



## Mayor and Cabinet

### **Report title: Setting the Council Tax Base, the NNDR Tax Base & Discounts for Second Homes and Empty Homes**

**Date:** 13 January 2021

**Key decision:** No

**Class:** Part 1

**Ward(s) affected:** All

**Contributors:** Executive Director for Corporate Resources

### **Outline and recommendations**

#### **Outline**

The purpose of this report is to ask the Mayor and Cabinet to recommend that Council set the Council Tax Base, note the 2021/22 NNDR estimated income, delegates final approval of the NNDR1 form to the Executive Director for Corporate Resources and approves the policy relating to discounts for second / empty homes and the continuation of the discretionary Council Tax discount for care leavers for 2021/22.

#### **Recommendations**

Mayor and Cabinet is asked to approve the recommendations set out in section 2 of this report.

### **Timeline of engagement and decision-making**

- The 2020/21 Council Tax Reduction Scheme was agreed by Council on the 22 January 2020.
- The 2019/20 Council Tax Reduction Scheme was agreed by Council on the 23 January 2019.
- The 2019/20 Council Tax Reduction Scheme was considered by Mayor and Cabinet on the 12 December 2018.

## 1. Summary

- 1.1 This report sets out the statutory calculations required in order to set the Council Tax Base and estimates the National Non-Domestic Rates (NNDR) tax base for 2021/22. The Council Tax Base and NNDR estimates are statutory obligations and are key elements in setting the General Fund revenue budget.
- 1.2 The report provides information on the Council Tax Base. There are also a series of discretionary powers which allows the Council to grant and vary discounts for various types of properties with the aim of bringing as many as possible back into use as soon as possible. These are set out in section five of this report.
- 1.3 The Council also has the ability to offer discretionary discounts to individuals, groups of individuals or, households but the cost is borne by all other Council Tax payers. The report recommends the continuation of the discretionary Council Tax discount of 100% for care leavers, this is set out in section six of this report.
- 1.4 The report recommends that the Council Tax Base for 2021/22 be agreed at 88,614.3 Band D equivalent properties, based on an assumed collection rate of 95.0%. Details of the Council Tax Base, its calculation and the estimated collection rate are set out in sections six, seven, and eight of this report.
- 1.5 The NNDR1 return, which estimates the annual business rates yield, is currently being completed and is due to be submitted to the Ministry of Housing, Communities and Local Government (MHCLG) by the end of January 2021. There will be further updates that affect the values on this return over the coming weeks before the submission deadline. It has therefore been necessary to provide an estimated income value. On this basis, the provisional NNDR net yield figure for 2021/22 is £65m.
- 1.6 The requirements pertaining to the NNDR Base for 2021/22 are set out in section ten of this report.
- 1.7 The Council, at the full Council meeting on the 23 January 2019, agreed no changes to the Council Tax Reduction Scheme (CTRS) for 2019/20 or 2020/21 and Council is now asked to agree that no changes be made for 2021/22, i.e. eligible claimants will need to make a minimum contribution of 25% towards their council tax. The impact of implementing this is set out in section ten.

## 2. Recommendations

- 2.1 Mayor and Cabinet is asked to:
- 2.2 note the Council Tax Base calculation for 2021/22, as set out in the annual Council Tax Base government return, attached at Appendix A;
- 2.3 recommend Council agree a Council Tax Base of 88,614.3 Band D equivalent properties for 2021/22;

