

Report to	Council	Item
	28 January 2014	
Report of	Chief Finance Officer	9
Subject	National Non-Domestic Rate Income (business rates) and the council tax base	

Purpose

To consider delegation of the submission of the National Non-Domestic Rate Form (NNDR1) and approval of the council tax base.

Recommendation

To delegate authority to the chief finance officer to submit the National Non-Domestic Rate Form (NNDR1) and approve the council tax base for 2014-15 and future years.

Corporate and service priorities

The report helps to meet the corporate priority *Value for money services*.

Financial implications

The calculation of the National Non-Domestic Rating Income and setting the council tax base are key statutory elements in the budget calculation process.

Ward/s: All

Cabinet member: Cllr Waters

Contact officers

Caroline Ryba - chief finance officer 01223 699292

Philippa Dransfield - chief accountant 01603 212562

Background documents

None

Report

Background

1. The council tax base (the number of equivalent band D properties for council tax raising purposes) is approved by council in January each year for the following financial year. Approval is required under The Local Government Finance Act 1992 and The Local Authorities (Calculation of Council Tax Base) Regulations 1992 but does not have to be approved by council. Once approved the council tax base is used by the council and precepting authorities to estimate council tax yield for budget setting purposes.
2. The new business rates retention scheme took effect from 1 April 2013. This new scheme altered the information and approvals required in relation to the submission of the National Non-Domestic Rate form (NNDR1), which estimates the amount of non-domestic rates income the authority is expecting to receive in the new financial year.
3. Under the old business rates scheme an NNDR1 form was completed giving the business rates base as at 31 December each year and this was submitted to the Department of Communities and Local Government (CLG) by mid-February each year. Under the new business rates retention scheme a revised NNDR1 form is required to be completed based on rateable values at 31 December, adjusted for a forecast figure based on the council's local intelligence of changes to rateable values for the following year (under the Local Government Finance Act, 2012). The importance of the NNDR1 form is significantly increased, as this form will inform the CLG when setting the council's business rates base for the following year. As a result of these changes the NNDR1 is required to follow the same formal approval process as that of the council tax base.

Proposed Delegation

4. This year, it was not be possible to complete the NNDR1 in time for it to be included in agenda papers for this meeting. Although a number of versions of the draft form and guidance notes have been issued for consultation purposes, the final version was not available in time.
5. It is therefore recommended that approval of the NNDR1 is delegated to the Chief finance officer and, as the NNDR1 and council tax base should follow the same approval process, it is also recommended that approval of the council tax base be similarly delegated.
6. It is also recommended that this delegation be extended to future years because:
 - a) The council tax base and NNDR1 calculations are technically based and determined by regulation
 - b) There are no statutory or constitutional requirements for them to be approved by council.
 - c) Delegation will simplify the process

- d) Delegation will bring the council's process in line with that of other councils who already delegate these approvals.
7. The figures relating to council tax base and NNDR1 will be included in the budget presented to cabinet and council in February, 2014.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Council
Committee date:	28 January 2014
Head of service:	Caroline Ryba
Report subject:	National Non-Domestic Rate Income (Business Rates) and the Council Tax Base
Date assessed:	
Description:	

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	To ensure the most up to date estimate of the business rates base for next year is submitted to CLG
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Issues	