

## **BUDGET AND COUNCIL TAX SETTING 2014/15**

### **Council – 18 February 2014**

Report of Chief Finance Officer

Status: For Decision

Key Decision: No

---

**Executive Summary:** This report sets out the factors that need to be considered in order to set the Council Tax for 2014/15 and to approve the 2014/15 budgets. These factors include:

- Precepts received from other authorities;
- Collection Fund position;
- Corporate Budget Update; and
- Opinion on the robustness of the budget and the adequacy of the reserves.

---

**This report supports the Key Aim of** providing value for money.

**Portfolio Holder** Cllr. Ramsay

**Contact Officer(s)** Adrian Rowbotham Ext. 7153

Helen Martin Ext. 7483

Lee Banks Ext. 7161

---

### **Recommendation to Council:**

Due to their length and complexity, the recommendations have been produced as a separate document (Appendices 2 and 3).

---

### **Introduction**

- 1 This report is the final stage of the 2014/15 budget process that started in September 2013
- 2 Further details can be found in the 'Revenue Budget and Council Tax' report that was considered by Cabinet on 6 February 2014 which is included in the agenda papers for this Council meeting.

- 3 The tax base figures used in this report are those calculated and approved at Cabinet meeting on 9 January 2014.
- 4 This report has the following appendices relating to the budget and council tax setting process:
  - Appendix 1 – Town and Parish Council precepts and council tax rates.
  - Appendix 2 – Council tax setting recommendations.
  - Appendix 3 – Council tax rates across the District.
  - Other relevant appendices are included in the ‘Revenue Budget and Council Tax’ report that was considered by Cabinet on 6 February 2014 which is included in the agenda papers for this Council meeting.

### Latest Information on Precepting Authorities

#### Town and Parish Councils

- 5 A list of town and parish council precepts is attached at Appendix 1 and total £3,496,410. The increase in the average band D council tax for Town and Parish Councils is 3.97% and results in an average band D council tax figure of £73.41 for 2014/15.

#### Kent County Council

- 6 Kent County Council met on 13 February 2014 and their precept is £50,899,229, with no adjustment for a collection fund surplus or deficit. This will result in a band D council tax of £1,068.66.

#### Kent Police and Crime Commissioner

- 7 The Kent Police and Crime Panel has approved the Kent Police and Crime Commissioner’s precept of £6,871,915, with no adjustment for a collection fund surplus or deficit. This will result in a band D council tax of £144.28.

#### Kent and Medway Towns Fire Authority

- 8 Kent and Medway Towns Fire Authority met on 11 February 2014 and their precept is £3,300,691, with no adjustment for a collection fund surplus or deficit. This will result in a band D council tax of £69.30.

### Collection Fund Surplus/Deficit Calculation

- 9 Rules governing the operation of the collection fund require the Council to make an estimate on 15 January (or the next working day) each year of the fund’s likely difference at the end of the current financial year, in respect of council tax transactions. The amount so estimated is to be shared between the District Council, County Council, Fire and Police in proportion to their precepts on the collection fund. Each authority’s share is to be taken into account by the authority in calculating its council tax for the year following the year in which the surplus or deficit has been estimated.

- 10 The actual deficit balance on the collection fund at 31 March 2013 was £575,527. The actual balance is very small in the context of the gross council tax collectible during 2012/13 of £76m.
- 11 My calculation at 15 January 2014 estimates a nil balance on the collection fund at 31 March 2014. This is based on the tax bills issued for the year, current collection performance and the level of bad debt provision held.

#### Opinion under the Local Government Act 2003 (LGA 2003)

- 12 Under the LGA 2003 the Statutory Finance Officer (Chief Executive) is required to give Members an opinion on the robustness of the budget estimates and the adequacy of reserves.
- 13 In terms of the robustness of the budget, the following sources of assurance were taken into account:
- The Strategic Business and Financial Planning process used for the 2014/15 budget.
  - The Financial Strategy, including a 10-year Budget, clear financial objectives, sensitivity analysis and the savings package.
  - Growth and savings suggestions proposed by the Advisory Committees.
  - The strong financial control structure and effective performance management within the Council, confirmed by feedback from external auditors.
  - Clear budget responsibilities at individual officer level.
  - Effective monitoring regime giving early notification of potential financial issues through the use of the Finance and Resources Advisory Committee.
  - Effective Internal/External audit system, with risk-based audits, reporting through the Audit Committee.
  - Set aside of earmarked funds for potential liabilities in the medium term.
  - Effective strategic and operational risk management.
- 14 As is the case every year, inevitably there are a number of risk factors within the 2014/15 budget proposals; these are set out in some detail in Appendix I to the Budget report to Cabinet on 6 February 2014. This Appendix was also considered by the Finance and Resources Advisory Committee on 21 January 2014. Some of the more significant items are set out below.

a) Pay costs

Pay costs are budgeted on 100% basis, with a 1% inflationary pay award assumed for 2014/15 and with a separate vacancy saving target of £100,000. With controls over the appointment of any staff and monitoring

of staff numbers as well as costs, pay costs are subject to a high level of control.

b) Income

In-depth monitoring of income budgets will continue throughout the year and will be given regular consideration by the Finance and Resources Advisory Committee.

c) Pensions funding

The next actuarial valuation will take effect from 2017/18.

d) Investment receipts

Interest receipts have remained low in 2013/14 and are not expected to increase in the near future. The Investment Strategy will be kept under review and brought back to Members for consideration as necessary during the year. The proposed Strategy for 2014/15 is reported separately on this Agenda.

e) Growth

The 10-year budget has no allowance for growth as it is anticipated that where possible this will be met through additional savings or the Budget Stabilisation Reserve. However, any significant financial implications arising from a change in Government policy may need to be considered by Members separately.