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- 2.4 recommend Council agree a budgeted Council Tax collection rate of 95.0%;
- 2.5 recommend Council agree no changes be made to the Council Tax Reduction Scheme (CTRS) for 2021/22, that eligible claimants make a minimum contribution of 25% towards their council tax;
- 2.6 recommend Council approve the continuation of the discretionary Council Tax discount of 100% for care leavers up to the age of 25, as set out in section five of this report;
- 2.7 recommend Council agree that the existing policy of a 0% discount for second homes for 2020/21 be continued for 2021/22, as set out in section five of this report;
- 2.8 recommend Council agree that the existing policy of a 0% discount for empty homes Class A (an empty property undergoing structural alteration or major repair to make it habitable) be continued, as set out in section five of this report;
- 2.9 recommend Council agree that the existing policy of a 100% discount awarded for a period of four weeks and then a 0% discount thereafter, for empty homes – Class C (a substantially empty and unfurnished property) be continued, as set out in section five of this report;
- 2.10 recommend Council agree that the existing Long Term Empty Property homes premium of 100% for properties empty between 2 and 5 years, and 200% for those empty for over five years with further incremental increases in future years be continued, as set out in section five of this report;
- 2.11 note the proposed 2021/22 National Non Domestic Rate (NNDR) estimated net yield of £65m, based on current information available and excluding any potential additional Covid reliefs or rateable value changes.
- 2.12 recommend Council agree to delegate the approval of the final 2021/22 NNDR1 form to the Executive Director for Corporate Resources for submission by the deadline of 31 January 2021.

### 3. Policy Context

- 3.1 The Council's strategy and priorities drive the Budget with changes in resource allocation determined in accordance with policies and strategy. The Council launched its new Corporate Strategy in 2019, with seven corporate priorities as stated below:

#### Corporate Priorities

- **Open Lewisham** - Lewisham will be a place where diversity and cultural heritage is recognised as a strength and is celebrated.
- **Tackling the housing crisis** - Everyone has a decent home that is secure and affordable.
- **Giving children and young people the best start in life** - Every child has access to an outstanding and inspiring education, and is given the support they need to keep them safe, well and able to achieve their full potential.
- **Building and inclusive local economy** - Everyone can access high-quality job opportunities, with decent pay and security in our thriving and inclusive local economy.

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- **Delivering and defending health, social care and support** - Ensuring everyone receives the health, mental health, social care and support services they need.
- **Making Lewisham greener** - Everyone enjoys our green spaces, and benefits from a healthy environment as we work to protect and improve our local environment.
- **Building safer communities** - Every resident feels safe and secure living here as we work together towards a borough free from the fear of crime.

## 4. Background

- 4.1 The calculation of the Council Tax Base has been prepared in accordance with the regulations 'Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI: 2012: 2914)' which came into force on 30 November 2012, to ensure the calculation of the Council Tax Base takes account of local council tax reduction schemes. These regulations specify the formulae for calculating the tax base, which is detailed in sections six and seven of this report.
- 4.2 The purpose of this calculation is to set the Council's Tax Base and not the Council Tax itself. The Council Tax will be set at the meeting of full Council on 24 February 2021 as part of setting the Council's annual budget.
- 4.3 The Council Tax Base is defined as the number of Band D equivalent properties in a local authority's area. An authority's Tax Base is taken into account when it calculates its Council Tax. It is calculated by adding together the 'relevant amounts' (the number of dwellings) for each valuation band, then multiplying the result by the Council's estimate of its collection rate for the year. This calculation is set out in section eight of this report.
- 4.4 Members should note that the Welfare Reform Act 2012 abolished Council Tax Benefit in March 2013 and replaced it with the Council Tax Reduction Scheme (CTRS).

## 5. Local Discretion

- 5.1. The Council has the power and local discretion to grant and vary discounts for different types of properties under Section 11a of the Local Government Finance Act 1992, as amended by the Local Government Finance Act 2003 and the Local Government Finance Act 2012.
- 5.2. The local discretion to grant and vary discounts enables local authorities to create greater financial incentives for owners of empty properties to bring them back into use, either for owner occupation or letting.
- 5.3. Second Homes – Currently, local authorities have discretion to offer a discount of between 0% and 50% to owners of second homes. The Council currently offers a 0% discount. It is proposed to retain the 0% discount for 2021/22.
- 5.4. Empty Property Class A exemptions – Currently, a discount can be awarded between 0% to 100% at the Council's discretion where the property is undergoing structural alteration or major repairs. The Council is being recommended to retain the 0% discount on these properties.

