

Cabinet Agenda



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Date: 28 November 2013
Website: www.whitehorsedc.gov.uk

A meeting of the

Cabinet

will be held on Friday 6 December 2013 at 2.00 pm
Council Chamber, The Abbey House, Abingdon, OX14 3JE

Cabinet Members:

Councillors

Matthew Barber (Chairman)
Roger Cox (Vice-Chairman)
Mike Murray
Reg Waite
Elaine Ware

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A handwritten signature in cursive script that reads 'M Reed'.

Margaret Reed
Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Map and vision

(Page 5)

A map showing the location of the venue for this meeting is attached. A link to information about nearby car parking is http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Apologies for absence

To receive apologies for absence.

2. Minutes

To adopt and sign as a correct record the minutes of the Cabinet meeting held on 4 October 2013 (previously published).

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4. Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

5. Statements, petitions, and questions relating to matters affecting the Cabinet

Any statements, petitions, and questions from the public under standing order 32 will be made or presented at the meeting.

6. References from Scrutiny Committee

(1) Two hours free parking

At its meeting on 19 September 2013, the Scrutiny Committee discussed a paper from the head of economy, leisure and property on the two hours free parking scheme. As a result, the Scrutiny Committee makes the following points to Cabinet for its consideration:

- to develop a strategy to translate increased use of car parks into economic vitality in market towns and the district
- to review a range of fees between car parks and towns *
- to consider whether level of excess charge notices (fines) is appropriate *
- to consider extending length of free parking period *

The items above marked with an asterisk are referred to in the car park fees and charges report on this agenda.

(2) **West Way, Botley**

At its meeting on 21 November 2013, Scrutiny Committee considered the redevelopment of West Way, Botley and made the following comments. The committee:

- urges Cabinet to keep all councillors, but especially local members, informed of all relevant developments on West Way, Botley, and to take note of the obvious local concerns and feed these back to Doric
- suggests that Cabinet should update councillors and the public about its interactions with Doric on a regular basis
- urges Cabinet to hold confidential briefings for all local members at regular intervals to ensure that they are kept fully updated on this complex matter

(3) **Community Safety Partnership**

At its meeting on 21 November 2013, Scrutiny Committee considered the annual report of the Community Safety Partnership and made the following comments. The committee:

- notes the positive work of the partnership, and urges that the annual report be more widely distributed, for example, as an attachment to the Vale Information Sheet, via the parish newsletter, and on the council's website
- recommends to the Cabinet Member for Finance that the growth bid being submitted into the council's 2014 budget round to make up part of the expected shortfall in partnership funding from 2014/15 onwards should be supported in full, i.e. £10,000 in 2014/15 and £34,266 in 2015/16 onwards
- asks Councillor Bill Jones, Cabinet's representative on the partnership, to express support to the partnership for the ongoing work on early intervention support and treatment services for people misusing drugs and alcohol, as the Scrutiny Committee believes that drug-related crime has a big impact on society

7. Delivering Accelerated Housing Growth in Science Vale, Southern Oxfordshire

(Pages 6 - 11)

To consider the strategic director's report.

8. Science Vale UK accountable body

(Pages 12 - 14)

To consider the strategic director's report.

9. Council tax base

(Pages 15 - 20)

To consider the head of finance's report.

10. Council tax reduction scheme 2014/15

(Pages 21 - 57)

To consider the head of finance's report.

11. Distribution of council tax reduction scheme grant

(Pages 58 - 63)

To consider the head of finance's report.

12. Car parking fees and charges

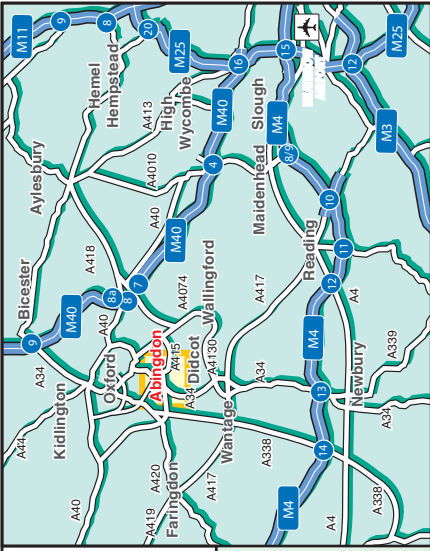
(Pages 64 - 82)

To consider the report of the head of economy, leisure and property.

Exempt information under section 100A(4) of the Local Government Act 1972

None

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 Abbey House, Abbey Close, Abingdon, OX14 3JE
 Tel: 01235 520202 Fax: 01235 532217
www.whitehorsedc.gov.uk



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KEY: Car Parks	
	Abbey Close
	Cattle Market
	Charter Multi-storey
	Civic
	Rye Farm
	Hales Meadow
	Audlett Drive
	West St Helen Street

By rail – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit www.nationalrail.co.uk or call 08457 484950

By bus – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council's website at www.oxfordshire.gov.uk. Contact details for bus operators can be found on the travel information pages on our website www.whitehorsedc.gov.uk

Parking – details of car parks charges can be found on our website

Joint Cabinet report



Report of Strategic Director

Author: Anna Robinson

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E-mail: anna.robinson@southandvale.gov.uk

Wards affected: All in Science Vale

Cabinet member responsible (South) Cllr Anna Badcock

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Cabinet member responsible (Vale) Cllr Roger Cox

Telephone: 01367 243360

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Delivering accelerated housing growth in Science Vale

Recommendations

That South Cabinet:

- a) recommends to Council the approval of a revenue budget, in 2013/14, of £525,000, funded from a £1.025 million capacity fund grant
- b) recommends to Council the approval of a revenue budget, in 2014/15, of £500,000 funded from the second tranche of capacity fund grant.

Subject to Council approving the budget, that Cabinet:

- (b) approves the project to accelerate housing growth in the Science Vale Growth Area, funded by the DCLG capacity fund.
- (c) authorises the strategic director, in consultation with the head of legal and democratic services, if necessary as an exception to contracts procedure rules, to use the fund to commission and pay for works necessary to deliver the core objectives of the project as set out in the offer letter attached as an appendix to this report.
- (d) approves South Oxfordshire District Council as the accounting body for the administration of the capacity fund and as the accountable body to DCLG for appropriate use of the fund.

Recommendations

That Vale Cabinet:

- a) recommends to Council the approval of a revenue budget, in 2013/14 of £500,000 funded from a £1.025 million capacity fund grant
- b) recommends to Council the approval of a revenue budget, in 2014/15 of £535,000 funded from the second tranche of capacity fund grant.

Subject to Council approving the budget, that Cabinet:

- (b) approves the project to accelerate housing growth in the Science Vale Growth Area, funded by the DCLG capacity fund
- (c) authorises the strategic director, in consultation with the head of legal and democratic services, if necessary as an exception to contracts procedure rules, to use the fund to commission and pay for works necessary to deliver the core objectives of the project as set out in the offer letter attached as an appendix to this report.
- (d) approves South Oxfordshire District Council as the accounting body for the administration of the capacity fund and as the accountable body to DCLG for appropriate use of the fund.

Purpose of Report

1. The report seeks the approval of both cabinets to a project that will accelerate housing growth across the Science Vale area of South and Vale and asks that both Councils establish budgets to allow the project to proceed.

Corporate Objectives

2. Our corporate priorities of building the local economy and meeting housing need are addressed by this housing acceleration programme. We commit in our corporate plan to supporting delivery of jobs, infrastructure and housing, to unblocking sites and to working with developers to overcome barriers to delivery.

Background

3. The councils have been successful in securing a total of £2.06 million in grant funding from the Large Sites Programme Capacity Fund. This is a Government grant obtained by only a few local authorities to assist with accelerating the delivery of strategic housing sites.
4. The requirements of the project are that the councils will deliver a 30 % increase in the rate of housing delivery across the Science Vale area. To achieve this, a range of projects are planned that will remove barriers to delivery and, in particular, will bring forward delivery actions that could otherwise take many months. The programme agreed with DCLG is flexible and includes such activities as;
 - Appointment of consultants to produce a delivery plan that will tackle all the causes of under-delivery and to undertake elements of the work that emerges from the plan

- Appointment of a programme manager to drive delivery plus three staff to bolster planning delivery
 - Specialist advice on section 106 negotiations
 - Specialist assistance to evaluate infrastructure and community needs across science vale to enable the production of an evidence base that supports negotiations on strategic and local infrastructure needs arising from housing development
 - Consultancy support on land and property negotiations
 - Modelling, design and technical appraisals on infrastructure projects
 - Site and area master planning
 - Marketing campaign for the Science Vale area
 - Legal support to expedite section 106 agreements and to advise on the appropriate actions to bring forward difficult sites
5. The grant of £1.025m for 2013/14 has already been received, on the basis set out in the offer letter attached as an appendix to this report. We must, however, demonstrate sufficient progress in accelerating housing delivery to receive the second tranche of £1.035m for 2014/15. Accelerating delivery is a challenge at this time due to sluggish progress on our large strategic sites; however, we expect to be able to show DCLG that many of the actions we are taking will make a significant contribution to accelerated housing growth in 2014. The entire 2013/14 grant must be spent or committed to projects by 31 March 2014.

Options

6. Cabinet could choose to not approve the project and return the funding to the Department of Communities and Local Government.

Financial Implications

7. The expenditure of the grant requires both councils to establish budgets funded by the grant.
8. Officers recommend that the budgets established in 2013/14 are;
- Vale £500,000
 - South Oxfordshire District Council £525,000
9. Officers believe that this should reasonably align with proposed spend in each district but that recharges will be calculated at year-end to reflect actual spend.
10. Officers also recommend that for ease of accounting that one council, South, be the accounting body for the grant and that South be the accountable body, reporting to DCLG as required on the appropriate use of the grant.

11. Because the grant is paid as part of the un-ring fenced grant it will also be necessary to establish budgets at both councils in 2014/15 for the projects. This report recommends that a 2014/15 revenue budget of £500,000 and £535,000 is approved for South and Vale respectively.

Legal Implications

12. It is a requirement of the grant that the councils use the Homes and Communities Agency (HCA) Procurement Panel (or that costs are cross-referenced against those of the panel consultants) when contracting out specific specialist or technical advice. In view of the limited time available to commit the money before the end of this financial year, I recommend that the Cabinets agree that, if necessary, the strategic director may commission and pay for work as an exception to the contracts procedure rules provided that the grant and EU requirements are met. This may include entering into agreements with Oxfordshire County Council and commissioning and paying for work through its appointed contractors.

13. There has been no requirement to sign a legal agreement for this grant and no claw back requirements have been applied. The terms of the grant are as set out in the offer letter attached as an appendix to this report.

Risks

14. There is a risk that if sufficient progress isn't made against the project plan and/ or the funding is not fully committed by 31 March 2014, CLG will;

- ask for uncommitted funds to be returned, or,
- decide not to provide the second tranche of the funding, £1.035m, due for the year 2014/15

Conclusion

15. The project is designed to accelerate housing growth and provides the councils with an opportunity to understand the barriers to housing development and put in place the actions required to overcome these that will speed up housing delivery. The DCLG capacity fund provides this opportunity without cost to the councils.

Background Papers

None.

Appendix one



Department for Communities and Local Government

Anna Robinson
Strategic Director
South Oxfordshire District Council and
Vale of White Horse District
Council

12 July 2013

Dear Anna,

Didcot - Confirmation of Capacity Funding.

