase 2013/14 (report herewith) (Pages 30 - 35)
  - Strategic Director of Neighbourhoods and Adult Services to report.
  
12. District Heating Scheme Charges 2013-14 (report herewith) (Pages 36 - 39)
  - Strategic Director of Neighbourhoods and Adult Services to report.
  
13. Highways Agency Managed Motorways Programme (report herewith) (Pages 40 - 45)
  - Strategic Director of Environment and Development Services to report.
  
14. Customer Service Centres (report herewith) (Pages 46 - 53)
  - Strategic Director of Environment and Development Services to report.

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>CABINET</b>
<b>2.</b>	<b>Date:</b>	<b>16<sup>TH</sup> JANUARY, 2013</b>
<b>3.</b>	<b>Title:</b>	<b>MINUTES OF A MEETING OF THE ROTHERHAM LOCAL PLAN MEMBERS' STEERING GROUP HELD ON 13<sup>TH</sup> DECEMBER, 2012</b>
<b>4.</b>	<b>Programme Area:</b>	<b>ENVIRONMENT AND DEVELOPMENT SERVICES</b>

### **5. Summary**

In accordance with Minute No. B29 of the meeting of the Cabinet held on 11<sup>th</sup> August, 2004, minutes of the Rotherham Local Plan Members' Steering Group are submitted to the Cabinet.

A copy of the minutes of the Rotherham Local Plan Members' Steering Group held on 2<sup>nd</sup> November, 2011 is therefore attached.

### **6. Recommendations:-**

**That progress to date and the emerging issues be noted, and the minutes be received.**

## **7. Proposals and Details**

The Council is required to review the Unitary Development Plan and to produce a Local Development Plan under the Planning and Compulsory Purchase Act 2004.

The proposed policy change of the new Coalition Government should be noted re: the Localism Bill and implications for the LDF.

## **8. Finance**

The resource and funding implications as the LDF work progresses should be noted.

## **9. Risks and Uncertainties**

- Failure to comply with the Regulations.
- Consultation and responses to consultation.
- Aspirations of the community.
- Changing Government policy and funding regimes.

## **10. Policy and Performance Agenda Implications**

There are local, sub-region and regional implications. The Local Development Scheme will form the spatial dimension of the Council's Community Strategy.

## **11. Background Papers and Consultation**

Minutes of, and reports to, the Rotherham Local Plan Members' Steering Group.

Attachments:-

- A copy of the minutes of the meeting held on 13<sup>th</sup> December, 2012.

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**ROTHERHAM LOCAL PLAN STEERING GROUP  
Thursday, 13th December, 2012**

Present:- Councillor Smith (in the Chair); Councillors Dodson, Godfrey, R. S. Russell and Whelbourn.

together with:- Bronwen Knight, Andy Duncan and Neil Rainsforth (Planning Service), Ann Todd (Communications Team) and Sumera Shabir (Legal Service)

Apologies for absence were received from The Mayor (Councillor Pickering) and from Councillor Clark

**52. MINUTES OF THE PREVIOUS MEETING HELD ON 9TH NOVEMBER, 2012**

Consideration was given to the minutes of the previous meeting of the Rotherham Local Plan Steering Group, held on 9<sup>th</sup> November, 2012.

Agreed:- That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

**53. MATTERS ARISING**

With reference to Minute No. 48 of the meeting held on 9<sup>th</sup> November, 2012 [Legal Advice on the Core Strategy], Members noted that the Secretary of State for Communities and Local Government had announced the revocation of the first regional strategy (the East of England RSS). It was anticipated that the revocation of the Yorkshire and Humber RSS would follow soon.

**54. RETAIL AND TOWN CENTRE ISSUES - ADVICE RECEIVED**

Consideration was given to a report presented by the Planning Policy Manager stating that, in response to representations received to the Publication Core Strategy, the Council commissioned consultants to provide further advice on retail and town centre policy matters. The full text of the advice received from retail consultant Dr. Richard Doidge was included as an appendix to the report.

The advice concerns the following key issues:-

- : the overall amount of retail floorspace to be planned for
- : the thresholds adopted for requirement of impact tests
- : the use of drive time thresholds for impact tests
- : minor policy wording amendments

Discussion took place on the definition and precise area of the Rotherham town centre and its retail area. Members asked to be informed of the definitions (and plans) of the precise boundary and limits of (i) the Rotherham town centre and (ii) the other principal towns in the Borough area: eg: Dinnington, Maltby, Rawmarsh and Wath upon Dearne. It was noted that the definitions of the town centres are contained in the Unitary Development Plan.

Agreed:- (1) That the report be received and its contents noted.

(2) That the advice received from the retail consultant, as now reported, be

noted.

## 55. LOCAL PLAN - ANNUAL MONITORING REPORT 2012

Consideration was given to a report presented by the Senior Research And Spatial Analysis Officer stating that, in accordance with the provisions of the Planning and Compulsory Purchase Act 2004, the Council is required to prepare an Annual Monitoring Report to be published by the end of each December. The annual report is intended to cover progress in achieving the programme of Local Plan documents published in the Local Development Scheme together with the monitoring of performance in implementing the policies supporting Rotherham's strategy for spatial development, as well as the findings of Sustainability Appraisal monitoring.

Annual Monitoring Reports are required to cover the financial year preceding December publication; this eighth annual report covers the period 1st April, 2011 to 31st March, 2012. It sets out a monitoring framework which is evolving incrementally as the first round of planning documents and policies are prepared and additional ones are brought forward in the future. Accordingly, this eighth annual report builds on some of the initial broad principles to guide the monitoring of the developing Local Plan as well as a selection of performance indicators based on data that is most readily available.

There have been some significant changes from earlier years' annual reports, as the requirement of reporting on regional and national indicators have been changed, reduced or scrapped completely (although a few core indicators do remain). The indicators are now aligned with local priorities and the core policies of the Publication Core Strategy under the seven broad themes of 'Delivering Development in Sustainable Locations', 'Creating Mixed and Attractive Places to Live', 'Supporting a Dynamic Economy', 'Movement and Accessibility', 'Managing the Natural and Historic Environment', 'Creating Safe and Sustainable Communities' and 'Infrastructure'. The indicators reflect the seventeen broad objectives and the thirty three core policies within the Publication Core Strategy which underpin these aims. This selection of indicators will continue to be supplemented as the Local Plan monitoring framework evolves.

Members noted that submission to HM Government is no longer required and that the draft 2012 Annual Monitoring Report is now ready for general publication. The document will be made available on the Council's Internet web site.

Members made reference to:-

: the various performance indicators;

: the building of houses, particularly affordable house in the Borough area;

: the Waverley development and delays in construction of the new highway network.

Agreed:- (1) That the report be received and its contents noted.

(2) That the publication of the 2012 Annual Monitoring Report be approved.

**56. FOCUSED CHANGES TO ROTHERHAM'S CORE STRATEGY**

Consideration was given to a report presented by the Planning Policy Manager summarising the focused changes public consultation exercise which will take place in January and February 2013 (subject to approval by the Cabinet on 19<sup>th</sup> December, 2012). Members considered the draft focused changes consultation document, noting that many of the changes are of a minor nature.

Agreed:- (1) That the report be received and its contents noted.

(2) That the contents of the Core Strategy Focused Changes document be noted.

**57. DATE, TIME AND VENUE OF NEXT MEETING**

Agreed:- That the next meeting of the Rotherham Local Plan Steering Group take place at the Town Hall, Rotherham on Friday, 18<sup>th</sup> January, 2013, commencing at 10.00 a.m.

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>CABINET</b>
<b>2.</b>	<b>Date:</b>	<b>16<sup>TH</sup> FEBRUARY, 2013</b>
<b>3.</b>	<b>Title:</b>	<b>MEMBERS' TRAINING AND DEVELOPMENT PANEL MINUTES</b>
<b>4.</b>	<b>Directorate:</b>	<b>RESOURCES</b>

**5. Summary**

To consider Members' training matters.

**6. Recommendations**

To receive the minutes of the meetings of the Members' Training and Development Panel held on 17<sup>th</sup> December, 2012.



**7. Proposals and Details**

To ensure implementation of the Council's Training and Development Policy in accordance with the meeting's Terms of Reference.

**8. Finance**

The Panel has its own training budget.

**9. Risks and Uncertainties**

Without proper training and support being in place there is a risk that Members' capacity to make decisions is not soundly based.

**10. Policy and Performance Agenda Implications**

To consider best practice in relation to Member training and development.

The aim is for every Elected Member to be given suitable opportunities for development and training to help support all aspects of their role.

**11. Background Papers and Consultation**

A copy of the minutes of the meeting of the Members' Training and Development Panel held on 17<sup>th</sup> December, 2012, are attached.

**Contact Name :** Caroline Webb, Senior Scrutiny Adviser, Ext. 22765  
[Caroline.webb@rotherham.gov.uk](mailto:Caroline.webb@rotherham.gov.uk)

**MEMBERS' TRAINING AND DEVELOPMENT PANEL  
MONDAY, 17TH DECEMBER, 2012**

Present:- Councillor Akhtar (in the Chair); The Mayor (Councillor Pickering), Councillors Dodson, Falvey, Gosling, Lakin, Sharman, Smith and Wootton.

Apologies for absence were received from Councillors Havenhand and Steele.

**12. MINUTES OF THE PREVIOUS MEETING HELD ON 10TH SEPTEMBER, 2012**

The minutes of the previous meeting held on 10<sup>th</sup> September, 2012, were agreed as a correct record.

**13. LOCAL GOVERNMENT INFORMATION UNIT (LGIU) SUBSCRIPTION**

Consideration was given to a request for a contribution from the Member Training and Development Panel budget to the annual LGiU membership costs for 2013.

As part of the range of budget savings being implemented across the Council, consideration had been given to cancelling LGiU membership (£19,600) for the 2012 calendar year and was met from the Commissioning, Policy and Performance budget.

The LGiU provided policy briefings and support as well as access to a range of training programmes and events. The service had been particularly valuable in recent times with a raft of national policy initiatives being launched and inhouse capacity reducing as a result of staffing reviews.

Given the severe budget pressures faced by the Authority and relatively high cost of membership, discussions had been held with the LGiU with regard to more affordable options. It had been established that downgrading from "standard plus" to "standard" membership would reduce the cost to £11,350.

If membership continued it was proposed that a full evaluation be carried out to determine the overall benefits and inform a decision on continued membership beyond 2013. It was worth noting that discussions were underway between a local authority and the LGiU to provide member development sessions in the South Yorkshire region at low or no cost to subscribing organisations. If events were hosted sub-regionally, they could supplement in-house provision and be built into future Member Development Programmes.

Discussion ensued on how worthwhile Members found the subscription. The majority view was that membership should continue for 2013 with a full evaluation conducted as to how useful Members had found the briefings and the potential savings in shared events.

Agreed:- (1) That a contribution of up to £5,000 to the annual LGiU membership costs for 2013 the maximum total cost of which would be £11,350.

(2) That a full evaluation of the benefits of membership be carried out in 2013 and be used to inform a longer term decision on membership.