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- 5.5. Empty Properties Class C exemptions – Currently, 100% discount is awarded for four weeks to substantially empty and unfurnished properties. After four weeks, the discount ceases and the full charge is applicable. The Council wants to encourage properties to be occupied as soon as possible. However, in many cases properties can be empty for a short period during a changeover, especially where the property is let. Amounts due for these short periods would be more difficult to collect. For these reasons, it is recommended that the Council continues to offer a 100% discount for four weeks followed by a 0% discount.
- 5.6. Long Term Empty Properties empty homes premium – Section 11 of the Local Government Finance Act 2012 removed the discount for long term empty properties and introduced discretion to charge up to 50% premium on this category of properties. In November 2018 the Act was amended increasing the premium from 50% to 100% effective from 1 April 2019, with further incremental increases in future years.
- 5.7. The Council currently charges 100% more council tax on a long term empty property when compared to an occupied property where no single person discount is applicable. The Council is recommended to retain the 100% premium for properties empty between two and five years and 200% for those properties empty for over five years.
- 5.8. Section 13A(1)(c) of the 1992 Local Government Finance Act 1992 gives local authorities the ability to offer discretionary discounts to individuals, groups of individuals or households encountering exceptional financial hardship. The legislation allows the Council to reduce or write off a percentage of the amount payable or the entire sum. The cost of the write off is borne by the remaining Council Tax payers or, the Council budgeting for less Council Tax income.
- 5.9. Since 1 April 2015 this section of the Act has mainly been used to help those impacted by the introduction of the Council's local Council Tax Reduction Scheme. However, from 1 April 2018 the Council introduced a discount for care leavers. The Council, as corporate parent, is committed to improving the life chances of looked after children and care leavers and provides a range of support to children and young people leaving care. The exemption from paying Council Tax up to the age of 25 is seen as a further opportunity to provide financial support to care leavers transitioning from care into independent living. There are currently 225 recipients of the exemption totalling £211k.
- 5.10. It should be noted that approximately 22% of any additional Council Tax income generated as a result of the variation in discounts is attributable to the Greater London Authority (GLA) in line with their precept element of the Council Tax.
- 5.11. These discounts and exemptions form part of the Council Tax Base calculation and therefore need to be agreed at this time.

## 6. The Council Tax Base

- 6.1 The calculation of the Council Tax Base has been prepared in accordance with the regulations 'Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI: 2012: 2914)'.  
 6.2 The regulations specify a formula for this calculation, which for 2021/22 is:

$$((H - Q + E + J) - Z) \times (F / G)$$

Where:

H is the number of chargeable dwellings in that band, calculated in accordance with the regulations.

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Q is a factor to take account of the discounts to which the amount of Council Tax payable was subject in that band, estimated in accordance with the regulations.

E is a factor to take account of the premiums, if any, to which the amount of Council Tax payable was subject in that band, estimated in accordance with the regulations.

J is the estimated variations in the Tax Base from changes after 30 November 2020 from factors such as:

- New properties and properties being banded.
- Variations in numbers of exempt properties.
- Successful Appeals against bandings.
- Variations in the number of discounts.

Z is the total amount that the authority estimates will be applied in relation to the authority's Council Tax Reduction Scheme in relation to the band, expressed as an equivalent number of chargeable dwellings in that band.

F is the proportion of Council Tax to be paid for dwellings in that band.

G as compared with a Band D property, using the proportions in the 1992 Act.

6.3 The proportions applicable to the various Council Tax bands (the 'basic' band being D) are as follows:-

Band	A	B	C	D	E	F	G	H
Proportion (ninths)	6	7	8	9	11	13	15	18

6.4 The Council's basic tax is calculated in respect of Band D. Therefore, Band A properties pay 6/9 of the basic tax, Band B properties 7/9 of the basic tax and so on, up to Band H where the tax is 18/9 or twice the tax at Band D.

Band	Relevant Amount (i.e. number of dwellings)
A	3,553.2
B	19,375.7
C	32,698.9
D	23,046.0
E	8,458.3
F	3,710.3
G	2,111.6

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H	322.0
<b>Aggregate of Relevant Amounts</b>	<b>93,278.2</b>

## 7. Calculation of the Council Tax Base

- 7.1 Regulation 3 of the 'Local Authorities (Calculation of Council Tax Base) Regulations 2012 (SI: 2012: 2914), requires that the Council's Tax Base for a financial year shall be calculated by applying the formula:

$$A \times B = T$$

Where:

A - is the total of the relevant amounts for that year for each of the valuation bands, which is shown or is likely to be shown for any day in that year in the authority's valuation list as applicable to one or more dwellings situated in its area.