I am writing to confirm that following your request for resource funding to assist with the delivery of housing development across the Science Vale, we have made available up to £2,060,000 to South Oxfordshire District Council through the Large Sites Programme Capacity Fund. A breakdown of the funding you have requested and its intended purpose is included at Annex A.

The headline profile of this funding is as follows:

	2013/14	2014/15
Resource	£1,025,000	£1,035,000

Funding will be made available on the basis that it is intended to support the development of housing across the identified sites within the Science Vale. Payment will be provided as an annual section 31 un-ring fenced grant to South Oxfordshire District Council, and a grant determination has been issued to you alongside this letter confirming the relevant payment. The 2013/14 payment for £1,025,000 will be made shortly, with confirmation of the payment date and relevant documentation to be provided under separate cover.

The next payment for £1,035,000 will be made at the beginning of 2014/15, subject to Ministers being content that satisfactory progress has been made with the overall development in the current financial year, and subject to HM Treasury approval

We anticipate that Progress on the scheme will be measured against the core objectives set out in your capacity funding bid (key objectives set out below) and will be reviewed and confirmed by the Homes and Communities Agency:

Department for Communities and Local Government Tel 0303 444 3111
Zone B6
Eland House
Bressenden Place
London
SW1E 5DU

- To recruit / appoint staff including: Programme Manager, Strategic Planning and Delivery Managers x 2 and a Community Development worker to manage the project, produce supplementary planning documents, master plan major projects and carry out successful negotiations and broker agreements between communities and developers.
- Procure delivery of transport design and planning, technical studies, financial appraisals and where necessary legal advice to secure CPOs.
- Carry out marketing and research to optimise the right development.

In order to ensure value for money, we expect you to use the HCA procurement panel or to benchmark your costs against this panel, when contracting out specific specialist or technical advice.

Finally, because no further funds are available after 2014/15, we would like to see transition plans outlining how work on the scheme will continue, ensuring momentum is not adversely impacted when DCLG funding ends.

Yours Sincerely,

Jane Sweeney

Department for Communities and Local Government
Zone B6
Eland House
Bressenden Place
London
SW1E 5DU

Tel 0303 444 3111

Cabinet Report



Report of Strategic Director

Author: Simon Hewings

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Wards affected: All

Cabinet member responsible: Matthew Barber

Tel: 07816 481452

E-mail: councillor@matthewbarber.co.uk

To: CABINET

DATE: 6 December 2013

Science Vale Enterprise Zone: accountable body

Recommendation(s)

That cabinet:

- (a) agrees that Vale council acts as accountable body for the Science Vale Enterprise Zone; and
- (b) agrees that the leader of the council, as cabinet member for finance, will make an individual cabinet member decision to agree a memorandum of understanding with the Oxfordshire Local Enterprise Partnership and Oxfordshire County Council, in consultation with the Strategic Director, Head of Legal and Democratic Services and the Head of Finance.

Purpose of Report

1. To request that cabinet agrees that the Vale council acts as accountable body for the Science Vale Enterprise Zone (SVEZ). Cabinet is also asked to agree that the leader of the council, as cabinet member for finance, will make an individual cabinet member decision to agree the Memorandum of Understanding (MoU) with Oxfordshire Local Enterprise Partnership (LEP), and Oxfordshire County Council (OCC), in consultation with the Strategic Director, Head of Legal and Democratic Services and the Head of Finance.

Corporate Objectives

2. The council's work on the SVEZ supports the council's objective of building the local economy.

Background

3. In 2011, following a competitive process, government named Science Vale Oxford as an enterprise zone, based on Milton Park and Harwell. The Oxfordshire Local Enterprise Partnership (LEP) made the bid for enterprise zone status, and has overall responsibility for the delivery of the zone. Enterprise zone status brings a number of advantages for businesses locating to the zone, such as business rate discounts.
4. All business rate growth within an enterprise zone for a period of 25 years will be retained locally for reinvestment in the local area, in accordance with the LEP's economic priorities. A local authority must be nominated to be the accountable body for the retained business rates for audit and accounting purposes. The accountable body would also be expected to undertake the following tasks:
 - Prepare and revise estimates of additional business rates income generated in the enterprise zone for the LEP;
 - Report actual additional business rates income to the LEP;
 - Agree with the LEP, and Oxfordshire County Council (OCC) as the LEP's accountable body, mechanisms to disburse the retained business rates income, in accordance with LEP priorities;
 - Perform, as required, due diligence on projects to be funded from retained business rates, and report progress on those projects to the LEP.
5. At its meeting on October 1 2013, the LEP agreed that the Vale council would assume the accountable body role, subject to the agreement of cabinet. If cabinet agrees to Vale council being the accountable body, then a Memorandum of Understanding (MoU) will be agreed between the council, OCC and the LEP, covering the points above.

Options

6. The cabinet could decide that Vale council should not be the accountable body for the enterprise zone. However, the zone is wholly within the council's area, and the council is heavily involved in managing and promoting the enterprise zone. As billing authority, the council will in any event have to account for the retained business rates, and it is well placed to forecast future receipts.

Financial Implications

7. As part of the work in agreeing the MoU with OCC and the LEP, officers will quantify those costs that we can reasonably recharge to the LEP. We anticipate this will cover the bulk of our work. Any other costs incurred by the council, we will meet from existing resources. This is in line with the LEP's expectation that all local authorities will support the LEP in delivering its objectives.

Legal Implications

8. The Non-Domestic Rating (Designated Areas) Regulations 2013 provide Vale council, as billing authority, with the power to retain additional business rates generated in the enterprise zone area over and above a baseline quoted in those regulations for use by the LEP.
9. An MoU will be needed between Vale council, the LEP and OCC that determines the arrangements for managing the retained business rates earned in the enterprise zone area. The council is required to act properly in the expenditure of such funds and in accordance with statute and the principles of democratic and financial accountability.

Risks

10. There is a risk that the LEP will commit retained business rates income that does not materialise. This will be managed through ensuring that estimates of business rates income are robust and prudent. It will also be managed by agreeing with the LEP that the accountable body will not pay out monies to any organisation unless there is sufficient in the SVEZ retained business rates account to cover the outgoings.
11. There is a risk that Vale council will pay over retained business rates to a third party for a project that does not deliver the agreed outcomes. We will mitigate this risk by ensuring thorough due diligence checks are carried out on all proposed projects. It will also be managed by making staged payments as projects reach agreed milestones. In the event that a project has progressed but ultimately does not deliver, the LEP could expect that the council, as accountable body, takes all reasonable steps to recover the funds already spent, although there would be no guarantee that this would be successful.

Conclusion

12. Cabinet are asked to agree to Vale council being the accountable body for the SVEZ.

Background Papers

- None

Cabinet Report



Report of Head of Finance

Author: Ben Watson

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Cabinet member responsible: Matthew Barber

Tel: 01235 540366

E-mail: matthew.barber@whitehorsedc.gov.uk

To: Cabinet on: 6 December 2013

To: Council on: 11 December 2013

Council tax base 2014/15

Recommendations

Council be recommended to agree:

1. That, in accordance with the Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012) and the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended)
 - i. from 1 April 2014 the council tax discount to be applied on unoccupied and substantially unfurnished dwellings (Class C in the Regulations) be 100 per cent for one calendar month and zero per cent thereafter. Where an unoccupied and unfurnished dwelling has already received the current 25 per cent discount for more than one calendar month on 1 April 2014, it shall receive zero discount. Where an unoccupied and unfurnished dwelling has received a 25 per cent discount for less than one calendar month on 1 April 2014, it shall receive a 100 per cent discount for the number of days required to reach one calendar month and then zero per cent discount thereafter. In considering whether a dwelling has been unoccupied and substantially unfurnished for any period, any one period not exceeding six weeks, during which it was not unoccupied and substantially unfurnished shall be disregarded.
2. That the report of the head of finance for the calculation of the council's tax base and the calculation of the tax base for each parish area for 2014/15 be approved
3. That, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Vale of White Horse District Council as its council tax base for the year 2014/15 be 46,640.5
4. That, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the amount calculated by Vale of White Horse District Council as the council tax base for the year 2014/15 for each parish be the amount shown against the name of that parish in Appendix 1 of the report of the head of finance to Cabinet on 6 December 2013

Purpose of Report

1. The purpose of this report is to ask Cabinet to recommend the council tax base for 2014/15 to Council for approval.

Corporate Objectives

2. The calculation of the tax base is a legal requirement and an essential part of the tax setting process which helps to achieve the council's corporate objective of effectively managing its resources.

Background

3. Before the council tax can be set by the council, a calculation has to be made of the council tax base, which is an estimate of the taxable resources for the district as a whole and for each parish area.
4. The council tax base for the district has to be notified to Oxfordshire County Council and the Police and Crime Commissioner by 31 January 2014. Each parish and town council is also notified of the figure for its area.
5. The legislation requires that the council tax base is approved by full council or a non-executive body with delegated powers. No such delegation exists, so cabinet is therefore asked to recommend to council the schedule set out in **Appendix 1** as the council tax base for the district as a whole and for each parish area.

Calculation of the tax base

6. The starting point for the calculation is the total number of dwellings and their council tax band.
7. The list is sorted into parish order and the council then allows for the following information, for each band:
 - (a) dwellings which will be entirely exempt so no tax is payable (e.g. those occupied entirely by students)
 - (b) dwellings which will attract a 25 per cent reduction (e.g. those with a single adult occupier)
 - (c) dwellings which will attract a 50 per cent reduction (e.g. those where all of the adult residents qualify for a reduction)
 - (d) dwellings which will be treated as being in a lower band because they have been adapted for a severely disabled person. The regulations provide methodology to take account of the reduction available to those in band A dwellings
 - (e) dwellings which will be on the valuation list but which attract discounts or disablement relief or are exempt, for only part of the year
 - (f) dwellings which will attract a reduction through the council tax reduction scheme
8. Each band is then converted into "band D equivalents" by applying the factor laid down by legislation. For example, a band A dwelling is multiplied by 2/3 to arrive at the band D equivalent figure, whilst a band H dwelling is multiplied by two. All these are then added together to give a total of band D equivalents.
9. A final adjustment is required to allow for non-collection. The council is required to decide what its collection rate is likely to be and apply this to its council tax base. For the 2013/14 tax the council assumed 98 per cent would eventually be collected and it is proposed to use 98 per cent again in 2014/15.

Changes for 2014/15

10. For 2013/14 the council resolved to award a discount of 25 per cent for a maximum of six months where dwellings are unoccupied and unfurnished. These types of dwelling had previously been subject to an exemption and paid no council tax (for up to six months). The discounts are awarded under Class C of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended).
11. However, as a consequence of this many small debts are being created where dwellings are unoccupied and unfurnished for short periods (less than one month). It is therefore proposed to amend the discount awarded under Class C of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended) to a 100 per cent discount for one calendar month with effect from 1 April 2014.
12. There will be some unoccupied and unfurnished dwellings that will have received a 25 per cent discount for more than one calendar month on 1 April 2014, but have not reached six months. It is proposed that these dwellings will not receive any discount from 1 April 2014.
13. There will be some unoccupied and unfurnished dwellings that will have received a 25 per cent discount for less than one calendar month on 1 April 2014. It is proposed that these unoccupied and unfurnished dwellings will receive a 100 discount from 1 April 2014 for the number of days required to take their discount period to one calendar month e.g. if a dwelling has received a 25 per cent discount from 20 March 2014 to 31 March 2014 it will receive a 100 per cent discount from 1 April 2014 until 19 April 2014. After this time it will receive no discount.
14. When considering whether a dwelling is unoccupied and unfurnished, any period of less than six weeks where it is not unoccupied and unfurnished shall be disregarded. This is to prevent a council taxpayer from receiving a 100 per cent discount for one month, moving furniture into the dwelling for a few days, and then moving the furniture back out and claiming another month's 100 per cent discount.
15. Because the taxbase is calculated by looking at the state of a dwelling on a particular day there is a small impact on the taxbase by this discount change. For council taxbase purposes these dwellings are no longer making a contribution because they are receiving a 100 per cent discount whereas in the 2013/14 taxbase calculation they would have been contributing 0.75 of a dwelling. The estimated impact on the taxbase is 193 band D equivalents.
16. However, in practical terms, after a maximum of one month these dwellings will be subject to 100 per cent council tax. Therefore, whilst there is a small impact on the taxbase, in cash collected terms the council should see an increase which will make a positive contribution to the end of year collection fund calculation.