**14. MEMBER DEVELOPMENT PROGRAMME**

Consideration was given to an outline Member Development Programme for Spring, 2013.

A generic programme had been developed based on issues emerging from Personal Development Plans, matters arising from the induction programme and current important topics, for which training had been delivered in the period September to December, 2012.

It was proposed that an outline programme would be based on the following issues during the period January to April, 2013:-

- Members role in Emergency Planning
- Introduction to Local Government Finance
- Understanding Council priorities
- Health and Wellbeing agenda
- Media awareness and skills
- Countering Child Sexual Exploitation (additional sessions)
- Welfare Reform - dealing effectively with Casework

In addition to the organised programme, Members had access to one-to-one ICT support via Human Resources. The Members' Skills Profile, Learning Resource Guide and Learning and Development intranet site (Minute No. 15) had a range of e-learning packages that could be accessed by Members to complement planned sessions or support their own learning. Seminar sessions and one-to-one would raise awareness of the resource.

A 'Bring Your Own Device' Policy had been adopted which enabled Members and employees to access their Council e-mail, contacts, intranet and calendar from a non-Council owned smartphone or tablet. Approval had also been given for a trial of Council issued tablet computers as a potential alternative to Council issued laptops in order to test their suitability as laptop replacements and to judge their effectiveness in reducing reliance on paper agenda packs.

Discussion ensued on the proposed programme and felt that the following issues should also be included:-

- Sexual Aggression in teenagers
- Safeguarding
- Corporate Parenting
- Media Awareness (for all members)
- Public Sector Equality Duty

Agreed:- (1) That the report be noted.

(2) That the proposed development opportunities, together with the suggested additions, be approved.

**15. MEMBERS' SKILLS PROFILE, LEARNING RESOURCE GUIDE AND LEARNING AND DEVELOPMENT INTRANET SITE**

The Panel received a demonstration of the recently updated Learning and Development site including the newly developed Members' Skills Profile and supplementary Learning Resource Guide.

The core information from the Political Skills Framework Guidance, issued nationally by the Local Government Association, had been developed into a streamlined Rotherham Council Members' Skills Profile with the intention of being used as part of the Personal Development Plan process as a self-assessment tool to identify any areas for development.

In order to assist Members being able to identify available and appropriate learning and development, a supplementary Learning Resource Guide had also been developed.

As previously agreed, the new resources had been tested with a pilot group of Members (Councillors Smith, Steele and Andrews), and agreed some adjustments to the documents. The Members Learning and Development site had now been refreshed and the Skills Profile and Learning Resource Guide incorporated on the site which also included links to other relevant documents such as the Members Handbook, training calendar and links to useful website such as MORE.

The site and its core documents had been reviewed, tested and approved by the pilot group for wider use by all Members as part of the PDP process. The self-assessment asked each Member to reflect on the key skills and knowledge required to undertake their role, pointing to areas of expertise or required development. Areas of expertise could be shared by peer mentoring whilst the identified areas of development would be addressed via the Member Development Programme.

It was stressed that any information gathered would be confidential between the officer and Member concerned.

Agreed:- (1) That the use of the Skills Profile and Learning Resource Guide be included in the Personal Development Plan process.

(2) That the use of the Learning and Development site as a portal for Members to access relevant training, resources and information be approved.

(3) That a Member Seminar be organised to publicise the resource to all Members.

(4) That a further report be submitted in 12 months evaluating the effectiveness of the site, profile and resource guide.

## **16. TRAINING AND SUPPORT PRINCIPLES**

Tracey Parkin, HR Manager, submitted for consideration guiding principles to be used for the approval of individual training requests, with associated costs.

The Members' training budget had been reduced over the last few years, however, it remained a priority that appropriate development activity be made available to Members. In order to balance competing needs and making the

best use of the budget, some guiding principles for the approval of individual training requests which incurred a cost (either course cost or travelling) would be beneficial:-

- The development need should have been identified previously in a Member's Personal Development Plan or be in an area that was subject to continuous change which the Member needed to be kept up-to-date
- Priority would be given to sub-regional and regional provision. Attendance at events beyond the region would only be approved if there was no similar local provision possible
- Attendance of more than 1 member would not normally be approved as they would be expected to cascade learning to colleagues
- There should be no repetition of learning from a previous event attended
- It should be confirmed that the learning could not be achieved by other no cost (or lower) means
- The event/session/programme should include a high proportion of actual learning

Agreed:- (1) That the proposed principles for the approval of individual training requests be approved.

(2) That should an individual training request be submitted as a matter of urgency, consideration be given to the request by the Chairman.

#### **17. DATE AND TIME OF NEXT MEETING**

Agreed:- That a further meeting be held on Monday, 11th March, 2013 at 11.00 a.m. in the Town Hall.

1.	<b>Meeting:</b>	<b>Cabinet</b>
2.	<b>Date:</b>	<b>16th January 2013</b>
3.	<b>Title:</b>	<b>Proposed Council Tax Reduction Scheme and Revisions to the Council Tax Discount and Exemptions for Second homes and empty properties</b>
4.	<b>Directorate:</b>	<b>Resources</b>

## 5. Summary

This report details Rotherham's proposed new Council Tax Reduction Scheme (CTRS) together with the proposed changes to Council Tax discounts and exemptions both which have been the subject of public consultation. In previous reports the scheme has been referred to as Council Tax Support however the government has decided on the title of Council Tax Reduction Scheme.

The Council's proposed scheme, protects pensioners benefits, as it was required to, but unlike the present Council Tax Benefit regime it was necessary to require working age claimants to make a contribution to their Council Tax bill. This contribution would set at a minimum 8.5% of the Council Tax due (subject to Member approval). By setting this limit, the Council's proposed Scheme is expected to meet the Government's qualifying criteria for the transitional grant which the Government has introduced to limit the impact on working age claimants of the significant reduction in Government funding for Council Tax Benefits to local authorities to be introduced from April 2013.

The planned technical changes to discounts and exemptions for empty properties and second homes will increase the Council Tax income to the authority which will be used to reduce the amount of the Government Funding reduction (referred to above) that has to be passed through to working age CTRS claimants.

## 6. Recommendations

**Cabinet are asked to:**

- **Recommend that the maximum CTRS support be set at 91.5% in order to meet the qualifying criteria for the Government Transitional Grant and that the Council applies for Transitional Grant funding in 2013/14.**

- **Note the proposed new Council Tax Reduction Scheme (CTRS) and that Cabinet recommends the Council's proposed local CTR scheme for adoption by Full Council on 30<sup>th</sup> January 2013.**
- **Note the proposed changes to Council Tax discounts and exemptions and agree that Cabinet recommends these to be adopted by the Full Council on 30<sup>th</sup> January 2013.**
- **Agree to notify the South Yorkshire Joint Authorities of the Council's proposals.**

## 7. Proposals and Details

- 7.1 **Background** - Council Tax Benefit (CTB) is an income related benefit, which is currently administered by local authorities on behalf of the Department for Work and Pensions (DWP) which fully subsidises the cost of benefits. From April 2013, CTB will be abolished and replaced by a local scheme which will be called Council Tax Reduction Scheme (CTRS). Initially, the proposals had been named Council Tax Support but the Government has now decided on this new title. CTRS will operate as a set of discounts on the Council Tax charged by an authority rather than a benefit. The new regime will allow local authorities to design and administer their own CTRS subject to the requirement that any scheme will be required to protect pensioners' entitlement at current levels, provided that their financial circumstances do not change.
- 7.2 As well as the changes to CTB, technical changes to local authority discretions in respect of the Council Tax discounts and exemptions awarded to empty properties and second homes were introduced. Accordingly, the Council also developed proposals to reduce the discounts and exemptions (and for homes empty longer than 2 years introduce a Council Tax premium)
- 7.3 Over the summer the Council had developed its CTRS and technical change proposals and, with Members' approval, had started a public consultation on the schemes. The proposals are set out below.
- 7.4 Council Tax Reduction Scheme

The proposed CTRS scheme for working age claimants will be broadly similar to the current Council Tax Benefit scheme with the following major points:

- Subject to agreeing to accept Transitional Grant (which is considered in section 7.6 below) the maximum percentage of CTRS will be 91.5%. This will mean a claimant will have to pay a minimum 8.5% of their Council Tax. If the Transitional Grant is not accepted the maximum percentage of CTRS will be 80% meaning claimants pay a minimum 20%.
- Second Adult Rebate will be abolished.
- In order to safeguard vulnerable groups the present scheme of allowances, premiums and income disregards will be retained in the CTRS as the best way of recognising the particular needs of families, carers and people with disabilities.
- In order to promote work incentives, the current 4 week run on period will be retained in the CTRS. This means a claimant entering work or increasing their hours will, as at present, not see their CTRS entitlement reduce for a period of 4 weeks. Additionally, the 20% taper will be retained meaning employed claimants will lose only 20p benefit for every additional £1 they earn.
- With Armed Forces Covenant in mind, the existing disregard of 100% of all monies received in respect of war widows and war disablement pensions will be retained in the CTRS.

Pensioners are protected under the proposals and providing their financial circumstances do not change will see no changes in the Council Tax benefits that they receive.



The full proposed Rotherham CTRS document is attached as Appendix to this report.

7.5 Consultation - these proposals for CTRS and changes to Council Tax discounts and exemptions were, with the approval of Members the subject of Public Consultation which was intended to inform the Council's final decision. The results of the consultation found an overall majority in support of all the proposals making up CTRS. The results of the consultation can be found in the accompanying "Consultation Full report".

7.6 Council Tax Reduction Scheme Transitional Grant – Qualifying Criteria

Mid way through the public consultation, the Government announced proposals for a Transitional Grant to support the introduction of the new CTRS. Up to £100m transitional funding will be provided nationally as an un-ringfenced specific grant for one year only. The grant will be paid in March 2013 to authorities with schemes satisfying the criteria in March 2013. Details of authorities' grant allocations have been published – **Rotherham would receive £0.468m (in respect of both its own tax and parish precepts) should it meet the scheme criteria.** The DCLG have indicated that these allocations will not be affected by the Local Government Finance Settlement.

The qualifying criteria for the CTRS transitional grant states that Council's local scheme must:

- Ensure those who would be entitled to 100% support under the current Council Tax benefit scheme should pay no more than 8.5% of their net Council Tax liability;
- Have a taper rate (i.e. the rate at which support is withdrawn as claimant's income rises) not greater than 25%;
- There must also be no sharp reduction in benefit support for those entering work- i.e. the taper should continue to operate as under the current Council Tax Benefit regulations;
- And, although not one of the criteria, the Government would also not expect local authorities to impose large additional increases in non-dependent deductions.

7.6 As the Council's proposed local CTRS has retained many of the characteristics of the current national benefit scheme, we believe the Council's proposed Scheme meets these criteria, providing the maximum level of support was set at 91.5% (leaving the minimum contribution from claimants at 8.5%), compared with the 80% maximum support and 20% minimum contribution that had previously been modelled. The other provisions within our scheme are thought to be consistent with Government's requirements for Council Tax Reduction Scheme Transitional Grant.