B - is the Authority's estimate of its collection rate for that year.

T - is the calculated Council Tax Base for that year.

- 7.2 In accordance with the requirements of the regulations and following from the calculations in this report, the calculation of the Council Tax Base for the London Borough of Lewisham in 2021/21 is as follows:

	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
Total of relevant amounts (A)	91,139.3	92,885.9	93,278.2
X			
Collection rate (B) =	97.0%	97.0%	95.0%
<b>Council Tax Base (T)</b>	<b>88,405.1</b>	<b>90,099.3</b>	<b>88,614.29</b>

- 7.3 The detailed calculations proposed for the London Borough of Lewisham for 2021/22 are set in the annual Council Tax Base return to government, attached at Appendix A.

## 8. Estimate of the Collection Rate

- 8.1 The Regulations require that the Council estimates its collection rate for the financial year. This is the Council's estimate of the total amount in respect of its Council Tax for the year payable into its Collection Fund and transferable between its General Fund and Collection Fund, and which it estimates will ultimately be transferred.
- 8.2 Council Tax collection in Lewisham has been held steady in recent years, reflecting the work of the service to enforce debts more effectively against those able to pay and to make reasonable arrangements for debtors in genuine financial hardship. However, collection has been more challenging than ever this year owing to the Covid-19 pandemic and is expected to remain so into 2021/22.
- 8.3 Action to recover late or unpaid Council Tax was suspended at the commencement of the lockdown in March 2020. HM Courts & Tribunals Service ceased court activity including issuing summons, holding Liability Order hearings and any action leading

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to the involvement of Enforcement Agents. As a result of the suspended collection activities, either voluntarily by the Council or imposed by the Government Council tax collection has been severely impacted.

- 8.4 Collection will remain challenging in the current uncertain economic environment. The Council continues to collect monies it is owed albeit via a moderated collection process and has implemented additional safeguarding checks to ensure additional help and support is provided where a need is identified.
- 8.5 The in-year collection rate is reported to members in the regular financial monitoring. It is proposed to lower the estimated collection rate from 97% to 95%, to reflect the ongoing recessionary impact that the pandemic has caused.
- 8.6 The initial Discretionary Hardship Fund (set up to assist those households experiencing exceptional financial hardship) was retracted at the end of March 2015. Claimants who find themselves in this financial position can make an application under Section 13A (1)(c) of the Local Government Finance Act (1992) on the grounds of severe financial hardship. The provision is available irrespective of the Council Tax Reduction Scheme decided upon for future years.

## **9. 2021/22 NNDR Expected Income**

- 9.1 Under the Local Government Finance Act 2012, the system of national pooling of business rates was repealed and replaced with the Business Rates Retention scheme. The new scheme commenced on 1 April 2013 and requires the meeting of full Council to formally approve the NNDR1 return to government by 31 January, immediately preceding the financial year to which it relates.
- 9.2 The NNDR1 contains details of the rateable values shown for the Authority's local rating list as at 30 September. It enables the Council to calculate the expected income in respect of business rates for the year, a proportion of which the Council retains.
- 9.3 Under the 2021/22 system, the London Borough of Lewisham will retain 30% of all business rates collected within the borough, 37% is attributed to the Greater London Authority and the remaining 33%, known as the Central Share, is passed to the Government.
- 9.4 The Government removed the 'no detriment' guarantee 100% pilot pool status for London for 2020/21. However, the GLA and the 33 London billing authorities, through decisions made collectively by the London Councils Leaders Committee and the Mayor, continued the business rates retention pool in 2020/21. The option to do so again for 2021/22 is currently being considered as part of the response to the provisional local government finance settlement consultation. The impact of Covid-19 on businesses introduces considerably more uncertainty and risk into the pool for London.
- 9.5 The Council is in the process of completing the 2021/22 NNDR1 form which is due for submission on the 31st January 2021. The information used to calculate the net yield in this report is therefore based on the new rateable value and is an estimate. There is an expectation that data requirements for the NNDR1 and NNDR3 returns will change in the future years.
- 9.6 In summary, the Council estimates that it will collect £65m in 2021/22. Whether part of a voluntary London pool or not, the distribution rates will remain the same. The full