Taxbase for 2014/15

17. Based on the assumptions detailed above, and the proposed change to Class C discounts, the council tax base for 2014/15 is 46,640.5.

18. Similar calculations are required for each parish in order to calculate the proportion of the district's tax base which relates to its area. A schedule of the tax base for each parish is set out in **Appendix 1**.
19. To calculate the council tax requirement (ie: the amount of council tax to be raised) the council tax base is multiplied by the Band D equivalent. This will be finalised during January and February, culminating in the council tax being set by council on 19 February 2014 (this date is subject to the council being notified of the major precepting authorities' council tax requirements).

Financial Implications

20. These are set out in the body of the report.

Legal Implications

21. These are set out in the body of the report.

Background Papers

None

PARISH COUNCIL TAX BASES - 2014/15

PARISH/TOWN COUNCIL	NUMBER OF PROPERTIES	PARISH TAX BASE 2014-15	PARISH TAX BASE 2013-14
ABINGDON	14,461.0	11,703.2	11,580.5
APPLEFORD	140.0	152.7	151.9
APPLETON WITH EATON	390.0	430.9	432.0
ARDINGTON AND LOCKINGE	218.0	201.8	202.9
ASHBURY	236.0	236.9	239.3
BAULKING	40.0	46.7	46.1
BESSELSLEIGH	30.0	36.9	38.0
BLEWBURY	765.0	686.3	685.0
BOURTON	129.0	139.4	134.9
BUCKLAND	254.0	314.4	306.8
BUSCOT	87.0	88.7	88.9
CHARNEY BASSETT	120.0	146.1	144.9
CHILDREY	221.0	231.5	232.8
CHILTON	475.0	486.2	384.8
COLESHILL	75.0	62.7	63.2
COMPTON BEAUCHAMP	32.0	40.8	38.4
CUMNOR	2,531.0	2,676.1	2,591.5
DENCHWORTH	79.0	83.1	80.9
DRAYTON	980.0	898.8	895.6
EAST CHALLOW	322.0	258.3	258.8
EAST HANNEY	345.0	368.9	366.0
EAST HENDRED	493.0	508.5	504.0
EATON HASTINGS	32.0	34.0	33.1
FARINGDON	3,319.0	2,540.5	2,474.3
FERNHAM	95.0	105.8	108.2
FRILFORD	89.0	116.4	117.9
FYFIELD AND TUBNEY	201.0	240.0	235.3
GARFORD	70.0	83.1	80.8
GOOSEY	55.0	64.2	65.3
GREAT COXWELL	129.0	153.4	151.2
GROVE	3,004.0	2,507.3	2,497.0
HARWELL	1,029.0	964.8	960.9
HATFORD	36.0	46.6	43.6
HINTON WALDRIST	143.0	142.1	141.1
KENNINGTON	1,748.0	1,657.1	1,629.4
KINGSTON BAGPUIZE AND SOUTHMOOR	931.0	967.5	947.6
KINGSTON LISLE	104.0	101.6	102.5
LETCOMBE BASSETT	74.0	81.3	81.6
LETCOMBE REGIS	367.0	368.3	334.4
LITTLE COXWELL	68.0	75.2	74.6
LITTLEWORTH	95.0	116.6	114.1
LONGCOT	247.0	259.2	253.7
LONGWORTH	239.0	258.5	257.7
LYFORD	23.0	26.2	23.6
MARCHAM	721.0	692.8	689.4
MILTON	468.0	415.2	412.6
NORTH HINKSEY	1,893.0	1,658.3	1,639.6
PUSEY	28.0	33.1	33.4
RADLEY	1,004.0	864.8	849.6
ST HELEN WITHOUT	826.0	807.0	804.3
SHELLINGFORD	79.0	79.8	78.6
SHRIVENHAM	983.0	975.8	967.1
SOUTH HINKSEY	168.0	179.8	179.1
SPARSHOLT	136.0	150.9	147.2
STANFORD IN THE VALE	900.0	825.3	828.5
STEVENTON	657.0	604.5	588.9
SUNNINGWELL	373.0	440.8	431.6
SUTTON COURTENAY	1,051.0	962.2	948.0
UFFINGTON	325.0	323.1	325.5
UPTON	177.0	210.1	209.3
WANTAGE	5,038.0	4,158.1	4,093.0
WATCHFIELD	814.0	752.8	755.7
WEST CHALLOW	82.0	89.6	88.0
WEST HANNEY	224.0	243.1	242.4
WEST HENDRED	148.0	160.5	159.7
WOOLSTONE	60.0	78.3	78.3
WOOTTON	1,183.0	1,151.9	1,146.3
WYTHAM	69.0	74.1	73.4
TOTAL	51,928	46,640.5	45,964.9

Cabinet Report



Report of Head of Finance

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DATE: 6 December 2013

Council tax reduction scheme 2014/15

Recommendations

- (a) That Council be recommended to adopt, for 2014/15 onwards, the 2013/14 adopted council tax reduction scheme but with the following amendments:
- entitlement for working age claimants will be capped at 91.5 per cent of their council tax liability, except for these protected groups - people with disabilities, war widows and war disabled pension recipients
 - removal of the second adult rebate scheme
 - entitlement for properties in bands F, G and H will be capped to band E council tax levels
 - the current four week "run on" entitlement will be extended for thirteen weeks when a claimant moves into work. Any rules concerning eligibility for the run on remain the same
 - personal allowances and non-dependent deductions for working age claimants will be uprated by one per cent each financial year commencing 1 April 2014
- (b) a hardship fund be established to assist claimants who may face difficulties meeting their council tax liability.
- (c) the Head of Finance is authorised to set the rules and eligibility criteria for the hardship fund in consultation with the Cabinet member for Finance

Purpose of Report

1. The purpose of this report is to enable the council to adopt and implement a council tax reduction scheme for the financial years 2014/15 onwards.

Corporate Objectives

2. The council is required by statute to adopt a scheme to help those on low incomes to meet their council tax liability. In accordance with the strategic objective “excellent delivery of key services”, by having a scheme, we should achieve the corporate priority of delivering a high quality value for money service which takes into account the views of residents, service users and other stakeholders.

Background

3. Prior to April 2013 there was a national scheme of financial assistance called “council tax benefit” which was available to taxpayers on low incomes to help them meet their council tax liability. This scheme had been in operation since 1993.
4. Following changes introduced by the Local Government Finance Act 2012, this council adopted its own local “council tax reduction scheme” to take effect from 1 April 2013. This was against a backdrop of reduced Government funding of approximately ten per cent compared to the funding given for the previous council tax benefit scheme.
5. In common with the other district councils in Oxfordshire, the local scheme more or less mirrored the previous council tax benefit scheme which meant that no residents saw a reduction in their entitlement.
6. The ten per cent reduction in Government funding was counteracted by the council's implementation of technical reforms to the council tax system whereby more council tax was charged on empty properties and second homes.
7. The final scheme that was adopted was for one year only therefore the council is required to formally adopt a scheme for 2014/15. This formal adoption must be undertaken by full Council before 31 January 2014.

Proposal for 2014/15 onwards

8. It is proposed that the scheme adopted for 2014/15 should require everyone (excluding those of Pension Age and certain protected groups - people with disabilities, war widows and war disabled pension recipients) to pay **at least 8.5 per cent** of their council tax (around £129.00 per year, based on a Band D property). This would mean that the maximum reduction that anyone could receive would be 91.5 per cent of their council tax liability.
9. As set out in the public consultation document, Cabinet believes that the reduction in Government funding mentioned in 6. above should be spread fairly across all council tax payers (apart from the protected groups mentioned above), not just those who aren't claiming a reduction. Cabinet's rationale being that the proposed reduction scheme should encourage unemployed people to seek work - which was a stated Government policy intention for localising council tax support.

10. It should be noted that for the 2013/14 schemes the Government offered additional “transitional funding” to councils who did not reduce council tax reduction entitlement by more than 8.5 per cent. This council was one of 20 per cent of authorities who made no changes to their scheme in 2013/14, but a further 60 per cent modified their schemes to take advantage of the grant. Although the grant is not being made available in 2014/15, Cabinet believes that a scheme proposing an 8.5 per cent reduction is clearly regarded as a fair compromise by the Government.
11. In addition to a flat 8.5 per cent reduction across the board, Cabinet is also proposing that some modifications should be made to entitlement in respect of some specific categories of claimant. This has the effect of further reducing entitlement for some claimants whilst increasing entitlement for those who find work. Presently, when an unemployed claimant takes up a new job, we continue to give a reduction for four weeks after the new job begins, at the same rate they were on before starting work. This is so that they are not faced with having to pay an increased council tax bill immediately. Under the new proposal we will continue to give the same level of reduction for **thirteen weeks** which will help people even more.
12. The effects of the new proposals (based on current data) can be seen in the following table:

Table 1

Group	Numbers affected	(Saving)/Cost to Vale	(Saving)/Cost to OCC	(Saving)/Cost to TVPCC
Reducing maximum entitlement to 91.5 per cent (i.e. 8.5 per cent reduction)	2,050	(£18,425)	(£187,085)	(£24,850)
People who receive a reduction because they live with another adult who is on a low income	27	(£525)	(£5,332)	(£708)
People who will have their entitlement capped to a band E rate	43	(£1,237)	(£12,559)	(£1,668)
People who move into work and continue to receive the same level of reduction	214	£2,427	£24,644	£3,274
	NET SAVING	(£17,760)	(£180,332)	(£23,952)

The **overall** net savings county-wide when taking into account the County Council and the Police and Crime Commissioner (Thames Valley) will be approximately **£222,000**.

The **overall** financial effect on **claimants** in **band C** (the band of property in which most affected claimants live) can be seen in the following table:

Table 2

Group	Average annual (reduction)/ increased award	Highest annual (reduction)/ increased award
Reducing maximum entitlement to 91.5 per cent (i.e. 8.5 per cent reduction)	(£80.54)	(£118.76)
People who receive a reduction because they live with another adult who is on a low income	(£236.67)	(£346.81)
People who will have their entitlement capped to a band E rate	(£266.40)	(£346.84)
People who move into work and continue to receive the same level of reduction	£154.68	£236.07

13. Within the scheme for 2014/15 Cabinet is also proposing a clause for uprating. This will ensure personal allowances increase each year so that residents will see an increase in their entitlement and conversely it will also ensure that non-dependents (adult children for example) increase their household contributions. The recommendation is to **uprate by 1 per cent** each year, starting in 2014/15. This is in line with the uprating for national welfare benefits announced by the Chancellor of the Exchequer in his December 2012 autumn statement.