7.7 By accepting the Transitional Grant the authority will be able to minimise the impact of the CTRS on the most vulnerable working age claimants many of whom will currently not be paying Council Tax due to their entitlement to 100% Council Tax Benefit. Many of these claimants will also be subject to reductions

in other welfare benefits and therefore it is felt that a reduction in their maximum Council Tax contribution from 20% to 8.5% will greatly assist them in being able to maintain the additional payments required.

- 7.8 Setting a scheme in line with the Transitional Grant requirements would mean a claimant in a Band A property with no parish precept or other discounts would pay a minimum £81.04 per year or £1.56 per week. Although this is still a substantial amount for claimants on low income it is substantially less than the amount that would have to be paid if the Transitional Grant was not taken where a maximum CTRS entitlement would mean the same claimant paying £190.68 per year or £3.67 per week.

### 7.9 Changes to Council Tax Discounts and Exemptions

Alongside the introduction of CTRS the Government announced that authorities would have increased discretion with respect to the Council Tax Discounts and Exemptions applying to empty properties and second homes. The Council developed proposals for specific changes to Council Tax discounts and exemptions in consultation with Members and the following changes are to be made to Council Tax discounts and exemptions.

- Removal of the current 50% discount for second homes. These properties would receive a full charge.
- Replace the current 100% exemption for homes undergoing major structural repair with a 25% discount.
- Replace the current 100% exemption for vacant and unfurnished properties in the first 6 months with a 25% discount.
- Remove the current 50% discount for vacant and unfurnished properties between 6 months and two years. These properties would receive a full charge.
- Charge an additional 50% premium for vacant and unfurnished properties over two years meaning these properties would receive a 150% charge.

It is estimated that these changes will generate an additional £2m in Council Tax income, which will help reduce the amount passed through to working age CTRS claimants.

- 7.10 It should be noted however, that although the Government will provide grant funding in respect of the CTRS, unlike the current Council Tax Benefit the scheme will not be fully funded by the Government – the grant allocation is 90% of the **estimated** cost of CTB in 2013/14. In reality the Council estimates that the shortfall after allowing for Council Tax Freeze Grant and Transitional Grant will be in the region of £3.0m. Of this, it is estimated £2m can be recovered by means of the technical changes to exemptions and discounts considered at section 7.3 above leaving approximately £1m to be passed through to working age claimants.

### 7.11 Next Steps

The South Yorkshire Police and Fire and Rescue Authorities, like the Council, will receive Council Tax Support Grant to replace Benefit and, should the Council apply for Transitional Grant they will also receive an allocation from the

£100m national pot. It is proposed that the Council's intentions are shared with the Joint Authorities.

Parishes – the Government indicated its clear expectation that billing authorities like the Council will work with parish and town councils to pass down grant funding. To this end the Council has issued guidance to local councils on this matter which will enable them to have certainty when considering and setting their 2013/14 precepts.

Rotherham's proposed CTRS scheme and Council Tax technical changes will be brought forward for approval by Full Council on January 30<sup>th</sup> (as required by regulation – the scheme must be approved by Full Council by 31<sup>st</sup> January).

## **8. Finance**

The implications of the proposals outlined have been included in the Council's Budget plans for 2013/14 and will be reflected in the Budget Setting Report which will be submitted to Council on March 6th 2013.

## **9. Risks and Uncertainties**

The risks for the authority are as follows:

- Transitional Grant - the Council will not know if its application for transitional grant application has been successful until late March 2013, by which time the scheme with a 91.5% maximum entitlement level will have been adopted by the Council.
- The Transitional Grant will be non-recurrent. If the grant is accepted, a further decision will be required for 2014/15 about how this lost income is covered. This could be from further savings across the Council or from pass-through to claimants. To pass-through the costs to claimants would require amendments to the Scheme and, should this happen, these additional charges to claimants would come into effect at the same time the Universal Credit is fully implemented – April 2014.
- The impact of the proposed CTRS as set out above is based on current projections on the number and value of claims for 2013/14 – changes in these factors – reflecting the local economic climate may have implications for the costs set out.
- Council Tax Pass through - based on 91.5% maximum entitlement the amount passed-through to be recovered from Claimants is estimated to be around £1m. Although current Council Tax Collection Rates remain high (c97%) it is felt that there is a significantly greater risk with collecting this £1m pass-through as:
  - We will be collecting payments from claimants who have not previously been required to contribute to their Council Tax
  - The amounts to be collected are relatively small and collection powers are limited for many benefit claimants.

**10. Policy and Performance Agenda Implications**

The full Council must adopt the final Council Tax Support scheme by 31<sup>st</sup> January 2013 otherwise the Council will have to adopt the Government's default scheme.

**11. Background Papers and Consultation**

Hard copies of background papers are available at the Town Hall

Rotherham's Council Tax Reduction Scheme

Consultation Full Report

Rotherham's Council Tax Reduction Scheme - Equality Impact Assessment

**Contact Name:**

Stuart Booth (Director of Finance), email: [stuart.booth@rotherham.gov.uk](mailto:stuart.booth@rotherham.gov.uk) Tel No: 22034

Robert Cutts (Service and Development Manager, Revenues and Benefits, email: [robert.cutts@rotherham.gov.uk](mailto:robert.cutts@rotherham.gov.uk) Tel No: x23320

1.	<b>Meeting:</b>	<b>Cabinet</b>
2.	<b>Date:</b>	<b>16<sup>th</sup> January 2013</b>
3.	<b>Title:</b>	<b>Calculation of the Council Tax Base for 2013/14</b>
4.	<b>Directorate:</b>	<b>Resources</b>

## 5. Summary

This report provides details of the calculation of the Authority's proposed Council Tax base for the 2013/14 financial year. It should be noted that from April with the Localisation of Council Tax Support (now described by the Government as the Council Tax Reduction Scheme (CTRS)) the Council's Tax Base will reduce compared to 2012/13. This is because under the Localisation of CTRS, eligibility to what was previously Council Tax Benefit, will be treated as a discount and (reduction) to the Tax Base. In addition to these changes the Council is using technical amendments in Council Tax Regulations to revise discretionary discounts and exemptions for empty properties and second homes. **Both of these fundamental changes have been taken into account in estimating the Council's Tax Base for 2013/14.**

In accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 2012 governing its calculation, it is determined that the Council's Tax Base for the financial year 2013/14 is **63,631.44** Band D Equivalent Properties.

## 6 Recommendation

That Cabinet is asked to:

- **Resolve that the amount calculated by Rotherham Metropolitan Borough Council as its Council Tax Base and those of the Parish Councils shown at Appendix A for 2013/14 shall be a total of 63,631.44 Band D equivalent properties.**

## 7 Proposals and Details

7.1 Setting the Tax Base is a precursor within the Budget setting process to the determination of the Council Tax level. Regulations under the Local Government Finance Act 1992 require the Council to calculate its annual Council Tax Base before 31 January in the preceding financial year. Since 2003 it has been possible for the determination of the Tax Base to be delegated to Cabinet to determine the Tax Base by resolution and this has been the Council's normal practice. For 2013/14, however it is not possible to delegate the tax base setting decision to Cabinet - due to the Localisation of Council Tax Support, decisions on the Council's own local scheme of CTRS, which must be made by Full Council, will affect the Council Tax Base. This report is therefore being considered at the same meeting as the Local CTRS scheme.

7.2 The Regulations set out the formula for the calculation and the estimated Tax Base is shown in Appendix A. The Council Tax Base is derived from the total number of properties within the Council's area as at the 1<sup>st</sup> December 2012, which, in the opinion of the Government's Valuation Office Listing Officer, were subject to Council Tax.

7.3 In the past the Council Tax Base has included estimates and projections to reflect the changes and adjustments in the tax base that occur during the financial year. These have included:

- Changes in banding as a result of adjustments and appeals;
- The completion of new properties;
- Discounts, exemptions and reliefs (for example, single person discounts, and reductions in liabilities for disabled persons).

For 2013/14 it is estimated that 411.20 new properties will be added to the Council Tax base - an increase of 0.5%. This increase was mostly as a result of construction and developments in Wath (102.84 Band D Equivalent new properties), Catcliffe (86.73 Band D Equivalents), Brinsworth (55.42 Band D Equivalent new properties) and Brampton Bierlow (29.78 Band D Equivalent properties).

7.4 In addition, the Council has decided to take advantage of technical changes in Council Tax Regulations by reviewing the discretionary discounts and exemptions awarded to empty properties and second homes. These changes have allowed the Council to reduce the discounts awarded and in some cases charge tax premiums (as set out below). The properties affected by the technical changes are spread across the borough and the estimated impact of these changes has been fed into the Council Tax Base for both the Council and Parishes. The overall effect of these changes, is expected to generate around £2m income for the Council in 2013/14.

- Removal of the current 50% discount for second homes. These properties would receive a full charge.
- Replace the current 100% exemption for homes undergoing major structural repair with a 25% discount.
- Replace the current 100% exemption for vacant and unfurnished properties in the first 6 months with a 25% discount.
- Remove the current 50% discount for vacant and unfurnished properties between 6 months and two years. These properties would receive a full charge.
- Charge an additional 50% premium for vacant and unfurnished properties over two years meaning these properties would receive a 150% charge.

- 7.5 The major change in the way the Council Tax Base is calculated is, however, in the treatment of Council Tax Benefits. For the first time in 2013/14 the Council has to include estimates of the numbers of benefit claimants and the value of the benefits they will receive in calculating its Tax Base. This is because, with the introduction of the local Council Tax Reduction Scheme these benefits will be converted to Council Tax discounts (like that awarded to single persons) which will reduce the Council Tax Base.
- 7.6 The Localisation of Council Tax Support – now known as the Council Tax Reduction Scheme (CTRS) requires that the Council determine its own local benefit scheme and a report setting out the proposals is being considered elsewhere on this agenda. Until this scheme is formally approved it is not possible for the Council to determine its Council Tax Base. For this reason, although in the past the calculation of the Council Tax Base has been delegated to Cabinet this year the Tax Base will be determined by Full Council meeting on 30<sup>th</sup> January. It is the intention, that, in future years the calculation of the Council Tax Base will once more be delegated to Cabinet.
- 7.7 The impact of the CTRS on the Tax Base across the borough is determined by assessing the number and value of claims by Tax Band across the borough (including in parishes) and converting them to Band D Equivalent properties, which are then deducted from the Council Tax Base. Under the proposed local CTRS scheme to be approved by Members, around £1m Council Tax requirement will be passed through to working age claimants and this estimate is included in the Council Tax Base.
- 7.8 To compensate for this reduction in the Tax Base, the Council will receive a grant of £17.51m. The Police and Fire and Rescue Authority will also receive grant and the Council has been allocated resources to be distributed to Parishes in line with the number and value of claims in a parish area.
- 7.9 After allowing for the additions, discounts and reliefs the estimated property base is converted into Band D Equivalent properties, giving a total of **65,599.43** Band D Equivalents. Appendix A provides details of the total for both parished and non-parished areas. Overall the changes have reduced the Council Tax base by 12,266.62 Band D equivalent properties a fall of **16.2% compared to 2012/13**. The reduction is not spread evenly across the borough:
- In 2012/13, 53% of Band D Equivalent properties were in parished areas and 47% in unparished areas (i.e. Rotherham Borough)- the comparable figures for 2013/14 are 59% and 41%.
  - In absolute terms, the parished areas have lost 2,585.23 Band D Equivalent properties, whilst the number within Rotherham borough has fallen by 10,060.75 a reduction of 27.3% in the unparished area compared to 6.2% within parishes.
  - The impact on property types has also varied. Most of the reduction relates to Band A properties – which have reduced by 30.2%. There are also 9% and 4.4% reductions in Band B properties and Band C properties respectively. These changes have not greatly altered the distribution of properties within Tax Bands - the proportion of properties in the three lowest Tax Bands on the Council's Tax Base has reduced from 80% in 2012/13 to 76% for 2013/14.
- 7.10 Although current Council Tax Collection Rates remain high at over 97%, it should be noted however, that there is considered to be a greater risk with collecting Council Tax income in future as:
- We will be collecting payments from claimants and owners of empty properties etc who have not previously been required to contribute to their Council Tax

- The amounts to be collected from working age claimants are relatively small (c£81 per annum or £1.56 per week).