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distribution is as shown below:

	2020/21		2021/22	
Business Rates*	Percentage Share	Amount £m	Percentage Share	Amount £m
Central Share	33%	22.37	33%	21.45
Lewisham	30%	20.34	30%	19.50
GLA	37%	25.09	37%	24.05
<b>Total</b>	<b>100%</b>	<b>67.80</b>	<b>100%</b>	<b>65.00</b>

\*After allowing for transitional arrangements, small business rate uplift/relief, exemptions, allowances, business rates supplements and BRS relief, collection rate and appeals allowance. But not any additional BRS reliefs funded by government as part of any further Covid-19 measures to support the economy.

- 9.7 The Council will keep its entire share, but will also be in receipt of a top-up, the calculation of which is based on the MHCLG calculation of the Council's baseline funding level. This provisional 2021/22 funding level is £95.2m provided in the Local Government Finance Settlement announcement in late December 2020.
- 9.8 As the figures included on the NNDR1 return (due for submission by the 31 January 2021) may vary from the estimated level disclosed in this report, delegation is sought from Council to allow the opportunity to revise the Tax Base and approve a revised and more accurate position.
- 9.9 Council is asked to endorse this estimate and agree to delegate the approval of the final 2021/22 NNDR 1 return to the Executive Director for Corporate Resources.

## 10. Council Tax Reduction Scheme (CTRS)

- 10.1 On 1 April 2013 the Council implemented a local CTRS which passed on the government cut in grant in full to 24,648 working age households previously in receipt of Council Tax Benefit. Pensioners are protected from the changes under legislation maintaining their support at least in line with Council Tax Benefit levels.
- 10.2 On the 12th December 2018, the Mayor decided that no changes should be made to the CTRS for 2019/20 and that the Council should continue to pass on the government cut in funding to working age claimants as was the case for 2020/21. It is recommended that this should continue in 2021/22. This will mean eligible claimants will need to contribute a minimum of 25% towards their Council Tax.
- 10.3 With the impact of Covid-19 and wider implications for household finances there is significant risk to the forecast for the level of properties and customers who will be eligible for relief going into the next financial year. These revenue changes are being monitored and reported to government through regular Covid impact returns.

## 11. Financial implications

- 11.1 This report proposes that a Council Tax Base of 88,614.3 be set for 2021/22. This represents a decrease of 1,485 chargeable dwellings from the Council Tax Base of 2020/21, reflecting the anticipated lower collection rate.
- 11.2 Officers believe that reducing the collection rate from 97% to 95% for

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2021/22 is realistic and prudent based on the current impact on collection arising from the Covid-19 pandemic extending into 2021/22. In line with current policy, the collection rate target is subject to review annually.

- 11.3 In respect of the Care Leavers exemption the annual cost to date is £211k. In respect of CTRS, the annual cost is approximately £23.119m. This represents General Fund revenue forgone which has been met through reductions in expenditure in other areas of activity. In the short term at least, it cannot be met by increasing the Council Tax of others paying as the Council's Medium Term Financial Strategy already assumes the maximum levels of increase (1.99% annually) without triggering the need for a referendum.
- 11.4 In relation to the Long Term Empty Property premium, this was increased from 50% to 100% in 2020/21 which has generated an extra £230k revenue for the year to date. It is proposed to keep this at 100%.
- 11.5 Consideration has also been given to the unprecedented events brought about by the pandemic, the current economic uncertainty and impact of wider government policy changes. Whilst it is difficult to predict the scale of the ongoing impact, it is inevitable that councils and residents across the country will continue to be affected in some way. People will remain concerned about their future and future household finances. The Council Tax section will continue to apply a supportive approach where warranted, and strive to collect from those with the means to pay.