- 15 Members will recognise that budget risk cannot be avoided completely. However, the structures already in place and the actions being put in place should ensure that next year's overall revenue spend figure is achieved, particularly through the Council's flexible approach to budgeting allowing the risk areas to be compensated by those that are underspent or over achieve on income.

#### Adequacy of reserves

- 16 Ensuring the adequacy and sustainability of the Council's reserves continues to be a key part of the budget process. Individual balances have been reviewed as part of writing this report and the detailed work is set out in Appendix H of the Budget report considered by Cabinet on 6 February 2014. This review should ensure that all provisions and earmarked reserves are adequate for their purposes.
- 17 The key issue on which comment must be made relates to the General Fund Reserve:

	£000
Actual balance 1 April 2013	3,713
Estimated balance 1 April 2014	3,713

- 18 It is recommended that the Council hold a minimum General Fund reserve balance of 10% of its net Revenue Budget, for emergencies. The remainder of the General Fund reserve is the only resource not earmarked to a particular future need.
- 19 The strong formal advice of the Section 151 officer to the Council is that every effort must be made to achieve the agreed savings plan in order to ensure financial sustainability and preserve the level of reserves for future commitments. The Council should avoid, at all costs, the General Fund Reserve balance reducing below 10% of its Net Service Expenditure (for 2014/15 this equates to £1.4m).

#### Referendums relating to council tax increases

- 20 Section 72 of the Localism Act 2011 inserted Section 52ZB into the Local Government Finance Act 1992. This sets out the duty on billing authorities, major precepting authorities and local precepting authorities to each determine whether their relevant basic amount of council tax for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive, the provisions in relation to the duty to hold a referendum apply. The Secretary of State has published principles in relation to 2014/15 council tax levels for billing and major precepting authorities, resulting in an increase of 2% or above for most authorities being declared excessive. No equivalent principles are being proposed for Town and Parish Councils.

#### Key Implications

##### Financial

All financial implications are covered elsewhere in this report.

##### Legal Implications and Risk Assessment Statement.

There are no legal implications.

The budget risk analysis is included as Appendix I to the Revenue Budget and Council Tax report.

An effective integrated policy and priority driven long-term financial and business process is required for the Council to deliver on its priorities and maintain a sustainable budget. It is also essential that continuous improvements are identified and implemented in order to take account of the changing climate within which the Council operates and to meet the expectations of both Government and the public on the quality of service demanded from this Council.

The risks associated with the 10-year budget approach include uncertainty around the level of shortfall and the timing of key announcements such as future grant settlements. The risk will be mitigated by continuing to review assumptions and estimates and by updating Members throughout the process.

The Council has in place a number of specific reserves and provisions to address identified risks.

## Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	Yes	Individual equalities assessments have been completed for all of the Service Change Impact Assessments (SCIAs) to ensure our decision making process was fair and transparent. The cumulative impact of these proposals show there will be impacts on diverse groups but the proposals reflect the fairest overall course of action to produce a balanced budget.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	No	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		

## **Conclusions**

The recommendations are set out in the formal council tax resolution in Appendices 2 and 3.

If the resolution is approved, the total band D council tax will be as follows:

	2013/14	2014/15	Increase
	£	£	%
Sevenoaks District Council	185.49	189.18	1.99
Kent County Council	1,047.78	1,068.66	1.99
Kent Police and Crime Commissioner	141.47	144.28	1.99
Kent and Medway Towns Fire Authority	67.95	69.30	1.99
<b>Sub-total</b>	<b>1,442.69</b>	<b>1,471.42</b>	<b>1.99</b>
Town and Parish Council (Average)	70.61	73.41	3.97

Total	1,513.30	1,544.83	2.08
-------	----------	----------	------

**Appendices:**

Appendix 1 – Town and Parish Council precepts and council tax rates

Appendix 2 – Council tax setting recommendations

Appendix 3 – Council tax rates across the District

**Background Papers:**

[Minutes of Cabinet 9 January 2014 – Draft Budget 2014/15 – Verbal Update](#)

[Report to Cabinet 5 December 2013 – Draft Budget 2014/15](#)

Report to [Strategy and Performance Advisory Committee 8 October 2013](#), [Housing and Community Safety Advisory Committee 15 October 2013](#), [Economic and Community Development Advisory Committee 24 October 2013](#), [Finance and Resources Advisory Committee 12 November 2013](#), [Local Planning and Environment Advisory Committee 19 November 2013 – 2014/15 Budget and Review of Service Plans](#)

[Report to Cabinet 12 September 2013 – Financial Prospects and Budget Strategy 2014/15 and Beyond](#)

[Sevenoaks District Council Financial Strategy](#)

**Adrian Rowbotham  
Chief Finance Officer**