7.11 Taking into account these factors, it is nevertheless recommended that, as in previous years an adjustment of 3% should be made to the Tax Base in respect of non-collection, giving a total of **63,631.44** Band D equivalents. The result of applying the 97% collection rate to the Band D Equivalents for each of the parishes within the Borough and for the Borough as a whole is shown in the final column of Appendix A attached. The Tax Base for the Council as a whole (both parished and unparished areas) is made up as follows:

<u>Tax Band</u>	<u>Band D Equivalent Properties</u>
Band A	24,110.03
Band B	13,405.57
Band C	10,878.39
Band D	7,362.73
Band E	4,739.27
Band F	2,122.44
Band G	946.56
Band H	66.45
<b>TOTAL</b>	<b>63,631.44</b>

## 8 Finance

There are no direct implications arising from this report – however determining the Council Tax Base is a fundamental part of the determining the level of Council Tax set, which is a significant element of the Council's resources for the coming financial year.

## 9 Risks and Uncertainties

As the Council Tax Base must be set by the 31 January 2013, it contains projections in respect of the additions, adjustments, discounts and reliefs to be granted before the 31 March 2013 and during 2013/14. As this is the first year of the localisation of CTRS and the introduction of the technical changes there is likely to be additional recovery action required and a possibility that the overall actual collection rate may reduce. However, given that current collection rate (97.70%) exceeds the proposed estimated collection rate of 97% it is considered to be a robust estimate (albeit challenging) for setting the Council Tax Base. This estimate will be reviewed in 2014/15 in light of collection performance during 2013/14 which will be closely monitored throughout the year.

## 10. Policy and Performance Agenda Implications

The setting of the Council Tax Base is essential in underpinning all parts of the Council's activities. Given the significance of the changes in the way the Council calculates its Tax Base there has been extensive consultation on the proposals for a Local CTRS Scheme and the planned technical changes to Council Tax discounts and exemptions.



**11. Background Papers and Consultation**

- The Localism Act 2011
- Local Government Finance Act 1992.
- Local Authorities (Calculation of Council Tax Base) Regulations 2012 (Statutory Instrument 2012 no 2914)
- Local Authorities (Calculation of Council Tax Base) Regulations (Statutory Instruments 1992 no.612 and 1999 no.3123).
- Local Authorities (Calculation of Council Tax Base/Supply of Information) Regulations 1992 (Statutory Instrument 2904).
- Section 84 of the Local Government Act 2003

**Contact Name:** *Stuart Booth, Director of Financial Services,*  
[stuart.booth@rotherham.gov.uk](mailto:stuart.booth@rotherham.gov.uk), Tel Ext 22034

ROTHERHAM MBC COUNCIL TAX BASE 2013/14											
Band D Equivalent Properties											
Tax Pre CTS Parish	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total	3% collection loss	Base
Anston	472.81	1,101.66	406.72	387.93	369.77	175.63	47.13	10.50	2,972.15	89.17	2,882.98
Aston	1,248.68	1,320.21	655.43	581.76	498.10	112.64	22.90	1.00	4,440.72	133.22	4,307.50
Bramley	636.06	419.88	663.82	425.21	206.73	13.00	6.30	2.00	2,373.00	71.19	2,301.81
Brampton Bierlow	605.34	158.30	103.10	245.09	148.20	0.00	1.70	0.00	1,261.73	37.85	1,223.88
Brinsworth	766.06	1,196.40	312.04	123.83	15.24	1.40	0.00	0.00	2,414.97	72.45	2,342.52
Catcliffe	298.75	129.76	108.78	50.88	23.31	0.70	0.00	0.00	612.18	18.37	593.81
Dalton	1,205.55	369.93	577.37	210.57	255.31	27.80	10.88	2.00	2,659.41	79.78	2,579.63
Dinnington	1,172.77	339.74	334.85	458.67	89.84	36.22	14.97	4.00	2,451.06	73.53	2,377.53
Firbeck	7.97	18.47	15.80	12.30	34.53	31.02	22.10	0.00	142.19	4.27	137.92
Gildingwells	2.26	0.82	1.80	8.00	11.60	15.50	1.70	0.00	41.68	1.25	40.43
Harthill	150.13	83.54	95.33	111.05	90.25	85.20	37.50	0.00	653.00	19.59	633.41
Hellaby	29.12	171.95	20.77	16.00	7.90	0.00	0.00	0.00	245.74	7.37	238.37
Hooton Levitt	4.50	8.25	1.80	4.50	15.53	15.54	6.70	1.00	57.82	1.73	56.09
Hooton Roberts	6.85	2.10	8.40	13.80	27.20	18.41	9.60	0.00	86.36	2.59	83.77
Laughton	96.19	56.28	43.15	110.53	75.51	53.10	26.30	0.00	461.06	13.83	447.23
Letwell	2.09	1.90	0.67	5.50	19.20	20.58	20.80	0.00	70.74	2.12	68.62
Maltby	2,383.67	658.16	663.32	544.76	95.39	30.28	37.95	2.00	4,415.53	132.47	4,283.06
Orgreave	23.81	159.65	19.31	1.00	0.00	1.40	0.00	0.00	205.17	6.16	199.01
Ravenfield	100.74	109.38	282.47	244.87	212.09	102.29	11.47	0.00	1,063.31	31.90	1,031.41
Thorpe Salvin	9.58	8.71	12.91	29.21	44.00	58.12	41.70	2.00	206.23	6.19	200.04
Thrybergh	677.36	52.19	52.92	55.57	39.11	37.21	12.90	0.00	927.26	27.82	899.44
Thurcroft	1,032.45	286.36	271.82	196.54	69.70	29.42	22.93	0.00	1,909.22	57.28	1,851.94
Todwick	33.63	69.49	80.81	249.14	137.97	53.42	47.97	0.00	672.43	20.17	652.26
Treeton	401.78	187.12	32.46	137.70	86.13	16.28	0.00	1.00	862.47	25.87	836.60
Ulley	9.17	8.00	12.88	9.09	14.33	7.90	6.63	0.00	68.00	2.04	65.96
Wales	841.70	392.47	413.32	246.91	114.91	58.98	23.80	0.00	2,092.09	62.76	2,029.33
Wentworth	34.94	102.18	113.93	107.07	102.82	64.60	43.95	4.00	573.49	17.20	556.29
Whiston	373.05	358.56	343.68	128.03	208.37	93.84	52.40	4.00	1,561.93	46.86	1,515.07
Wickersley	218.49	672.08	600.73	275.32	307.14	391.84	230.72	3.00	2,699.32	80.98	2,618.34
Woodsetts	70.02	188.81	134.03	91.78	59.94	40.84	27.50	8.00	620.92	18.63	602.29
<b>TOTAL Parished</b>	<b>12,915.52</b>	<b>8,632.35</b>	<b>6,384.42</b>	<b>5,082.61</b>	<b>3,380.12</b>	<b>1,593.16</b>	<b>788.50</b>	<b>44.50</b>	<b>38,821.18</b>	<b>1,164.64</b>	<b>37,656.54</b>
<b>TOTAL (unparished)</b>	<b>11,940.19</b>	<b>5,187.83</b>	<b>4,830.41</b>	<b>2,507.83</b>	<b>1,505.73</b>	<b>594.92</b>	<b>187.34</b>	<b>24.00</b>	<b>26,778.25</b>	<b>803.35</b>	<b>25,974.90</b>
<b>TOTAL</b>	<b>24,855.71</b>	<b>13,820.18</b>	<b>11,214.83</b>	<b>7,590.44</b>	<b>4,885.85</b>	<b>2,188.08</b>	<b>975.84</b>	<b>68.50</b>	<b>65,599.43</b>	<b>1,967.99</b>	<b>63,631.44</b>
<b>Less 3% collection loss</b>	<b>24,110.03</b>	<b>13,405.57</b>	<b>10,878.39</b>	<b>7,362.73</b>	<b>4,739.27</b>	<b>2,122.44</b>	<b>946.56</b>	<b>66.45</b>	<b>63,631.44</b>		

1	<b>Meeting:</b>	<b>CABINET</b>
2	<b>Date:</b>	<b>16<sup>th</sup> January 2013</b>
3	<b>Title:</b>	<b>National Non Domestic Rates Return (NNDR 1)</b>
4	<b>Directorate:</b>	<b>Resources</b>

## 5 Summary

The report sets out the requirement for the submission of an NNDR 1 Return to the Department for Communities and Local Government (DCLG) and details contained in that return. As from April 2013 Retained Business Rates will represent a major proportion of the Council's revenue Resources it is considered necessary to report the estimated Business Rates income to Full Council.

The Council has estimated its overall Business Rates income (net rating income) for 2013/14 to be £72,179,594, of which the Council's share (49%) will be £35,368,001.

## 6 Recommendations

**Cabinet is asked to:**

- **Note the contents of this report and approve its submission to Full Council on January 30<sup>th</sup>.**

## 7. Proposals and Details

### 7.1 Background

2013/14 is the first year of the Business Rates Retention Scheme, which will allow Local Authorities to retain a percentage of the business rates income that they collect. Further percentages will be paid to central government and to an authority's major precepting authorities – the South Yorkshire Fire and Rescue Authority. Police Authorities are outside the scope of the scheme. In Rotherham's case, this means that the business rate income will be shared as follows:

- Central Government 50% share
- Rotherham MBC 49% share
- South Yorkshire Fire and Rescue Authority 1% share

7.2. The amount to be retained and the amounts to be paid to central government and major precepting authorities are fixed before the start of each financial year on the basis of the Council's estimate of its business rates income for that year. The National Non Domestic Rates (NNDR1) return sets out the calculation of the estimate and also provides information to central Government for statistical purposes.

7.3 Regulations require the Council to calculate its business rates income for the year (net rating income) by estimating the net receipts from ratepayers that will be taken to its Collection Fund income and expenditure account. Net rating income is determined as the gross business rates for the year less:

- Mandatory and discretionary reliefs, including the temporary increase in Small Business Rate Relief and extended exemption from empty property rates for new builds both announced in the recent Autumn Statement;
- The cost of collection;
- Losses on collection; and
- Growth in business rate income in Enterprise Zones and from renewable energy schemes.