14. Finally, when council tax support fell under benefits legislation, the council could use the Discretionary Housing Payment (DHP) fund to temporarily increase entitlement where claimants were experiencing financial hardship. Now that the scheme falls under council tax legislation, the DHP fund cannot be utilised in this way. Therefore, Cabinet is proposing a discretionary fund to be set at **10 per cent** of the total expenditure reduction achieved, which will be **£22,000** based on the recommended modifications. This will be funded by the Vale and the major precepting authorities i.e. the Vale, County Council and the Police and Crime Commissioner (Thames Valley).

Consultation on the proposed scheme

15. An eight week public consultation was undertaken between 27 August 2013 and 18 October 2013. It chose random samples of 500 current council tax reduction scheme recipients and 500 council tax payers not currently receiving a reduction. Additionally, all members of the council's Resident's Panel who have an email address (approximately 400 members) were invited to take part in the consultation. Local stakeholders (advice agencies and registered housing providers) and town and parish councils were also invited to take part in the consultation.

16. A total of 412 responses were received; 253 on line and 159 postal returns. 95 of the respondents were existing council tax reduction scheme recipients; 300 were non recipients; ten were stakeholder organisations; and seven were unclassified.

17. The consultation document asked questions, not only on the general proposal requiring everyone to pay at least 8.5 per cent of council liability (apart from pensioners and other protected groups) but also in respect of a number of other changes, The following table shows the response to the **initial six** proposals, split between council tax reduction scheme recipients and non recipients.

Summary of agreement with the initial six proposed changes to the Council Tax Reduction Scheme for 2014/15

		Reduction recipients	Full Council Tax Payers
Proposal:			
To reduce the maximum entitlement to 91.5%	<i>% agree</i>	34%	67%
	<i>% disagree</i>	43%	22%
To reduce the upper capital limit to £6,000	<i>% agree</i>	49%	55%
	<i>% disagree</i>	34%	32%
To remove the second adult rebate	<i>% agree</i>	43%	63%
	<i>% disagree</i>	44%	24%
To treat child maintenance as income	<i>% agree</i>	35%	54%
	<i>% disagree</i>	59%	38%
To cap entitlement for properties in bands F, G and H	<i>% agree</i>	59%	76%
	<i>% disagree</i>	18%	14%
To extend entitlement to 13 weeks when a claimant moves into work	<i>% agree</i>	65%	60%
	<i>% disagree</i>	23%	27%

As this table shows, the consultation found:

- General support for:
 - Capping entitlement for properties in bands F, G and H
 - Extending entitlement to 13 weeks when a claimant moves into work
- Recipients of council tax reduction are more likely to disagree than agree with three of the six proposals. The strongest disagreement is with the proposal to treat child maintenance as income. The most marginal proposal is to remove the second adult rebate

- Full council tax payers are more likely to agree than disagree with all proposals. The most marginal is the proposal to treat child maintenance as income where more than a third disagree.

Comments included:

- Reservations about how proposals might impact single parents
- That exceptions for carers should be considered
- That child maintenance is for the support of the child and not intended for use in payment of household bills

A full report on the consultation findings including charts showing the **responses** to the questions and general comments can be found at **Appendix 1**.

Views from Scrutiny Committee

18. A report on the initial proposals was taken to the council's Scrutiny Committee on 28 November 2013. Scrutiny members feedback on the scheme and the consultation results generally.

Recommended scheme

19. Based on the consultation results and feedback from Scrutiny, Cabinet decided **not to proceed** with the modifications in respect of **reducing the capital limit** and **treating child maintenance as income**. Therefore, in view of the foregoing, the scheme that is recommended to Council to adopt for 2014/15 onwards is the 2013/14 adopted scheme but with the following amendments:

- entitlement for working age claimants will be capped at 91.5 per cent of their council tax liability, except for these protected groups - people with disabilities, war widows and war disabled pension recipients
- removal of the second adult rebate scheme
- entitlement for properties in bands F, G and H will be capped to band E council tax levels
- the current four week "run on" entitlement will be extended for thirteen weeks when a claimant moves into work. Any rules concerning eligibility for the run on remain the same
- personal allowances and non-dependent deductions for working age claimants will be uprated by one per cent each financial year commencing 1 April 2014

Alternative option(s)

20. When considering the principles of an amended scheme, it should be noted that most authorities that changed their scheme in 2013/14 opted for some level of blanket reduction (meaning that all working age claimants pay some council tax) and, as the criteria for council tax reduction schemes are at the council's discretion, various alternatives and options are open to the council.

21. Like some other councils in Oxfordshire, the council could opt for continuing with the current scheme, which replicates the old council tax benefit scheme. However, this

would not share the council tax burden or incentivise work, which is the rationale for the proposed change.

22. Alternatively, the council could contemplate a reduction of 20 per cent, which is the level opted by the majority of councils that changed their schemes in 2013/14 or, a variety of other reductions. However, the council would have to further consult if it was minded to further reduce entitlement. This would make the statutory deadline to adopt a scheme by 31 January very difficult to achieve.

Financial Implications

23. The net savings for the council from implementing the recommended scheme are £17,760. However, this reduces to **£15,984** after providing for a 10 per cent hardship fund.
24. On a countywide basis, it is estimated that the savings to the County Council and the Police and Crime Commissioner (Thames Valley) are estimated to be at least **£180,332** and **£23,952** respectively. Again, after providing for a 10 per cent hardship fund, this reduces to **£162,298** and **£21,556** respectively
25. There may be additional costs of recovering council tax from those affected by reducing the entitlement in council tax reduction. There could be around **2,050** households having to pay council tax for the first time and feedback from other authorities indicates that more time and effort is having to be made with this new tranche of payers, to collect new liabilities and maintain collection rates.
26. The Government has however, awarded the council further “new burdens” grant for 2014/15, totalling **£68,392** to recognise the work required to implement a local council tax reduction scheme. In addition, the County Council and the Police and Crime Commissioner (Thames Valley) have agreed to contribute to any additional costs, as they will both be benefitting from changes to the scheme.

Legal Implications

27. The current council tax reduction scheme was adopted for 2013/14 only. There is a statutory duty to adopt a 2014/15 scheme by 31 January 2014. If this deadline is not adhered to, the council's 2013/14 scheme will automatically be rolled over as a consequence.

Risks

28. There is a risk that benefit caseload could increase significantly, resulting in expenditure exceeding current estimates. However, we have recently seen a stabilisation in the caseload and, in fact, a reduction has been seen in some months – which has not been seen since the start of the economic downturn in 2008.
29. The development of a council tax reduction scheme that reduces benefit expenditure, without being supported by robust principles and consultation, could be open to legal challenge on equalities grounds. However, to mitigate this, the council has ensured that it has complied with the necessary consultation and equality requirements.
30. Council tax collection rates could fall and, collection and recovery costs (including the cost of write-offs) could increase as a result of creating additional and, relatively small, council tax liabilities. However, the council does have new burdens funding at its

disposal and pledges of financial contributions from the County Council and the Police and Crime Commissioner (Thames Valley) to counteract these possible effects.

Equality implications

31. The council has conducted an equalities impact assessment (EIA) in accordance with its statutory obligations. The EIA is attached at **Appendix 2**.
32. The proposed council tax reduction scheme intends to support residents on a low income with help towards paying their council tax, with the proviso that all working age claimants should pay some council tax (except for certain protected groups). As well as reducing entitlement by 8.5 per cent, it also proposes changes to elements of the scheme, further reducing entitlement to some groups, but also incentivising moving into work.
33. In respect of the initial proposals the biggest impact would have been felt by single parent families, particularly through treating child maintenance as income. However, as reported above, Cabinet decided not to proceed with this modification – so this particular issue has now disappeared. However, with the recommended proposals, single parents who may have another young adult on a low income living with them, could face a reduction in entitlement with the removal of the second adult rebate provisions.

Conclusion

34. The council must adopt a local council tax reduction scheme for 2014/15 by 31 January 2014 and it is proposed that this be based on a scheme which intends to support residents on low incomes with help towards paying their council tax. The rationale of the scheme, as proposed by Cabinet is to introduce a scheme that is fair on all residents; protects the vulnerable; and, encourages residents back to work by the inclusion of work incentives.

Background Papers

- Consultation papers
- EIA

Vale of White Horse District Council
Council Tax Reduction Scheme 2014/2015
Consultation

Report

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Vale of White Horse District Council

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October 2013

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Summary of agreement with proposed changes to the Council Tax Reduction Scheme for 2014/15

		Reduction recipients	Full Council Tax Payers
Proposal:			
To reduce the maximum entitlement to 91.5%	% agree	34%	67%
	% disagree	43%	22%
To reduce the upper capital limit to £6,000	% agree	49%	55%
	% disagree	34%	32%
To remove the second adult rebate	% agree	43%	63%
	% disagree	44%	24%
To treat child maintenance as income	% agree	35%	54%
	% disagree	59%	38%
To cap entitlement for properties in bands F, G and H	% agree	59%	76%
	% disagree	18%	14%
To extend entitlement to 13 weeks when a claimant moves into work	% agree	65%	60%
	% disagree	23%	27%

1. Background

Vale of White Horse District Council is required by law to have a scheme to help people on low incomes pay their council tax. For people of pensionable age there is a prescribed scheme to follow but for people of working age, subject to a few prescribed requirements, the council is free to design such a scheme as they see fit.

This requirement replaced the national council tax benefit scheme that had been in operation since 1993. The costs of the council tax benefit scheme were more or less met in full by the Government. For the new local schemes, however, the Government had reduced the amount of funding available by approximately ten per cent. For Vale of White Horse this meant approximately £59,000.

For the 2013/14 financial year the council's scheme for working age people is largely based on the previous national council tax benefit scheme. This has meant that, providing their circumstances have not changed, no residents have seen a reduction in the level of support they receive. The council funded this scheme through Government grants (which accounted for approximately 90 per cent of the costs) and increased council tax charges for empty properties and second homes.

The council took this approach because of several factors including:

- due to the lateness of legislation there was very little time to design and prepare robust schemes
- all of the Oxfordshire councils were working towards a common scheme
- there was additional Government transitional funding for councils who made no, or very little, cuts to entitlement

The scheme did, however, mean that there were no additional incentives for out of work residents to seek work, and the cut in Government funding was shouldered by council tax payers who were not claiming support. In view of this, the council is proposing that their scheme for 2014/15 will increase the incentive for residents to seek work but will generally have reduced support available. However, it is proposed that working age disabled claimants will be protected from these changes.

In August 2013, Alpha Research Ltd was commissioned to undertake a consultation on the proposed Council Tax Reduction Scheme for 2013/14 amongst residents and other stakeholder groups in the Vale of White Horse.

2. Methodology

A postal and online survey was carried out between 27 August and 18 October 2013.

2.1 POSTAL SURVEY

A consultation questionnaire was sent to the following groups of residents:

1. A representative sample of 500 households selected at random from the Vale of White Horse District Council's database of council tax reduction claimants who may be affected by this change – i.e. excluding people of pensionable age and those with disabilities.
2. A representative sample 500 households selected from the council's database of those paying full council tax.

In each case the sample was selected at random from the database, following stratification by postcode to ensure geographic spread.

2.2 ONLINE CONSULTATION

An online version of the same questionnaire was made available via the council's website. The online consultation was promoted via the website, press releases and other local publicity.

An email inviting participation in the consultation was sent to a range of stakeholders and interested parties, including registered housing providers, local Citizens Advice Bureaux, other welfare organisations, care organisations and parish councils.

Members of the Vale of White Horse citizen's panel were also invited to take part in the online consultation.