## 12. Legal implications

- 12.1 Members are referred to the legal requirements set out in the body of the report and particularly the changes brought in by the Local Authorities (Calculation of Council Tax Base) Regulations 2012 (section five) and the changes introduced by the Local Government Finance Act 2012, which set out a number of changes for Council tax payers discounts removal of some exemptions relating to empty homes (section six) and the current NNDR system (section ten).
- 12.2 Section 33 of the Welfare Reform Act 2012 abolished Council Tax Benefit. The Local Government Finance Act 2012 amends the Local Government Finance Act 1992 to make provision for council tax support through locally adopted CTRSs. A report setting out the CTRS for 2018/19 was presented to Mayor & Cabinet on 12 December 2018. That Report contained the outcome of the consultation and determined that a local CTRS be retained from 1 April 2019 that passes on any shortfall in government funding, as set out in section 11 and additional support be delivered to the most vulnerable residents through use of the existing provision within Section 13A (1) (c) of the 1992 Local Government Finance Act.
- 12.3 Section 13A(1)(c) of the Local Government Finance Act 1992 provides that the Council may reduce the amount of council tax which a person is liable to pay in respect of any chargeable dwelling and any day (as determined in accordance with sections 10 to 13) to such extent as the billing authority for the area in which the dwelling is situated thinks fit (i.e. discretionary

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discounts).

- 12.4 Discretionary discounts recognise that an Authority's Local Council Tax Reduction Scheme does not always meet the household's full Council Tax liability. The Council has the right to choose whether to use its powers on a case-by-case basis or it also has the right to specify a class of use. A class of use is where several people who pay Council Tax fall into a group because their circumstances are similar.
- 12.5 In accordance with the Local Government Finance Act 1992 and related Statutory Instruments, the Authority is required to decide its Council Tax Base for 2021/22 by no later than 31 January 2021.
- 12.6 The recommendations in this report relate to non-executive functions in respect of which decisions are reserved to and must be made by Council. Accordingly Mayor and Cabinet are making recommendations to Council only. As such this report is not a Key Decision under the Constitution as no executive decision is being made.

### Equalities Legislation

- 12.7 The Equality Act 2010 (the Act) introduced a public sector equality duty (the equality duty or the duty). It covers the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 12.8 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - advance equality of opportunity between people who share a protected characteristic and those who do not.
  - foster good relations between people who share a protected characteristic and those who do not.
- 12.9 It is not an absolute requirement to eliminate unlawful discrimination, harassment, victimisation or other prohibited conduct, or to promote equality of opportunity or foster good relations between persons who share a protected characteristic and those who do not. It is a duty to have due regard to the need to achieve the goals listed at 13.5 above.
- 12.10 The weight to be attached to the duty will be dependent on the nature of the decision and the circumstances in which it is made. This is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. The Mayor must understand the impact or likely impact of the decision on those with protected characteristics who are potentially affected by the decision. The extent of the duty will necessarily vary from case to case and due regard is such regard as is appropriate in all the circumstances.

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- 12.11 The Equality and Human Rights Commission has issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled "Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice". The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at:
- <https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-codes-practice>
- <https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-technical-guidance>
- 12.12 The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty: The essential guide to the public sector equality duty Meeting the equality duty in policy and decision-making.
- 12.13 Engagement and the equality duty: A guide for public authorities Objectives and the equality duty. A guide for public authorities
- 12.14 Equality Information and the Equality Duty: A Guide for Public Authorities
- 12.15 The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at: <https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty-guidance#h1>

### **13. Equalities implications**

- 13.1 Every effort will be made to ensure that Council Tax payers, particularly those who are from disadvantaged groups, receive prompt and accurate Council Tax bills, and that those who are eligible for exemptions and discounts - such as the disabled people, single people and those on low incomes, are encouraged to claim them. Consistent with the Legal Implications noted above.

### **14. Climate change and environmental implications**

- 14.1 There are no specific environmental implications directly arising from this report.

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## 15. Crime and disorder implications

- 15.1 There are no specific environmental implications directly arising from this report.

## 16. Health and wellbeing implications

- 16.1 There are no specific environmental implications directly arising from this report.

## 17. Background papers

- 17.1 There are no further background papers relevant to this report.