An allowance can also made for the effect on business rate income of the anticipated change in rateable values arising from rating appeals, business closures and other factors.

The effect of transitional arrangements on the amount of business rate income collectable, whilst included on the NNDR 1 form, falls outside the scope of the business rates retention scheme as government has committed to fund these costs centrally. The net cost of transitional relief does not therefore form part of the net rating income.

7.4 On this basis, the Council has estimated its overall Business Rates income (net rating income) for 2013/14 to be £72,179,594, of which the Council's share (49%) will be £35,368,001.

Differences between the actual business rate income collected in the year and that forecast in the NNDR 1 will give rise to a surplus or deficit on the Collection Fund. The surplus or deficit will be borne by the Council, central

government and Fire Authority in accordance with their proportionate share, ie 49% in the case of the Council. The distribution of surpluses or recovery of deficits will work in the same way as for council tax, ie, the forecast surplus / deficit in 2013/14 will be distributed in 2014/15, followed by a final distribution in 2015/16 when the actual surplus or deficit in 2013/14 is known.

Any changes to reliefs will be also be borne based on proportionate shares, thereby effectively increasing the Council's share of any increase in discretionary reliefs from 25% under the existing non domestic rates scheme to 49% under the business rates retention scheme.

7.5 As retained business rates income will now form a major part of the Council's resource base, Cabinet and Council are being notified of the contents of the NNDR 1 Return. The Council has already had to submit a provisional NNDR 1 Return to DCLG on Monday 7 January 2013 and has to provide a certified Return by Thursday 31 January 2013. The proposed Certified Return is attached as an appendix to this report.

It is proposed to notify the South Yorkshire Fire and Rescue Authority of the contents of the provisional NNDR 1 return.

### **8. Finance**

The financial issues are discussed in section 7 above.

### **9 Risks and Uncertainties**

The NNDR1 Return sets out the forecast amount of business rate income to be collected in 2013/14 and the amount of the Council's retained share (49%). Income projections may change during the financial year and result in the actual amount of income collected being different to that forecast. Differences between actual and forecast business rate income are carried in the Collection Fund as a surplus or deficit and will be distributed / recovered in subsequent years in the proportionate shares set out in paragraph 7.1

### **10. Policy and Performance Agenda Implications**

None

### **11. Background Papers and Consultation**

- The Local Government Finance Act 1988
- Draft Non-Domestic Rating (Rates Retention) Regulations (the retention regulations) to be approved in 2013.
- Business Rates Retention – Policy Statement November 21 2012
- Consultation Paper Localising Business Rates DCLG 2<sup>nd</sup> August and Technical Papers
- Statement of Intent DCLG 17 May 2012
- Briefings from the Local Government Association and SIGOMA

**Contact Name:** Stuart Booth, Director of Financial Services,  
[stuart.booth@rotherham.gov.uk](mailto:stuart.booth@rotherham.gov.uk), Tel Ext 22034



Department for  
Communities and  
Local Government

**NATIONAL NON-DOMESTIC RATES RETURN 1  
NNDR1 2013-14**

Please e-mail to : [nndr.statistics@communities.gsi.gov.uk](mailto:nndr.statistics@communities.gsi.gov.uk)

Please enter your details after checking that you have selected the correct authority name.

Please check the figures shown in the cells with a blue border and enter your own figures if you disagree with those suggested.

**A provisional version of the form should be returned to the Department for Communities and Local Government by  
Monday 7 January 2013**

The final version of this form, including a signed copy, must also be sent to the Department for Communities and Local Government by  
**Thursday 31 January 2013**

Select your local authority's name from this list:

Rother
Rotherham
Rugby
Runnymede
Rushcliffe
Rushmoor

Check that this is your authority :

**Rotherham**

Check that this is your E Code :

**E4403**

Local authority contact name :

**Alan Ainsworth**

Telephone number of local authority contact :

**01709 823331**

Fax number for local authority contact :

E-mail address of local authority contact :

[alan.ainsworth@rotherham.gov.uk](mailto:alan.ainsworth@rotherham.gov.uk)

Ver 1.3

1. Number of hereditaments on the rating list on 30 September 2012

**7,185**

2. Aggregate rateable value on the rating list on 30 September 2012

£

**188,051,498**

**GROSS CALCULATED RATE YIELD**

3. Enter line 2 x small business non-domestic rating multiplier (0.462)

£

**86,879,792.08**

**MANDATORY RELIEFS**

**Small business rate relief**

£

4. Additional yield generated to finance the small business rate relief scheme

**1,448,234.65**

5. Cost of small business rate relief for properties within billing authority area

**4,385,862.66**

6. Net cost of the small business rate relief (Line 5 minus Line 4)

**2,937,628.01**

7. Cost of relief to charities

**2,931,102.86**

8. Cost of relief to Community Amateur Sports Clubs

**13,671.50**

9. Cost of relief for rural general stores, post offices, public houses, petrol filling stations and food shops

**14,718.26**

10. Cost of relief for partly occupied premises

**257,677.86**

11. Cost of relief for empty premises

**1,649,441.64**

**12. Total mandatory reliefs (Sum of lines 6 to 11)**

**7,804,240.13**

**DISCRETIONARY RELIEFS**

13. Cost of relief to charities

**93,497.04**

14. Cost of relief to non-profit making bodies

**551,147.17**

15. Cost of relief to Community Amateur Sports Clubs

**3,417.89**

16. Cost of relief for rural general stores, post offices, public houses, petrol filling stations and food shops

**0.00**

17. Cost of relief to other rural businesses

**217.72**

18. Other Section 47 reliefs (Localism Act discounts)

**0.00**

**19. Total discretionary reliefs (Sum of lines 13 to 18)**

**648,279.82**

**20. Gross Rate Yield after reliefs (Line 3 minus lines 12 & 19)**

**78,427,272.13**

21. Estimate of 'losses in collection'

**750,000.00**

22. Allowance for Cost of Collection

**310,276.76**

23. Special Authority Deductions - City of London Offset

**0.00**

NATIONAL NON-DOMESTIC RATES RETURN 1 2013-14		Rotherham
Ver 1.3		
<b>Section 2</b>		
<b>Enterprise Zones</b>		
24. Estimated level of discount to be awarded in 2013-14		£ 403,811.77
25. Estimated value of non-domestic rates in the Enterprise Zone area in 2013-14	403,811.77	
26. Enterprise Zone baseline	315,770.02	
27. Total estimated value of business rates to be retained in 2013-14 (Line 25 minus line 26)		88,041.75
<b>New Development Deals</b>		
28. Estimated value of non-domestic rates in the New Development Deals area in 2013-14	0.00	
29. New Development Deals baseline	0.00	
30. Total estimated value of business rates to be retained in 2013-14 (Line 28 minus line 29)		0.00
<b>Renewable Energy Schemes</b>		
31. Total estimated value of business rates to be retained in 2013-14		0.00
32. Net Rate Yield excluding transitional arrangements and rate retention (Line 20 minus the sum of lines 21 to 23, 27, 30 & 31)		77,278,953.62
<b>Rate retention adjustments</b>		
33. Estimate of the change in rateable value between 1 October 2012 and 30 September 2013		-1,635,000.00
34. Estimate of the change in receipts as a result in the change in rateable value (line 33 times the multiplier)		-755,370.00
	%	
<b>This equates to a percentage change of</b>	-0.87	
35. Local authority's estimate of adjustment due to appeals		4,343,989.60
36. Net Rate Yield excluding transitional arrangements but after rate retention adjustments (Line 32 plus lines 34 and minus line 35)		72,179,594.00
<b>Section 3</b>		
<b>Transitional arrangements</b>		
37. Addition revenue received because reduction in rates have been deferred	47,450.46	
38. Revenue foregone because increase in rates have been deferred	121,916.27	
39. Net cost of transitional arrangements (Line 38 minus line 37)		74,465.81
40. Net Rate Yield after transitional arrangements and rate retention (Line 36 minus line 39)		72,105,128.00

NNDR Summary for : Rotherham	
These figures show the percentage shares of the NNDR you estimate your authority will collect in 2013-14. They are based on line 36. See the <i>Tier Split</i> tab for full information	
	£
Amount of NNDR to be paid to central government	35,685,985.23
Amount to be retained by Rotherham under the rates retention scheme	35,368,001.00
Amount to be passed to South Yorkshire Fire	721,796.00

**Certificate of Chief Financial Officer**

I certify that the entries in lines 3, 12, 19, 20, 36, 39 and 40 of this form are the best I can make on the information available to me and that the figures given in lines 1 and 2 used in the calculating the amount shown in lines 36 and 40 are, to the best of my knowledge and belief those shown in the rating list for my authority as at 30 September 2012, subject to any order made before 15 January 2013 under the Local Government Act 1972 implementing boundary changes. I also certify that the authority has made proper arrangements for securing efficiency and effectiveness in relation to the collection of non-domestic rates. I also certify to the best of my knowledge and belief that any amount included as legal costs in line 22 and discretionary relief in line 24 meet the conditions set out in the Non-Domestic Rating (Rates Retention) Regulations 2013.

Chief Financial Officer : .....

Date : .....

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>The Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>Wednesday 16 January 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Housing Rent Increase 2013/14</b>
<b>4.</b>	<b>Directorate:</b>	<b>Neighbourhoods and Adult Social Services</b>

### **5. Summary**

The purpose of this report is to seek agreement from the Cabinet for the proposed housing rent, new build rents, garage rent and communal facilities increases for 2013/14 to go forward for consultation, and subject to the outcome of that consultation to be presented at cabinet for decision.

This year it has been possible to significantly reduce the annual increase when compared to the previous two years to 2.6% for none housing rent issues and 6.19% for rent. Members are asked to also note the draft Housing Revenue Account Budget for 2013/14. In anticipation of a scrutiny recommendation being accepted by cabinet, the proposed charges for district heating are considered within a separate report, also considered on this agenda.