2.3 RESPONSE RATES

In total 412 responses were received (159 postal returns and 253 online responses). The profile of response is detailed in section 3.

2.4 ANALYSIS AND REPORTING

This report highlights and comments on the key findings from the consultation. Full tabulations of the results have been provided under separate cover.

Throughout the report the results are reported separately for three key groups of respondents:

1. Those currently in receipt of any Council Tax Reduction (full or partial)
2. Full Council Tax Payers
3. Stakeholder groups / interested parties

3. Profile of respondents

The vast majority of respondents were individuals responding on their own behalf, or carers/ family members responding on behalf of an individual. [Table 3.1]

There were ten responses representing stakeholder organisations or other interested parties:

- Four Parish Councils
- Four Housing Associations
- Two voluntary organisations (South and Vale CAB, and Gingerbread the national charity working with and on behalf of single parents)

95 of the 412 consultation respondents (23%) claimed to be in receipt of a Council Tax Reduction. Of these 31 said they receive a full reduction and 61 claimed to receive a partial reduction. Around a quarter of reduction recipients responding were pensioners or people with disabilities, who are protected from the impact of the proposed scheme.

Table 3.1: Sample profile – Type of respondent

	<i>No. of respondents</i>	<i>% of respondents</i>
All respondents	412	100%
Responding as (Q1/Q2):		
On own behalf	395	96%
Housing Association	4	1%
Parish Council	4	1%
Carer	2	<0.5%
Voluntary organisation	2	<0.5%
Other	1	<0.5%
Not stated	3	1%
Receipt of council tax reduction (Q4/Q4a):		
Any reduction	95	23%
- 100% Full reduction	31	8%
- Partial reduction	61	15%
Recipients in protected groups (Q4b):		
Any protected group	28	7%
- Pensioner	21	5%
- Person with disabilities	9	2%
- Recipient of War Widows Pension	-	-
- Recipient of War Disablement Pension	-	-
Recipients not in protected groups	67	16%

The demographic profile of reduction recipients responding to the consultation was relatively young (61% aged under 55) and female biased (68%). Four in ten of those in receipt of a reduction were single person households (44%) while around a quarter were lone parents (27%). The profile of full council tax payers was significantly older (57% aged 55 and over), and predominantly married or co-habiting couples (77%). [Table 3.2]

Table 3.2: Sample profile – Demographic

	<i>Reduction recipients</i>		<i>Full Council Tax Payers</i>	
TOTAL	95	100%	299	100%
Gender:				
Male	29	31%	163	55%
Female	65	68%	130	43%
Not stated	1	1%	6	2%
Age:				
Under 18	-	-	-	-
18 to 24	3	3%	3	1%
25 to 34	11	12%	16	5%
35 to 44	17	18%	53	18%
45 to 54	27	28%	55	18%
55 to 59	5	5%	30	10%
60 to 64	6	6%	50	17%
65 to 74	13	14%	60	20%
75 or over	12	13%	31	10%
Not stated	1	-	2	1%
Health problem or Disability:				
Yes	30	32%	41	14%
No	64	67%	254	85%
Not stated	1	1%	4	1%
Ethnic group:				
White British	92	97%	265	89%
Other white background	3	2%	16	5%
Other	-	-	5	2%
Not stated	-	-	13	4%
Household composition:				
Single person	42	44%	41	14%
Lone parent	26	27%	16	5%
Couple with children	21	22%	132	44%
Couple with no children	4	4%	99	33%
Other	1	1%	3	1%
Not stated	1	1%	8	3%

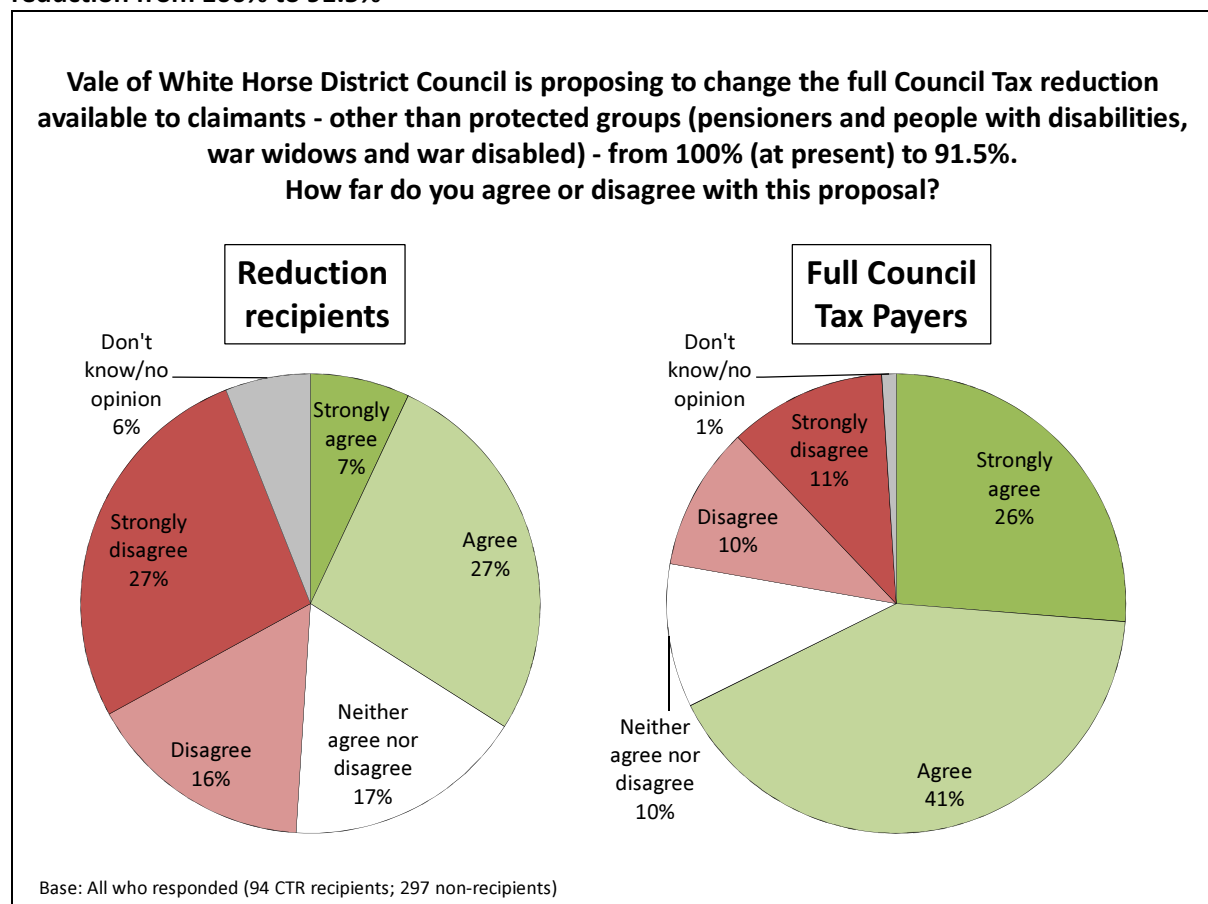
4. Key findings

4.1 PROPOSAL TO REDUCE THE MAXIMUM ENTITLEMENT TO A COUNCIL TAX REDUCTION FROM 100% TO 91.5%

Respondents were presented with details of the council’s proposals to reduce the maximum entitlement to a council tax reduction from 100% to 91.5%. They were given an explanation of the rationale for the proposals and two examples of how the changes might affect individual households. Respondents were then asked to what extent they agreed or disagreed with the proposal to reduce maximum entitlement to 91.5%. [Chart 4.1]

Agreement was significantly lower amongst those currently in receipt of a reduction than amongst full council tax payers. Two thirds of full council tax payers (67%) agreed with the proposal, with around a quarter (26%) agreeing strongly. However, only around a third of those currently receiving a reduction (34%) agreed with the proposal and slightly more (43%) disagreed, with a quarter of current recipients expressing strong disagreement (27%). One in five full council tax payers (22%) disagreed with the proposals, and around one in ten (11%) strongly disagreed.

Chart 4.1: Agreement with proposal to reduce the maximum entitlement to a Council Tax reduction from 100% to 91.5%



Respondents were given the opportunity to mention anything they thought the council should take into account when considering the proposed change. The issues most commonly raised for consideration were as follows:

- While there was some agreement with the principle that every resident should contribute something toward their council tax, a number of respondents expressed concern that the proposals appear to put an **additional burden on low income households** and could cause **undue financial hardship** for some households who are already struggling.
- Some felt the proposals gave insufficient consideration to the issue of **ability to pay** and felt that the scheme should take more account of the household's income (and in some cases outgoings), and/or make more allowance for individual circumstances.
- There was also some concern that those who would be expected to pay more under the proposed scheme may not be able to find the money to do so, resulting in **debt and defaults on payments**, which would in turn increase the administrative burden on the council in recovering arrears.
- It was felt important that the proposed scheme **should not penalise working people**, and there was concern about the **impact on single parent families**. Some respondents expressed sympathy with the single working mother described in Example B and worried that single mothers would struggle to afford the additional council tax payments which could in turn have a direct impact on their children. In particular, several were unhappy about the move to treat child maintenance payments as income (see also Section 4.4).
- There was somewhat more acceptance of the scenario described in Example A (a single man seeking work) since the increase in contributions was considered more affordable.
- However, not all respondents agreed that the proposals would be an **effective incentive to work**, several noting the difficulties of finding work in the current economic climate.

Of the ten stakeholder groups responding, two agreed with the proposal and three disagreed. The others either stated that they “neither agree nor disagree” or offered no opinion. Comments from stakeholder organisations included the following:

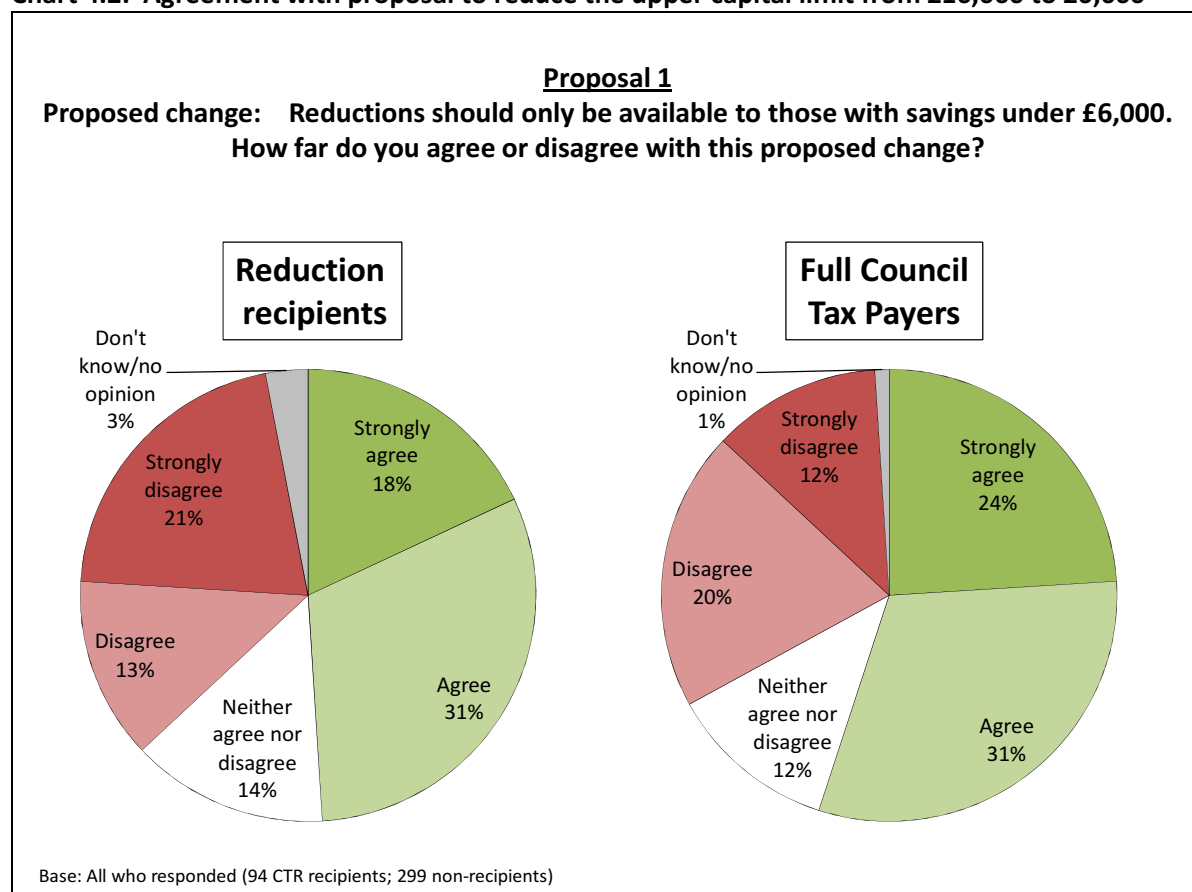
- Oxfordshire South and Vale Citizens Advice Bureau expressed a concern that the proposed change will add to the existing stress of households on a limited budget who are faced with a rising cost of living. The point was made that means tested benefits are intended only to be sufficient to cover basic needs. It was therefore felt unreasonable to expect people to pay a proportion of council tax from this income and may lead to increased arrears and consequent enforcement action.
- One parish council expressed the view that the proposal appears to hit hard those disadvantaged people who are trying to work out of their situation.
- Another parish council suggested that additional consideration should be given to individual circumstances and the benefits received by claimants.

4.2 PROPOSAL TO REDUCE THE UPPER CAPITAL LIMIT FROM £16,000 TO £6,000

Respondents were asked to give their views on the proposal to reduce the maximum amount of capital a person can have before being excluded from the council tax reduction scheme from £16,000 to £6,000. [Chart 4.2]

On this proposal agreement was at a similar level amongst full council tax payers and those in receipt of a reduction, with around half of each group agreeing with the reduction in the capital limit (55% of full council tax payers; 49% of reduction recipients). Similarly around a third of respondents in each group disagreed with the proposal (32% of full council tax payers; 34% of reduction recipients).

Chart 4.2: Agreement with proposal to reduce the upper capital limit from £16,000 to £6,000



97 respondents provided additional comments relating to this proposal:

- Some of those who agreed with the proposal felt that a person with savings of £6000 or more **should not be considered in need of support** to pay their council tax, and that to provide support in these circumstances could be deemed unfair on those paying full council tax who may have no savings.

- However several of those who opposed the proposed change suggested that it would **penalise those who had been prudent** and might **discourage people from saving** for their future
- A number of respondents (both those receiving a reduction and those paying full council tax) felt that **the reduction in the limit should be smaller**, £10,000 being commonly suggested.

Of the ten stakeholder groups responding, five supported the proposed reduction in the capital limit and two opposed it. No supporting comments on this proposal were provided by stakeholders.

4.3 PROPOSAL TO REMOVE THE SECOND ADULT REBATE

Respondents were asked to give their views on the proposal to remove the second adult rebate which allows a single person who lives with another adult who is on a low income to receive up to 25% reduction on their council tax, regardless of their own income. [Chart 4.3]

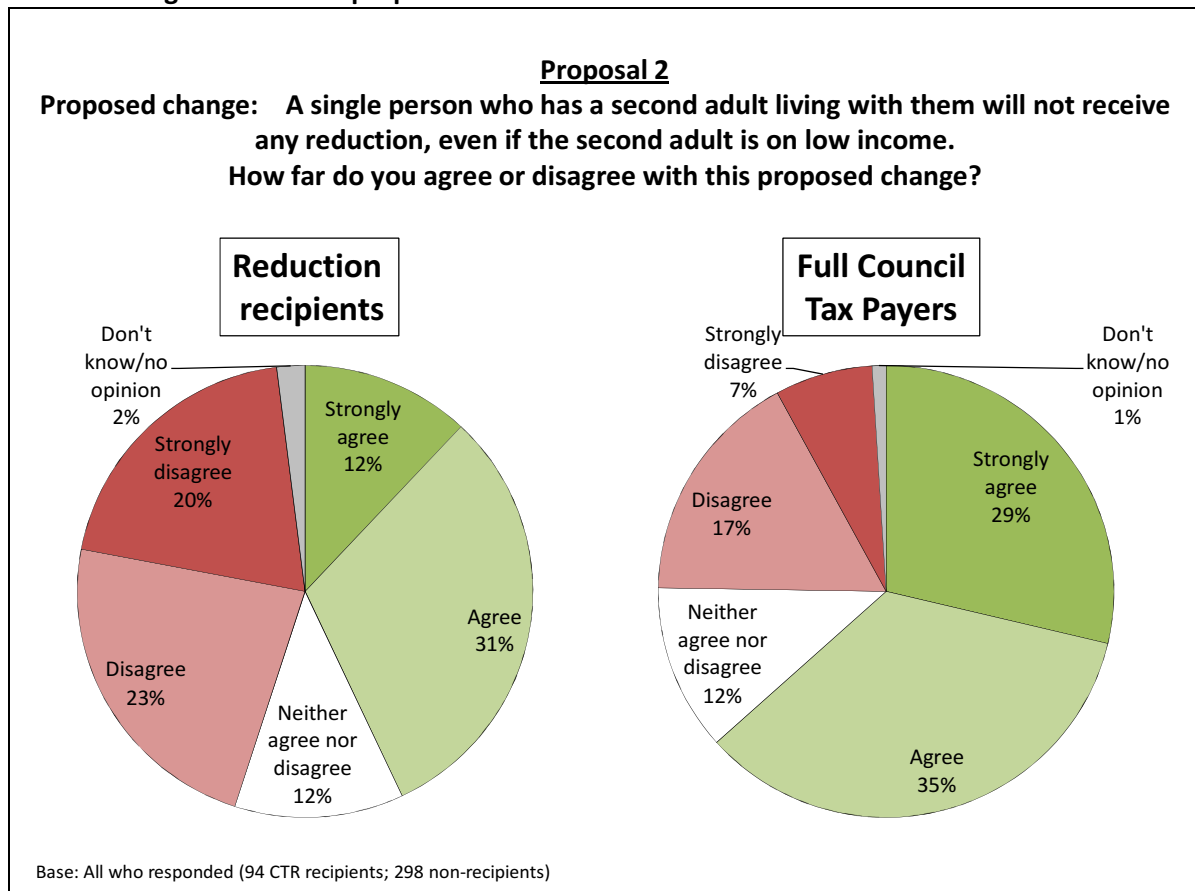
Agreement with this proposal was significantly higher amongst full council tax payers than amongst those in receipt of a reduction. Almost two thirds (63%) of full council tax payers agreed with the proposed removal of the second adult rebate, while around a quarter (24%) disagreed. Those in receipt of a council tax reduction were more split in their opinions. Around four in ten recipients (43%) agreed with the proposal, while a similar proportion (44%) disagreed.

Those recipients who are not protected from the changes displayed particular opposition to the proposal (51% disagreed) and two thirds (65%) of lone parents receiving a reduction said they opposed this change.

84 respondents provided additional comments relating to this proposal:

- Many of the comments suggested that **the income of the single person and/or the total household income should be taken into account**.
- While some respondents felt that where there were two incomes in the household, no support should be offered, others expressed the view that if both people in the household were on a low income then **some support may still be needed**.
- A number of respondents expressed reservations about how this proposal may **impact on a single parent living with an adult son or daughter** who may be on a very low income and find it difficult to contribute to household bills.
- There was some confusion at this question, with a number of respondents feeling that this **proposal needed further clarification**.

Chart 4.3: Agreement with proposal to remove the second adult rebate



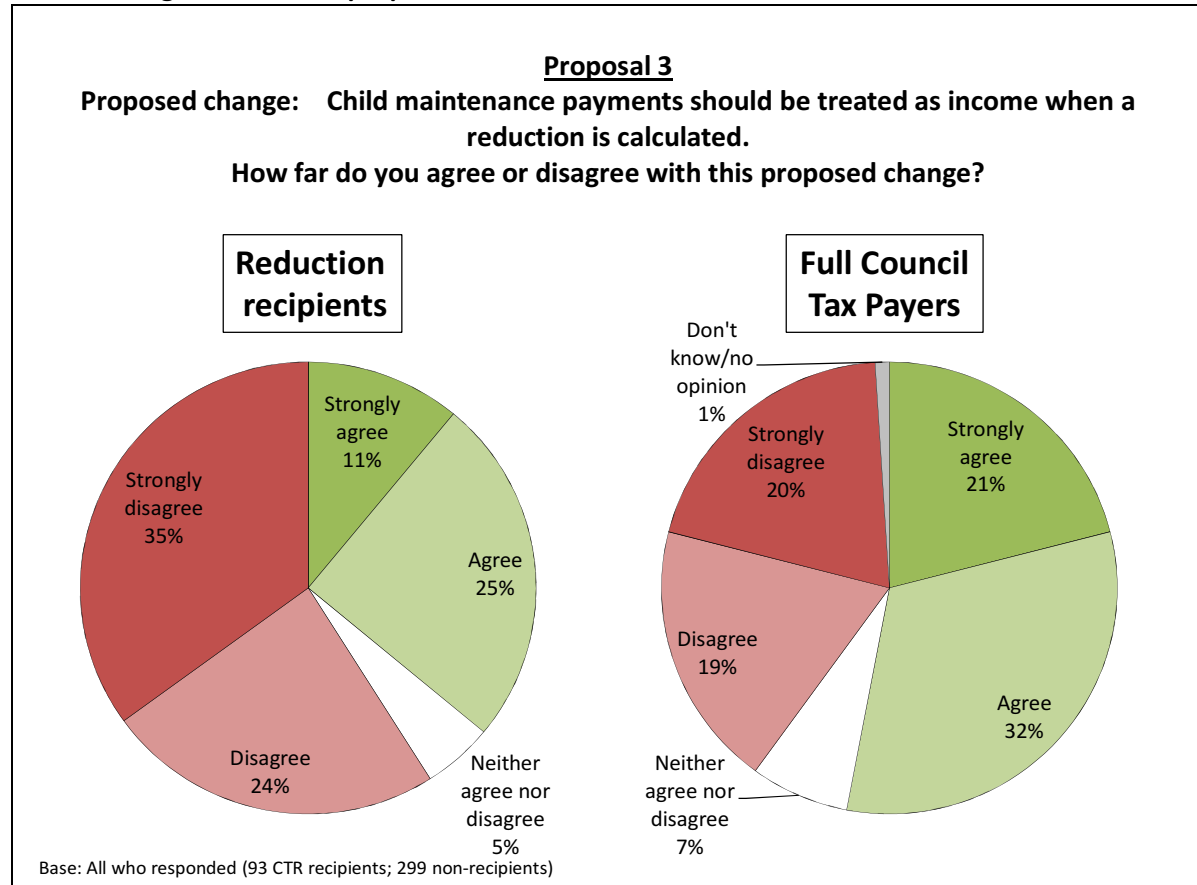
Of the ten stakeholder groups responding, four agreed with the proposal and two disagreed. The others either stated that they “neither agree nor disagree” or offered no opinion. There were two comments made by stakeholders:

1. One parish council felt that exceptions for carers should be considered.
2. Another parish council felt that the removal of the rebate should be dependent on income.