## 18. Glossary

Term	Definition
<b>Council Tax</b>	<b>Council tax</b> is a system of local taxation collected by local authorities. It is a tax on domestic properties. Each dwelling falls into one of eight 'Bands' based on property value, and there are 8 council tax bands in total ranging from A to H.
<b>Council Tax Base</b>	A " <b>tax base</b> " is the number of Band D equivalent dwellings in a local authority area.
<b>NNDR</b>	<b>NNDR</b> stands for National Non Domestic Rates, more commonly known as Business Rates. <b>Business rates</b> in England is a tax on the occupation of non-domestic property.
<b>Council Tax Reduction Scheme (CTRS)</b>	The <b>Council Tax Reduction Scheme</b> provides financial assistance with Council Tax bills for residents who are on a low income. The government abolished the national Council Tax Benefit scheme for working-age people from April 2013, and it was replaced with local schemes decided upon by each individual Local Authority.
<b>Greater London Authority (GLA)</b>	The <b>Greater London Authority (GLA)</b> is a top-tier administrative body responsible for the strategic administration of Greater London.

## 19. Report author and contact

- 19.1 For further information on this report, please contact:  
Katharine Nidd, Acting Director of Procurement and Strategic Finance on 020 8314 6651 or Ralph Wilkinson Director of Public Services on 020 8314 6040
- 19.2 Financial implications provided by Katharine Nidd and legal implications by Katherine Kazantzis.

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## APPENDIX A

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**Calculation of Council Tax Base**

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

Please select your local authority's name from this list

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<b>Lewisham</b>
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Local authority contact e-mail address : \_\_\_\_\_