### **6.0 Recommendations**

**The Cabinet is asked to note the content of this report and recommend:**

- **An average rent increase of 6.19% in accordance with Central Governments (DCLG) Rent Formula which results in an average increase of £4.30 per week collected over 49 weeks.**
- **An average rent of £98.39 for new build council properties.**
- **An increase in line with the Retail Price Index of 2.60% for garage rents, communal facility charges including where applicable laundry charges and the cooking gas charge.**
- **Note the draft Housing Revenue Account Budget for 2013/14**



## 7.0 Proposals and Details

### Council Rent Setting

- 7.1 The financial climate for many people living in Rotherham is extremely challenging and historically wherever possible this authority has sought to restrain annual charge increases, however since 2002/03 DCLG has required all authorities to use a prescribed Formula to calculate each tenants rent and to apply annual increases to actual rents to achieve the Formula Rent (Formula Rent is the rent set under rent restructuring). This formula for 2013/14 produces an average rent increase for RMBC tenants of 6.19%. There would be major implications for RMBC of not following this formula and these are addressed below.
- 7.2 The Government expects that all similar properties in the same local area will have similar rent levels, even if properties are owned by different landlords. This process is known as 'rent convergence'. The Government set a target for Authorities to achieve rent convergence by 2015/16 should be noted that Rotherham rents still rank as some of the lowest in the country.
- 7.3 The average rent for 2012/13 was £69.63 collected over 48 weeks. The proposed 2013/14 average weekly rent using the government formula, collected over 48 weeks would rise to £73.93, an average increase of £4.30 per week (over 48 weeks). However, 2013/14 is a 53 week year and therefore the average rent requires amending to reflect this and results in a revised rent of £73.81 payable over 49 weeks (thereby maintaining the policy of 4 weeks during the year where rent is not collected). Charges are adjusted for tenants who pay through the various Direct Debit methods.
- 7.4 Total housing rent income generated through the proposed revised weekly rents is estimated to be £74.245m in 2013/14 assuming a 53 week year, 100 Right to Buy sales and voids at 2%. The additional rent income as a result of week 53 equates to £1.394m, charged over 49 weeks.
- 7.5 The Council completed the building of 132 new energy efficient properties in 2011/12. For these dwellings, the funding model assumed that rents would be aligned to the Councils existing rent structure based on these dwellings having a higher property value (than existing stock), therefore these rents are fully converged and are set higher than those of the existing Council stock. Consequently the proposed average rent to be charged across these properties will be £98.39 over 49 weeks based on the rent formula of RPI plus 0.5%.

### **Housing Self Financing Determination**

- 7.6 The Government replaced the former Housing Revenue Account (HRA) subsidy system with a devolved system of council housing finance called self-financing from 1<sup>st</sup> April 2012.

The purpose of which was to give local authorities the resources, incentives and flexibility they need to manage their own housing stock for the long term and give tenants greater transparency and accountability as to how the rent collected is spent on the services provided.

- 7.7 A 30 year Business Plan has been developed to give indicative income and expenditure for the short, medium and long term.

Key to this Business Plan is the requirement to ensure that rents converge by the government's target by 2015/16 and increase in line with national guidelines of RPI + 0.5% thereafter. If the council failed to follow this convergence process there would be significant reputational and financial implications for the council. In addition, not following the prescribed convergence route may lead DCLG to believe Rotherham does not need the rental income at the higher level, and leave the council open to the possibility that DCLG will revisit the settlement arrived at as part of the HRA self financing settlement.

- 7.8 From a financial perspective even minor changes in percentage increases have a significant effect on the income level the council recovers and our ability to offer tenants a high quality service. Every 1% reduction below the proposed rent increase results in a loss of rent income to the Council of £676k (or for tenants an average reduction of 68p per week over 49 weeks). This obviously compounds over time and would significantly erode the anticipated long term surpluses projected in the 30 year business plan. In addition, not following the convergence formula this year but attempting to catch up next would merely delay what would become an even higher increase next year.

- 7.9 The HRA Baseline Self Financing Determination in 2012/13 supplied key data to be used in uplifting rents, including the continuation of the limit on the annual increase an individual can be charged at Retail Price Index (2.6% for 2013/14) plus 0.5% plus £2 per week, where full rent convergence is not yet achieved. Applying this limit results in an average rent increase of 6.19% in 2013/14 as referred to in paragraph 7.3 in this report.

- 7.10 As a comparator the RPI in September 2011 was 5.6% resulting in an average rent increase in 2012/13 of 9.46%

**Garage Rents**

- 7.11 The Council has continued with its garage site improvement programme investing £300,000 in 2012/13 in addition to the £2m over the last 6 years. It is therefore proposed to increase the rents in line with RPI (2.6%) as in 2012/13.

This would increase the rent from £4.75 to £4.87 per week in 2013/14 for Council tenants.

It is also proposed that garage plot sites are also increased by RPI, therefore for a surfaced site the charge would increase from £52.80 per annum to £54.17 in 2013/14 and for non-surfaced sites from £47.52 to £48.76 per annum.

**Cooking Gas**

- 7.12 The Council also charges for cooking gas facility at 81p per week. It is proposed to increase the charge by RPI (2.6%), which in 2013/14 will increase to 83p per week.

**Communal Facilities**

- 7.13 The Communal charge for Neighbourhood Centres was increased in 2012/13 by inflation to £4.50 (5.6%) per week to cover increased costs of the service. For 2013/14 it is proposed to increase the charge again by inflation (2.60%) taking the standard charge to £4.62. However, for centres with laundry facilities it is proposed to increase the laundry charge again by RPI (2.60%) from 80p to 82p which will mean a total charge of £5.44 per week.

**Housing Revenue Account Budget 2013/14**

- 7.14 Appendix A of this report presents the 2013/14 detailed Draft Operating Statement which is effectively "The HRA Budget".

The table below presents an overall summary position of the Income and expenditure budgets:-

	<b>Proposed Budget 2013/14 £</b>
Expenditure	73,090,434
Income	-78,903,700
Net Cost of Service	<u>-5,813,266</u>
Interest Received	-25,000

Net Operating Expenditure	<u>-5,838,266</u>
Revenue Contribution to Capital Outlay	8,437,000
<u>Transfer from Reserves</u>	<u>-2,598,734</u>
<u>Surplus for the Year</u>	<u>0</u>

It can be seen that based on the proposals to increase the dwelling rent income and service charges outlined in this report the budgeted income of £78.904m is anticipated to be collected in 2013/14 and that this is offset by £73.090m of budgeted expenditure, which represents the cost of delivering the service. As budgeted income is greater than the cost of delivering the service, there is an overall net income of £5.813m to the service.

Once interest has been paid to the HRA, and a contribution of £8.437m has been made towards the Capital Programme, in accordance with the HRA Business Plan, there will be a requirement to use £2.599m of HRA reserves in order to set a balanced budget for 2013/14.

## 8.0 Risks and Uncertainties

The greatest risk and uncertainty surrounds the level of rent income received into the Housing Revenue Account. This is dependent upon the number of properties available to generate income.

The level of properties is directly affected by the level of sales and demolitions which may vary to those used in the budget assumptions. New rules regarding Right to Buy (RTB) receipts were implemented in April 2012 included increasing the discount cap to £75k. The new scheme assumes that the number of RTB sales will increase significantly as a result of the higher discount cap. Total sales in 2011/12 were 17, it is estimated that this will rise to 45 by the end of 2012/13 and the HRA Business Plan assumes 100 sales per annum over the next 5 years.

The Governments changes to welfare benefits from April 2013 may also impact on the level of rent income collected including the level of arrears and therefore be reflected in the Housing Revenue Account balances. Significant concerns are emanating from pilot areas where housing benefit (soon to be rolled up into Universal Credit) is being paid direct to claimants. This is apparently leading to very significant arrears levels.

All budgets carry a certain level of risk in that unforeseen circumstances may arise, causing additional pressures on the level of resources applied.

## 9.0 Policy and Performance Agenda Implications

The proposals contained within this report are in line with Council priorities and policies, as established and set out in key planning

documents. The aim is to deliver effective, value-for-money services for people within Rotherham.

## **10.0 Background Papers and Consultation**

HRA Baseline Self Financing Determination for 2012/13 – DCLG – 21st November 2011.

### **Contact Names:**

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<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>The Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>Wednesday 16 January 2013</b>
<b>3.</b>	<b>Title:</b>	<b>District Heating Scheme Charges 2013/14</b>
<b>4.</b>	<b>Directorate:</b>	<b>Neighbourhoods and Adult Social Services</b>

### **5. Summary**

The purpose of this report is to seek approval from Members for the proposed increase in charges for District Heating for 2013/14 taking account where possible of the recommendations contained in the recent review undertaken by the Self Regulation Select Commission.

There are a range of heating schemes, but in general district heating charges are made up of two components, a weekly charge and a metered charge per kilowatt hour of heating used. Weekly charges for most schemes exceed the actual metered costs and hence 32% of all income received from weekly charges are returned to customers. This report recommends no increase in weekly charges (with the exception of St Ann's) but, an increase in kilowatt hour charges to more accurately reflect true costs. The impact of this on consumers of district heating is that they the vast majority will pay no more on a weekly basis, but some will receive less of a rebate once actual personal charges have been calculated following individual meter readings.

### **6.0 Recommendations**

**The Cabinet is asked to note the content of this report and recommend:**

- **That weekly charges (with the exception of St Ann's which will follow the formula agreed in 2010-11) are not increased.**
- **That the various proposed increases to the kilowatt hour charges outlined in section 7 of this report are approved as a means of achieving full cost recovery.**
- **That to assist tenants, increases in the kilowatt hour charge are phased over a period of up to five years.**

## **7.0 Proposals and Details**

7.1 The Housing Rent Setting Report in January 2012 highlighted that the current charges for District Heating do not recover the full cost of providing the service. Due to ongoing and significant increases in the prices of gas and utility charges the initial three year strategy for ensuring full cost recover has yet to be fully realised. The Self Regulation Select Commission agreed to undertake a review to explore how cost effective and fuel efficient provision of District Heating can be achieved. One of the recommendations within the report was to consider the review of district heating charges separately from the annual rent review. District heating improvements have been built into the three year capital plan, to ensure that infrastructure is modern and efficient.

7.2 The council operate three distinct District Heating schemes:

- A pooled metered scheme;
- An unmetered scheme at Beeversleigh; and
- Switch 2 card meter scheme at Swinton

Each scheme currently has a separate charging scheme, and the extent to which full cost recovery differs between the various schemes, and between the numerous metered schemes themselves. Overall in 2011/12 district heating cost the authority £865k. Of this cost, £579k was received as income.

### **Pooled metered schemes**

7.3 Pooled metered schemes have a weekly pre-payment flat rate charge collected through the rent system, applied to all properties dependant upon the size of the property. The actual costs of each property's heating is determined by meter readings of the amount of kilowatt hours of heating actually used. In the vast majority of cases (88%) this results in a rebate. The current basis of kilowatt hour charges does not accurately reflect the actual costs of the pooled metered schemes. In order to achieve full cost recovery and ensure that charges are fair and affordable to tenants it is proposed that there is a phased approach to increasing unit costs of kilowatt hour charges, however, given the size of the actual rebates made, it is not necessary to increase the weekly prepayment charge.

7.4 The charges for the fifteen pooled schemes (984 properties), excluding St Ann's in 2013/14 is proposed as follows:-

<b>Pooled district heating charges</b>			
	<b>2013/14</b>	<b>% Increase</b>	<b>2012/13</b>
<b>Unit Cost KWh</b>	7.21p	10.00	6.55p
<b>Pre-payment Charges per week</b>			
Bedsit	£12.80		£12.80
1 Bed	£14.90		£14.90
2 Bed	£17.10		£17.10
3/4 Bed	£19.78		£19.78

7.5 In order to move towards recovering more of the costs of the service it is proposed to increase the unit rate charged from 6.55 pence per kWh to 7.21 pence per kWh, an increase of 10%. It would require a further four years at this level of increase to achieve full cost recovery based on the current cost of service.

7.5 St Ann's (73 properties) was added to the pooled scheme in 2011/12. The Council agreed to bring charges at St. Ann's into line with the pooled metered schemes over a three year period.