4.4 PROPOSAL TO TREAT CHILD MAINTENANCE AS INCOME RATHER THAN DISREGARDING IT

Opinions were divided regarding the proposal to class child maintenance payments as income when a reduction in council tax is calculated, with full council tax payers more likely to support the proposal and those currently in receipt of a reduction more likely to oppose it. [Chart 4.4]

Chart 4.4: Agreement with proposal to treat child maintenance as income



While around a third (35%) of council tax reduction recipients agreed with the proposal, almost six in ten (59%) disagreed, a third (35%) expressing strong disagreement. Agreement was significantly higher amongst full council tax payers, of whom more than half (54%) agreed. However, even amongst full council tax payers, more than a third (38%) of respondents opposed the proposed change in the calculation of council tax reductions.

Lone parents were particularly opposed to the idea of classifying child maintenance payments as income for the purposes of calculating a council tax reduction. Eight in ten lone parents in receipt of a reduction opposed the proposal (81%), as did six in ten lone parents not currently receiving a reduction (63%).

Over 100 respondents provided additional comments relating to this proposal:

- Most commonly residents commented that child maintenance payments are **intended for the support of the child**, and not intended for use in the payment of household bills.
- Many took the view that by classing these payments as income, some portion of the maintenance payment would need to be redirected to cover the payment of additional council tax, and there were concerns that **children would be directly affected** as a result.

- Concerns were also expressed that maintenance payments may be an **unreliable source of income**, as payments are not always received regularly and on time.

Of the ten stakeholder groups responding, four agreed with the proposal and four disagreed. Two of these organisations raised issues concerning the practical considerations of this change in policy:

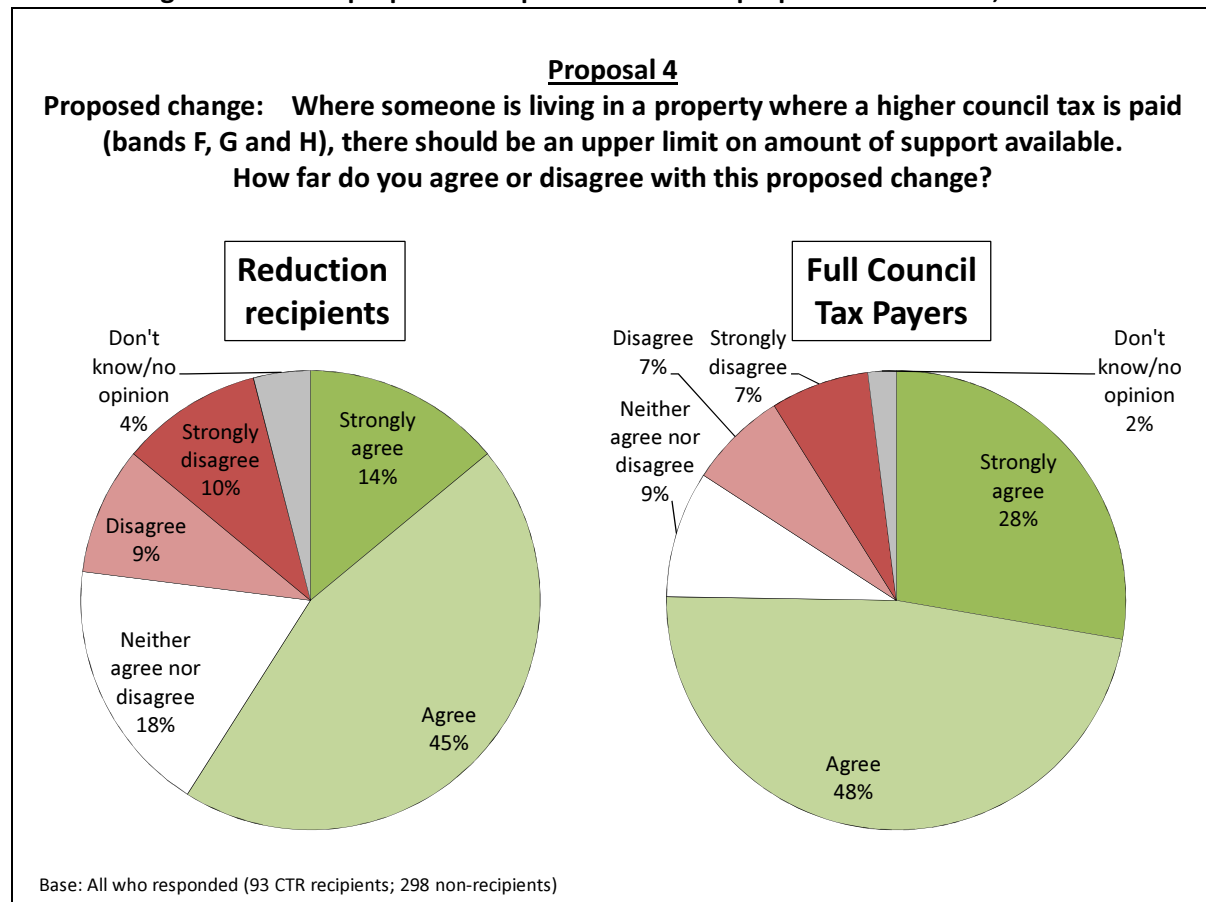
1. Gingerbread (the national charity working with and on behalf of single parents) expressed strong disagreement with the proposal and made the following comment:
“Child maintenance is the parental contribution from one separated parent to the other for the financial support of a child. The council's proposal will mean that children in single parent families in the Vale of White Horse District will lose a fifth of this money intended for their upkeep. Gingerbread believes there are strong practical, as well as policy-related, reasons why child maintenance should be left out of the calculation of council tax support.”
2. Oxfordshire South and Vale Citizens Advice Bureau commented:
“Whilst we understand the principle of this, we do not see how it will be organised in practice, as maintenance payments are made in a variety of different ways, both formal and informal. Maintenance payments are ignored for other benefits purposes which means that there is no established method for verifying them.”

4.5 PROPOSAL TO CAP ENTITLEMENT FOR PROPERTIES IN BANDS F, G AND H

Respondents were asked to give their views on the proposal to put an upper limit on the amount of support available to residents living in properties in a higher council tax band (bands F, G and H). The entitlement would be capped to band E level. [Chart 4.5]

This proposed change received considerable support. Three quarters of full council tax payers (76%) and six in ten of those currently in receipt of a reduction (59%) agreed with the proposal to cap entitlement for properties in higher bands. Full council tax payers were particularly likely to agree strongly with the proposal (28%). The level of disagreement was similar across the two groups; 14% of full council tax payers and 18% of reduction recipients disagreed with the proposed cap.

Chart 4.5: Agreement with proposal to cap entitlement for properties in bands F, G and H



There were a number of comments made relating to this proposal:

- Some of those who agreed with the proposal felt that residents living in these bands were **unlikely to need the same level of support** as those in lower banded properties, or **should consider moving** to a lower banded property if they could not afford their council tax payments.
- However, several respondents felt that **individual circumstances** should be taken into account, and that more consideration should be given to **ability to pay** and the **reasons for occupying a higher banded property** (e.g. concerns for those who have “fallen on hard times” and may need temporary support).
- A number of respondents felt that properties in **all bands should be treated equally** as regards tax reductions.

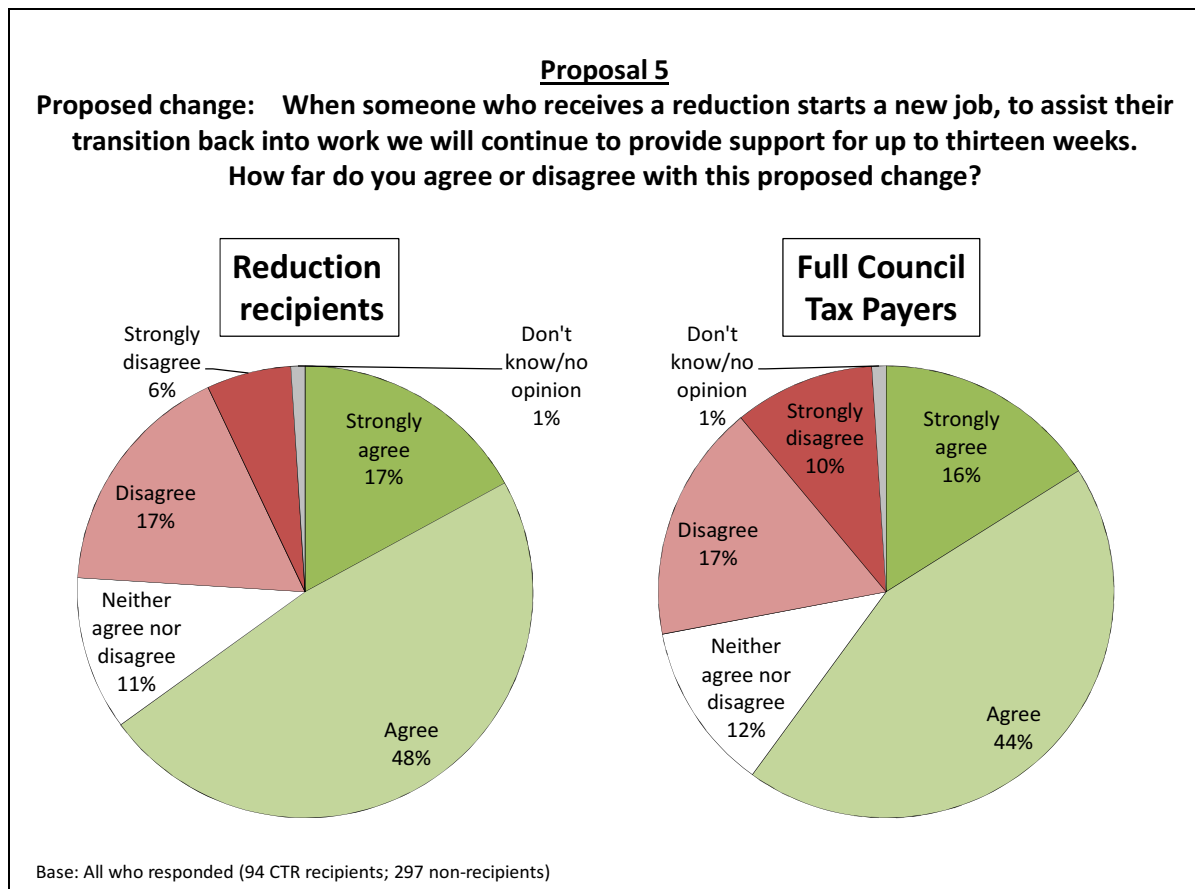
Of the ten stakeholder groups responding, four supported the proposed cap for properties in bands F, G and H, and one (Grove Parish Council) opposed it. No supporting comments on this proposal were provided by stakeholders.

4.6 PROPOSAL TO EXTEND “RUN-ON” ENTITLEMENT WHEN A CLAIMANT MOVES INTO WORK FROM FOUR WEEKS TO THIRTEEN WEEKS

Views were sought on the proposal to continue to provide support for up to 13 weeks (extended from the current four weeks) when someone in receipt of a reduction starts work. [Chart 4.5]

Three in five (60%) of those paying full council tax agreed with the proposed extension, and a similar proportion (65%) of those receiving a reduction agreed. Around a quarter of each group opposed the proposed extension (27% of full council tax payers; 23% of reduction recipients).