CTB(October 2020) form for **Lewisham**

Completed forms should be received by MHCLG by Friday 16 October 2020

Dwellings shown on the Valuation List for the authority on Monday 14 September 2020	Band A entitled to disabled relief reduction COLUMN 1	Band A COLUMN 2	Band B COLUMN 3	Band C COLUMN 4	Band D COLUMN 5	Band E COLUMN 6	Band F COLUMN 7	Band G COLUMN 8	Band H COLUMN 9	TOTAL COLUMN 10
<b>Part 1</b>										
1. Total number of dwellings on the Valuation List		8,886	35,349	46,726	27,148	7,874	2,785	1,361	179	130,308.0
2. Number of dwellings on valuation list exempt on 5 October 2020 (Class B & D to W exemptions)		814	1,069	965	395	99	22	21	2	3,387.0
3. Number of demolished dwellings and dwellings outside area of authority on 5 October 2020 (please see notes)		0	0	0	0	0	0	0	0	0.0
4. Number of chargeable dwellings on 5 October 2020 (treating demolished dwellings etc as exempt) (lines 1-2-3)		8,072	34,280	45,761	26,753	7,775	2,763	1,340	177	126,921.0
5. Number of chargeable dwellings in line 4 subject to disabled reduction on 5 October 2020		7	61	115	129	46	28	15	7	408.0
6. Number of dwellings effectively subject to council tax for this band by virtue of disabled relief (line 5 after reduction)	7	61	115	129	46	28	15	7		408.0
7. Number of chargeable dwellings adjusted in accordance with lines 5 and 6 (lines 4-5-6 or in the case of column 1, line 6)	7	8,128	34,334	45,775	26,670	7,757	2,750	1,332	170	126,921.0
8. Number of dwellings in line 7 entitled to a single adult household 25% discount on 5 October 2020	5	5,076	16,976	15,648	5,998	1,344	340	140	10	45,537.0
9. Number of dwellings in line 7 entitled to a 25% discount on 5 October 2020 due to all but one resident being disregarded for council tax purposes	0	86	448	654	339	68	20	9	2	1,626.0
10. Number of dwellings in line 7 entitled to a 50% discount on 5 October 2020 due to all residents being disregarded for council tax purposes	0	3	5	24	31	40	45	38	14	200.0
11. Number of dwellings in line 7 classed as second homes on 5 October 2020 (b/fwd from Flex Empty tab)		38	156	181	90	20	2	2	0	489.0
12. Number of dwellings in line 7 classed as empty and receiving a zero% discount on 5 October 2020 (b/fwd from Flex Empty tab)		116	497	659	337	120	26	24	2	1,781.0
13. Number of dwellings in line 7 classed as empty and receiving a discount on 5 October 2020 and not shown in line 12 (b/fwd from Flex Empty tab)		20	74	73	29	13	3	0	0	212.0
14. Number of dwellings in line 7 classed as empty and being charged the Empty Homes Premium on 5 October 2020 (b/fwd from Flex Empty tab)		120	87	83	34	9	3	2	1	339.0
15. Total number of dwellings in line 7 classed as empty on 5 October 2020 (lines 12, 13 & 14)		256	658	815	400	142	32	26	3	2,332.0
16. Number of dwellings that are classed as empty on 5 October 2020 and have been for more than 6 months. NB These properties should have already been included in line 15 above.		184	347	484	276	96	17	16	2	1,422.0
16a. The number of dwellings included in line 16 above which are empty on 5 October 2020 because of the flooding that occurred between 1 December 2015 and 31 March 2016 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0.0
16b. The number of dwellings included in line 16 above which are empty on 5 October 2020 because of the flooding that occurred between November 2019 and February 2020 and are only empty because of the flooding.		0	0	0	0	0	0	0	0	0.0
17. Number of dwellings that are classed as empty on 5 October 2020 and have been for more than 6 months and are eligible to be treated under empty homes discount class D (formerly Class A exemptions). NB These properties should have already been included in line 15 above. Do NOT include any dwellings included in line 16a above.		0	0	1	0	0	0	0	0	1.0
18. Number of dwellings that are classed as empty and have been empty for more than 6 months excluding those that are subject to empty homes discount class D or empty due to flooding (Line 16 - line 16a - line 16b - line 17) (equivalent to Line 18 in previous forms).		184	347	483	276	96	17	16	2	1,421.0
19. Number of dwellings in line 7 where there is liability to pay 100% council tax before Family Annexe discount	2	2,821	16,744	29,293	20,239	6,283	2,339	1,143	143	79,007.0
20. Number of dwellings in line 7 that are assumed to be subject to a discount or a premium before Family Annexe discount	5	5,305	17,590	16,482	6,431	1,474	411	189	27	47,914.0
21. Reduction in taxbase as a result of the Family Annexe discount (b/fwd from Family Annexe tab)	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.5
22. Number of dwellings equivalents after applying discounts and premiums to calculate taxbase	5.8	6,969.0	30,006.0	41,711.5	25,080.3	7,381.0	2,638.5	1,277.8	161.0	115,230.8
23. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
24. Total number of band D equivalents (to 1 decimal place)(line 22 x line 23)	3.2	4,646.0	23,338.0	37,076.9	25,080.3	9,021.2	3,811.2	2,129.6	322.0	105,428.4
25. Number of band D equivalents of contributions in lieu (in respect of Class O exempt dwellings) in 2020-21 (to 1 decimal place)										0.0
26. Tax base (to 1 decimal place) (line 24 col 10 + line 25)										105,428.4

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**Part 2**

27. Number of dwellings equivalents after applying discounts and premiums to calculate tax base (Line 22)	5.75	6,969.00	30,006.00	41,711.50	25,080.25	7,381.00	2,638.50	1,277.75	161.00	115,230.8
28.Reduction in taxbase as a result of local council tax support (b/fwd from CT Support tab)	1.80	1,639.27	5,094.44	4,925.24	2,034.29	460.60	69.83	10.78	0.00	14,236.3
29. Number of dwellings equivalents after applying discounts, premiums and local tax support to calculate taxbase	4.0	5,329.7	24,911.6	36,786.3	23,046.0	6,920.4	2,568.7	1,267.0	161.0	100,994.5
30. Ratio to band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
31. Total number of band D equivalents after allowance for council tax support (to 1 decimal place) (line 29 x line 30)	2.2	3,553.2	19,375.7	32,698.9	23,046.0	8,458.3	3,710.3	2,111.6	322.0	93,278.2
32. Number of band D equivalents of contributions in lieu (in respect of Class D exempt dwellings) in 2020-21 (to 1 decimal place)(line 25)										0.0
33. Tax base after allowance for council tax support (to 1 decimal place) (line 31 col 10 + line 32)										93,278.2

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