The proposal for the 2013/14 (year 3) fixed weekly payment is shown in the table below and this now brings the charges in line with all other pooled metered schemes:

<b>St Ann's</b>	<b>Proposed Charge 2013/14</b>	<b>Actual Charge 2012/13</b>
1 Bed	£14.90	£12.80
2 Bed	£17.10	£14.90
3 Bed	£19.78	£19.78

### **Beeversleigh**

7.6 The 48 properties at Beeversleigh are not metered and therefore not part of the pooled metered district heating scheme. Weekly charges are in line with the pooled schemes and currently income collected covers the full cost of the scheme.

It is therefore proposed not to increase the weekly charge for 2013/14. This will enable costs on this scheme to remain in line with other pooled schemes.

<b>Beeversleigh</b>	<b>Proposed Charge 2013/14</b>	<b>Actual Charge 2012/13</b>
One bed flat	£14.90	£14.90
Two bed flat	£17.10	£17.10



## **Swinton**

- 7.7 A third category of district heating is the dwellings charged by the installation of “Switch 2” card meters at the 238 properties at Fitzwilliam, Swinton.

At present the income received from charges is significantly less (34% being recovered) than the full cost of the scheme. In 2011/12 the scheme cost £146,000, but recovered only £50,000 through income from charges. Perhaps not surprisingly, heating charges in Swinton are much lower than elsewhere. The average annual cost paid by the tenant for heating a property in Swinton in 2011/12 was £210, compared to an average of £480 in other pooled metered schemes. To recover full costs on the Swinton scheme the average annual bill would need to rise to £614 at current prices. Seeking to recover the total cost in one go, would potentially create significant budgeting problems for tenants, and it is therefore proposed to recover full costs over four years. In 2013/14 it is proposed to increase the unit charge from 4.50 pence per Kwh to 5.85 pence per kWh. Whilst this amounts to an increase of 30% in 2013/14, it is still significantly below the actual cost for pooled schemes.

## **8.0 Risks and Uncertainties**

The greatest risk is not recovering the full cost of District Heating in the long term which may have an adverse impact on the Housing Revenue Account. Any significant increase in the future prices of gas could also result in further increases in charges.

## **9.0 Policy and Performance Agenda Implications**

The proposals contained within this report are in line with Council priorities and policies, as established and set out in key planning documents. The aim is to deliver effective, value-for-money services for people within Rotherham.

## **10.0 Background Papers and Consultation**

Housing Rents Report 2012/13 – January 2012.

Self Regulation Select Commission – Review of RMBC’s District Heating Schemes – November 2012.

### **Contact Names:**

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<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>16 January 2013</b>
<b>3.</b>	<b>Title:</b>	<b>Highways Agency Managed Motorways Programme</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Environment and Development Services</b>

## **5. Summary**

The report outlines the Highways Agency's (HA) proposed Managed Motorways proposals on sections of the M1 motorway within South Yorkshire, which are due to commence in April 2013. The proposals involve the introduction of a new All Lane Running standard which sees the conversion of the Hard Shoulder to a permanent running lane. The report also sets out the risks associated with the proposals and the views of the emergency services.

## **6. Recommendations**

It is recommended that:

- i) Cabinet note the Highways Agency's proposed Managed Motorways All Lane Running (MM-ALR) programme.
- ii) Cabinet endorse the further work proposed to mitigate wherever practicable the safety risks associated with the new MM-ALR standard.

## 7. Proposals and Details

### Background

In early 2012 the Highways Agency (HA) announced their intention to undertake improvements to the national motorway network, including capacity improvements on the M1 between Junctions 28 to 31 and 32 to 35A. These sections of the M1 are some of the worst congested and improving the capacity along these sections of motorway is welcome in terms of both its benefit to improved traffic flow and journey times, and its associated impact on the economy. Plans indicating the proposed extents of the Managed Motorways schemes within South Yorkshire are attached at Appendix A and B.

In March, the HA published its Interim Advice Note (IAN) 161/12, Managed Motorways – All Lane Running (MM-ALR) and it became clear that the scheme design represented a departure from the existing motorway standards associated with existing hard shoulder running schemes contained within the national Design Manual for Roads and Bridges (DMRB). The HA in issuing the IAN acknowledge that this is a new standard to work from and the section of the M1 between junction 32 and 35A is proposed to be the first section of motorway implemented using this new standard.

The M42 was the first motorway to operate a Managed Motorway scheme called Dynamic Hard Shoulder (DHS) running. This involves active traffic management using overhead gantry signs to indicate to drivers those periods (usually the most congested) when the hard shoulder can be used by all traffic. Active traffic management involving reduce speed limits are also in place. Whilst many of the features of dynamic hard shoulder running are automated the opening and closing of the hard shoulder requires a HA resource to remotely check that there are no obstructions or other safety risks. The M42 scheme has then been followed by further DHS schemes on the M62 between Junctions 25 and 26, and 29 and 30.

The proposed MM – ALR removes the need for this resource as the scheme will involve the permanent conversion of the hard shoulder to a running lane for use at all times of the day, both during busy periods and at quieter off peak periods. The default position will be that all lanes of the motorway will operate at a speed limit of 70mph. In addition queue protection and congestion systems will be introduced to determine when variable mandatory speed limits will automatically be displayed on verge mounted and overhead gantry signing. At the side of the previous hard shoulder emergency refuge areas with roadside telephones will be provided.

### Emergency Services view

South Yorkshire Police (SYP) and South Yorkshire Fire and Rescue (SYFR) have considered the proposed MM-ALR standards and have raised their concerns regarding new standard. These views have also been shared by ACPO and CFOA and have been expressed to the HA.

From an operational experience perspective the emergency services suggest that the risk of collisions involving stationary vehicles during non-peak times is an unacceptable risk and one which will have serious and potentially fatal consequences. This risk also involves those personnel who work on the motorways along with the public. There are also significant issues relating to the ability of the Police to conduct pursuit and enforcement activities on this stretch of motorway as it is currently designed.

As a result of the above, and given that South Yorkshire will be the first area that will see the new standard introduced, representatives from SYP, SYFR and the South Yorkshire Local Transport Plan Team have been meeting with the HA to consider these concerns with the aim of reaching a way forward that can be accepted by all parties.

Over the last couple of months the HA have explained, in significant detail, their position regarding the safety predictions for this new scheme. They have talked through the detail of their predictive risk registers and the rationale they have used for modelling and testing the scheme design. At this stage they predict an overall decrease in risk of up to 15% although it is worth noting that this reduction in risk is not reflected in the objective for Killed and Serious Injuries (KSI's) on this new design, which states the safety objective to be 'no worse off'. This is against a local objective of reducing KSI's by 4% per annum to 2020. However, the HA also accept that within the overall decrease in risk of 15% that the risk of a collision with a vehicle stopped in a running lane outside of peak periods increases by 200%.

### **Current position**

In order to ensure that specific risks relevant to the section of the M1 between 32 and 35a are mitigated, the HA will continue to work collectively with the South Yorkshire Safer Roads partnership as part of a technical working group to understand what further solutions might be employed that will enable further evidence to be gathered to support the operation of All lane Running. It is understood that in order to progress with the scheme that an agreed way forward will need to be reached at the end of January 2013.

### **Timescale**

It is anticipated that construction of the scheme will commence in Spring 2013 and take approximately 2 years to complete. The construction will be undertaken in phases starting with amendments to the central reserve and then in coordinated sections of the motorway.

### **8. Finance**

There are no direct financial implications to Rotherham MBC as a result of these proposals as the programme will be fully funded by the HA.

### **9. Risks and Uncertainties**

As mentioned above the road safety risks and operational difficulties that the proposed MM-ALR standard present to the Emergency Services are still being discussed with a view to an agreed position being reached.

At this time we have not seen the outcome of the environmental assessment that the HA are undertaking. Clearly the current volume of traffic and congestion on the motorway results in poor air quality particularly in those neighbourhoods adjacent to the proposed scheme, such as Tinsley.

### **10. Policy and Performance Agenda Implications**

The Managed Motorways proposals align well with the objectives of the Sheffield City Region Transport Strategy, notably Policy B: To improve the reliability and resilience of the national road network using a range of management measures. Some caution needs to be extended in the policy areas related to road safety and air quality, where the potential outcomes are less clear.

### **11. Background Papers and Consultation**

The Highways Agency intend to undertake a significant consultation exercise as part of delivering the scheme, including presentations to Elected Members, engagement with Local Action Groups, concerned residents, business groups and undertake public exhibitions.

In addition, the HA will be liaising with RMBC regarding the detail of the construction to ensure that the scheduled works are coordinated in line with any local programmes, particularly those on potential diversion or routes that may experience an increase in traffic volumes.

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# M1 J32 to J35a managed motorway location



- The M1 J32 to J35a is one of a number of schemes to which the managed motorways design specification will be applied

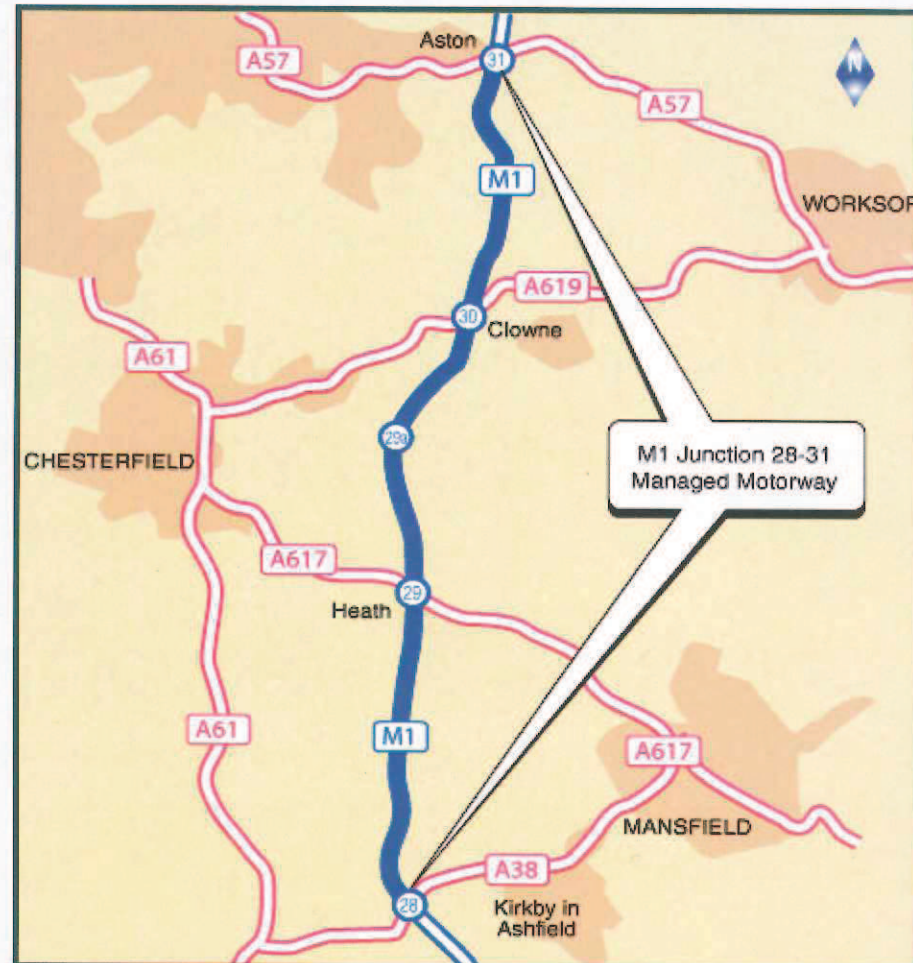
- This scheme aims to increase capacity and improve journey time reliability, supporting economic development in the region

- The project also aims to relieve congestion through improved incident management and driver information



## M1 J28 to J31 managed motorways location

- Similar to M1 J32 to J35a
- Through Junction Running at every junction
- Start of Works later 2013 (around 6 months behind 32 – 35a)



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET</b>
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1)	<b>Meeting:</b>	<b>Cabinet</b>
2)	<b>Date:</b>	<b>16th January, 2013</b>
3)	<b>Title:</b>	<b>Customer Service Centres</b>
4)	<b>Directorate:</b>	<b>Environment and Development Services</b>

### 5. Summary

This report provides information on the usage of the Council's six Customer Service Centres and suggests ways in which services can be delivered to customers in a greater number of communities across the borough, whilst also releasing savings of approximately £80,000 in 2013 – 2014.

The report also recommends that consultation is undertaken on proposals to cease the delivery of Customer Services from Swinton and Dinnington Customer Service Centres, whilst introducing services at Dinnington, Mowbray Gardens, Swinton and Wath libraries.

The current Customer Service Centre buildings at Swinton and Dinnington would be declared surplus to requirements by the Service.

### 6. Recommendations

1. Cabinet notes the current services which are available at each of the Council's six Customer Service Centres.
2. Cabinet approves the undertaking of public consultation on the model, which proposes changes to the way services can be accessed at Swinton and Dinnington Customer Service Centres.
3. Cabinet approves the undertaking of public consultation on the proposal to deliver additional services from Mowbray Gardens Library and from Wath Library.
4. That a further report be brought back to Cabinet following the consultation detailing proposals for the future delivery of Customer Services.



## 7. Proposals and Details

### 7.1 Access to Services

The Council offers services to customers in different ways. These are

- 1) By telephone
- 2) By letter or email
- 3) Online
- 4) In person via the Council's network of Customer Service Centres.

Following consultation in 2004, Members agreed that access to services 'in person' should be available from 6 locations across the borough. Since then a programme of development work has taken place to create Customer Service Centres in the six communities and the final Customer Service Centre, based at Rawmarsh, was completed in 2012.

The location of the Customer Service Centres is detailed in table 1, together with the services which are available at each site and the average Council Services visitor count.

**Table 1**

<b>Location</b>	<b>Primary Access Point</b>	<b>Customer Access provision</b>	<b>Average monthly visitor count (council services only)</b>
Central location	Riverside House	Making payments Access to all council services Central library Arts Heritage Café	26264 visitors per month
South/East of the Borough	Maltby Leisure and Service Centre	Leisure Centre Making payments Access to wide range of council services GP Practice Community health facilities Pharmacy CYPS Contact Rooms Café Community room	5360 visitors per month  (excludes DC Leisure footfall + GP Practice footfall)
South of the	Aston Customer Service Centre	Making payments Access to wide range	7625 visitors per month

Borough		of council services Library GP Practice Community health facilities Pharmacy CYPS Contact Rooms Community room	(excludes GP practice and pharmacy footfall)
South of the Borough	Dinnington Customer Service Centre	Making payments Access to a wide range of council services	2844 visitors per month
North of the Borough	Rawmarsh Customer Service Centre	Access to wide range of council services Library GP Practice Community health facilities Pharmacy (not yet open) CYPS Contact Rooms Community room	3139 visitors per month  (excludes GP practice footfall)
North of the borough	Swinton Customer Service Centre	Making payments Access to a wide range of council services	3092 visitors per month

The Council has worked closely with the Rotherham Primary Care Trust to develop multi-tenanted Customer Service Centres based in Maltby, Aston and Rawmarsh and this has increased the number of services which are available to customers.

This has helped to increase footfall into specialist service areas such as libraries and has increased customer satisfaction by enabling access to varied services under one roof. In addition it has enabled partner locality teams to work together successfully, building stronger working relationships and achieving efficiencies.

Swinton Customer Service Centre and Dinnington Customer Service Centre are not currently multi tenanted buildings. Customer footfall is therefore lower in these sites and the cost of service delivery is increased as the Council has to deliver public access services from both a library building and a Customer Service Centre building.

Opportunities exist for the Council to deliver a library service and to provide access to other Council Services from the same locations at Swinton and at Dinnington. The Resource and Community Centre is already used as the location for Dinnington library and the Area Assembly, and has a café and community rooms. Relocating wider customer access provision to this building will help to create a 'one stop shop' in Dinnington and will provide opportunities for the Council to reuse the existing Customer Service Centre building.

Swinton Library is located next to Swinton Customer Service Centre. The building has ample space for the council to provide access to other council services. This change will enable the Customer Service Centre at Swinton to be considered for alternative uses.

### **7.2 Customer Service Delivery Model**

Over recent years, the Council has moved towards delivering the same level of access to Council services at each of its Customer Service Centres across the borough. It has become evident however that demands for services are greater in certain communities, particularly when customers need to access advice relating to benefits and other support services. The findings from the recent public library review consultation also support this view.

To enable the Council to deliver increased levels of service in communities outside of the Customer Service Centres within current resources it is proposed that the 'in person' Customer Service delivery model is amended to the model detailed in Table 2.

This model proposes that customers are able to access Council Services such as benefits advice or council tax advice from Swinton and Dinnington sites 'in person' for two days per week. Access to services outside these times can be obtained from public access free phones or by using the public access computers which are available in the library. Customers will be able to make payments for council services using self service payment machines. Staff members will be available to support customers when using payment machines or when using public access computers.

In addition, it is recommended that customers are also able to obtain access to wider advice about Council Services from Mowbray Gardens Library and from Wath Library for one day per week.

**Table 2: The Customer Contact service delivery model**

Location	Riverside House	Rawmarsh Customer Service Centre	Aston Customer Service Centre	Maltby Customer and Leisure Centre	Swinton Library	Dinnington Resource Centre	Community Libraries across the borough	Other places
Where can I make a payment	You can pay at our cashiers desks or by using one of our self service payment machines	You can use our self service payment machine	You can use our self service payment machine	You can use our self service payment machine	You can use our self service payment machine	You can use our self service payment machine	<p>You can use our self service payment machine at Wath library.</p> <p>Our other libraries do not have any payment facilities.</p>	<p>You can pay free of charge at any post office or pay point facility.</p> <p>You can also set up a direct debit to make regular payments or you can pay online.</p>

Location	Riverside House	Rawmarsh Customer Service Centre	Aston Customer Service Centre	Maltby Customer and Leisure Centre	Swinton Library	Dinnington Resource Centre	Community Libraries across the borough	Other places
Where can I get help and advice on....	A drop in or appointment service is available	A drop in or appointment service is available	A drop in or appointment service is available	A drop in or appointment service is available	A drop in service is available each Monday and Tuesday	A drop in service is available each Wednesday and Friday	A drop in service is available at Mowbray Gardens Library and from Wath Library from 10am – 4pm each Thursday.	Supported online self service facilities are also available on our mobile library.
Council Tax	Mon – Fri 9am – 5.30pm	Mon – Fri 9am – 5.30pm	Mon – Fri 9am – 5.30pm	Mon – Fri 9am – 5.30pm	9am – 12noon & 1pm – 5pm	9am – 12 noon & 1pm – 5pm		
Benefits					Customer appointments are also available by request.	Customer appointments are also available by request.		
Housing	Supported online self service is available here. You can use our kiosks and computers at Riverside House and our helpful customer service or library staff will assist you to get online.	Supported online self service is available here. You can use our kiosks and computers at Rawmarsh CSC and our helpful customer service or library staff will assist you to get online.	Supported online self service is available here. You can use our kiosks and computers at Aston CSC and our helpful customer service or library staff will assist you to get online.	You can use our dedicated housing kiosks to bid online for council properties at Maltby CSC				Key Choices Property Shop offers a dedicated Housing Service.
Licensing							Public access free phones are available. You can also use our kiosks or computers and our helpful library staff will assist you to get online.	
Blue badges					Public access free phones are available.	Public access free phones are available.		
Parking								
Submitting planning applications					You can also use our kiosks and computers and our helpful library staff will assist you to get online.	You can also use our kiosks and computers and our helpful library staff will assist you to get online.		

<p>Where can I tell you about....</p> <p>Street or environmental issues</p> <p>Problems with waste collection, including arranging for bulky waste to be collected</p>	<p>We would prefer you to tell us about these problems using our website or mobile app. You can find this at <a href="http://www.rotherham.gov.uk">www.rotherham.gov.uk</a></p> <p>Alternatively you can telephone us on 01709 336003</p> <p>Computers and free phones are available in our customer service centres if you need help.</p>
<p>Where can I get help and support for adult social care</p>	<p>We have lots of information on our website. You can find this at <a href="http://www.connecttosupport.org/rotherham">www.connecttosupport.org/rotherham</a></p> <p>If you need further information or would like us to assess whether you are eligible for care services, please telephone us on 01709 822330</p>
<p>Where can I get help and support for children's social care</p>	<p>We have lots of information on our website at <a href="http://www.rotherham.gov.uk">www.rotherham.gov.uk</a></p> <p>If you need further information, please contact us on 01709 823987</p>

### **7.3 Public Consultation**

As we are proposing changes to the customer contact service delivery model, further work is required before we are able to finalise and implement the model. This includes:

- Complete public consultation on the proposed model, including consultation with individual communities, partners, stakeholders and staff.
- Equality analysis of the proposed service provision.
- Complete detailed feasibility studies to support the relocation of Dinnington and Swinton Customer Service Centres into Dinnington Resource Centre and Swinton Library.

This work will be undertaken during February and March 2013.

### **8. Finance**

Changes to the customer contact service delivery model are expected to realise savings of approximately £80,000 in 2013 – 2014. This will be generated through improved efficiency in service delivery.

Final details of the savings which can be achieved will be provided following completion of the public consultation exercise.

### **9. Risks and Uncertainties**

The proposed changes to the service delivery model will require customers to use alternative ways to access services, such as public access computers, self service payment machines and public access telephones. Staff members will be on hand to support customers through this change, but customer satisfaction levels may be impacted in the short term.

### **10. Policy and Performance Agenda Implications**

The proposed changes to service delivery support the Council's Customer Access Strategy and will deliver key efficiency and value for money improvements.

Increasing service provision within some of the Council's deprived communities supports the Corporate Plan and its policy and performance agendas.

The rationalisation of property assets is essential to reduce budget pressures and to support the delivery of front line services in the most cost effective way possible.

### **11. Background Papers and Consultation**

-  Customer Access Strategy 2011 – 2015

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