Chart 4.6: Agreement with proposal to extend entitlement to 13 weeks when a claimant moves into work



93 respondents provided additional comments relating to this proposal:

- Some of those who agreed with the proposal felt that the extension would provide a **good incentive to return to work**, and would give the claimant **more time to adjust** to their new financial situation.
- Several of those who opposed the proposal could not understand the reasons for the extension or felt that it was **unnecessary**, given that in most cases the claimant would be paid within four weeks of starting work.

- A number of respondents suggested that the **increase was too great**, preferring an extension of around 8 weeks.

Of the ten stakeholder groups responding, four supported the proposed cap for properties in bands F, G and H, and one (Grove Parish Council) opposed it. Oxfordshire South and Vale Citizens Advice Bureau agreed with the proposal but felt that the results of the change should be monitored to establish the impact it has on helping people back to work.

4.7 OTHER COMMENTS

At the end of the consultation respondents were asked if they had any other comments about the proposed changes to the scheme. 73 respondents provided comments.

There were few common themes. However, a significant proportion of the comments expressed concern that the proposals place a disproportionate burden on the poor and those receiving benefits, who may not be able to afford any increase in their council tax payments. Some stated that they would prefer that the impact of the government cuts is spread more evenly across all income groups based on ability to pay (e.g. through some form of local income tax or other means tested scheme) or is funded by increasing council tax for higher income groups.

A number of issues were raised by the stakeholder groups consulted:

1. Gingerbread (the national charity working with and on behalf of single parents) raised concerns about the impact of the proposed scheme on single parents when viewed in conjunction with other tax and benefit changes:
“Children in single parent families are twice as likely to be living in poverty compared to children in couple families. Child maintenance from a separated parent is an important protective factor for children, at a time when central government tax and benefit changes have disproportionately hit those raising children alone. The council's proposals come at a time when central government is about to introduce a 4% charge on child maintenance collected through the new Child Maintenance Service. Thus separated parents in the Vale of White Horse who are trying to do the best for their children will find that both central and local government want a share of the money intended for their child.”
2. One parish council expressed a concern that there is potential for the changes to hit domestic violence sufferers, single parents and carers, and suggested that these groups should be afforded the same protection rights as pensioners.
3. A local housing association also raised an issue regarding the protection of certain groups from the impact of the changes, suggesting that it is counter-intuitive to protect those with a disability premium (and therefore additional income) while placing proportionately greater impact on young people looking for work.

4. The Oxfordshire South and Vale Citizens Advice Bureau expressed an appreciation of the difficult decisions the council is having to make and vowed to monitor the impact of the changes on their clients.

Equality impact assessment – funding proposals

1. What funding proposal you are reviewing?

Prior to 1 April 2013 council tax benefit was funded by the Department for Work and Pensions (DWP), to support people on low incomes by reducing the amount of council tax they had to pay.

People could claim full (100 per cent) council tax benefit if they were on certain benefits. These included income based jobseeker's allowance, income support, guarantee credit (which is part of state pension credit) and income related employment and support allowance. Other people received some council tax benefit based on their income and other factors.

From April 2013 the council tax benefit scheme was replaced by new local council tax reduction schemes. The rules for the new schemes are set out in legislation for pensioners but for people of working age the rules are determined by local councils. The Government still provides funding but, on average, the amount of funding available is ten per cent below that for the previous council tax benefit scheme.

The council tax reduction scheme legislation stipulates that pensioners should not be disadvantaged by the new schemes and so they must receive the same level of support as under the previous council tax benefit scheme, providing their circumstances do not change.

In 2013/14 Vale of White Horse District Council decided to cover the ten per cent reduction in Government funding rather than reduce the entitlement of any of the 5,900 people receiving support to pay their council tax. Vale of White Horse taxpayers (including the contributions to the County Council, Police and Town and Parish Councils) covered an additional £536,000 per year to maintain the current level of support. This is the equivalent of £11.00 per year on a Band D council tax and would represent an increase of 1 per cent on the current tax if financed in this way, rather than by cutting other budgets or using one-off reserves.

2. What is the main aim or purpose of the proposed change, and what are the intended outcomes?

To support residents on a low income with help towards paying their council tax. To introduce a scheme that is fair, protects the vulnerable and limits expenditure. The scheme needs to encourage residents back to work by the inclusion of work incentives.

To achieve this, the council is proposing the following changes to its existing council tax reduction scheme:

- the maximum entitlement to a reduction will be based on 91.5 per cent of the council tax liability e.g. a resident with a £1,000 bill who is currently receiving full support would only receive £915 in support
- the maximum amount of capital a person can have before being excluded from the scheme will reduce from £16,000 to £6,000 (**Update 29 November 2013 – following consultation feedback and Scrutiny committee this proposal will not be taken forward**)
- remove second adult rebate for working age claimants
 - second adult rebate is a reduction that is available to someone, regardless of their own income, who is living with another adult who is on low income (excluding lodgers)
- treat maintenance as income rather than disregarding it (**Update 29 November 2013 – following consultation feedback and Scrutiny committee this proposal will not be taken forward**)
- cap entitlement to band E levels
 - this will mean that people living in properties with a council tax band of F, G, H will only receive support up to the level of a band E property. For example, the average council tax for a band G property in 2013/14 is **£2,533** so this is the maximum support currently available. The average council tax for a band E property in 2013/14 is **£1,858** so this would be the maximum amount that support entitlement would be calculated upon under the proposed change
- increasing “run-on” entitlement where claimants move into work from one four weeks to thirteen weeks
 - at present, when an unemployed person moves into work, we continue to calculate their entitlement as if they were still unemployed for a four week period. This is to help the transition into work. Under this proposal we would extend the four week period to thirteen weeks to help even more with the move into work
- include protection from the liability reductions for the disabled (including disabled children), war widows and war disabled

3. Who are the main beneficiaries of the funding?

The main beneficiaries of the council tax reduction scheme are pensioners, the unemployed, the disabled and working age people on low incomes. However, the costs of the scheme affect all council tax payers in the district, and the Police and Crime Commissioner Thames Valley and Oxfordshire County Council.

4. What is the likely equality impact to changing the current funding arrangements? (*include information relating to sources of data that enable you to make this assessment and the equality groups who will be affected*)

Public Sector Equality Duty	Impact
<p>Advance equality of opportunity for the following protected characteristics and eliminated potential for discrimination:</p> <p>Gender, age, race, disability, religion or belief, race, gender reassignment, sexuality, pregnancy and maternity *marriage or civil partnership (discrimination only)</p>	<p>Potential negative impact:</p> <ul style="list-style-type: none"> • Gender and pregnancy and maternity– people with caring responsibilities (either children or sick/elderly relatives who they do not live with) are likely to find it more difficult to balance work with their caring responsibilities. This tends to affect women more than men as they are more likely to be the main carer. Lone parent households with dependant children may also be affected as they are less likely to be able to work. • Women or men fleeing domestic violence if they have the intention to return to the property as currently a Council tax reduction would be given for up to one year. Under the proposed changes the council would still allow a reduction but it would be based on the maximum 91.5 per cent • Age – working age people are significantly impacted. People who are just below pensionable age can be negatively affected. For example, people close to retirement could have taken early retirement or redundancy and so on a lower income with less likelihood of finding ongoing work. Families with children of pre-school age could be negatively affected as they have caring responsibilities so have more difficulties in balancing work with child care • Race – larger families are characteristics of some ethnic groups (however this could also apply to any large family in band E and above). This could mean they are living in larger properties likely to be above band E and so adversely affected by the band restriction

	<ul style="list-style-type: none"> • Sexuality, religion or belief, gender reassignment, marriage or civil partnership – no negative impact • People in hospital who do not qualify for an exemption may be affected by these proposals • Prisoners on remand who do not qualify for an exemption may be affected by these proposals
Eliminate harassment	The proposed changes should not violate the service user's dignity; or create an intimidating, hostile, degrading, humiliating or offensive environment for the service user. However, there could be instances where an increase in council tax liability could lead to debt recovery procedures being instigated where there is an incidence of non payment. This may lead notices being issued, court action and, the use of bailiffs to recover debts. Such action could be perceived as harassment by affected council taxpayers
Promote good community relations	No significant impact expected – however, if the change disproportionately affects a particular group of people that could lead to negative community relations between that group and the council
Promote positive attitudes towards disabled people and their carers	<p>Disabled residents and people caring for their partners and dependent children (if they live with them) are protected under the scheme</p> <p>However the following related groups are likely to be affected by the proposals:</p> <ol style="list-style-type: none"> a. Carers who do not live in the same property as the person they are caring for – carers have responsibility for caring and so have less opportunity to increase income through work
Encourage participation of disabled people	As the proposals will not have a negative impact on people with disabilities or their carers we do not propose to consult them specifically, but they will be included

	naturally through the main consultation
Consider more favourable treatment of disabled people	<p>The proposals will protect people with disabilities who receive the following:</p> <ul style="list-style-type: none"> • Disability premium • Enhanced disability premium • Severe disability premium • Disability premium for dependents • Enhanced disability for dependents • Disabled earnings disregard • CT disability reduction • Employment Support Allowance (any rate)
Protect and promote human rights	No negative impact

The likely impact, in terms of numbers affected for certain groups, is as follows:

Group	Numbers affected	(Saving)/Cost to Vale
Reducing maximum entitlement to 91.5 per cent (i.e. 8.5 per cent reduction)	2,050	(£18,425)
People who receive a reduction because they live with another adult who is on a low income	27	(£525)
People who will have their entitlement capped to a band E rate	43	(£1,237)
People who move into work and continue to receive the same level of reduction	214	£2,427
	NET SAVING	(£17,760)

All claimants will be affected by the 8.5 per cent reduction and some will be affected by one of the other changes (numbers given in table above). However, only person appears to be affected by the 8.5 per cent reduction and more than one of the other changes.

The **overall** financial effect on **claimants** in **band C** (the band of property in which most affected claimants live) can be seen in the following table:

Group	Average annual (reduction)/increased award	Highest annual (reduction)/increased award
Reducing maximum entitlement to 91.5 per cent (i.e. 8.5 per cent reduction)	(£80.54)	(£118.76)
People who receive a reduction because they live with another adult who is on a low income	(£236.67)	(£346.81)

People who will have their entitlement capped to a band E rate	(£266.40)	(£346.84)
People who move into work and continue to receive the same level of reduction	£154.68	£236.07

Appendix A lists the financial impact of each of these changes, broken down by council tax band. **Appendix B** details the potential savings or additional costs from each of the changes.

The following is all of the groups that may be affected.

Group
Working age residents
People with a child under 5
Lone parents with a child under 5
People who receive a reduction because they live with another adult who is on a low income
People who will have their entitlement capped to a band E rate
People who move into work and continue to receive the same level of reduction
Women or men fleeing domestic violence
People in hospital
Prisoners on remand

5. Have you sought feedback from those likely to be affected by your decision, if you do not plan to consult, please state your rationale behind that decision? (Please note you are **required** to involve disabled people in decisions that impact on them)

We have undertaken an eight week consultation exercise to seek views from a sample of affected residents insofar as they currently receive a council tax reduction. We also selected a sample of residents who pay council tax but do not currently receive a council tax reduction. The consultation was also available on the council's website so that anyone with an interest could complete it. We informed local stakeholders (Citizens Advice Bureaux, Registered Housing Providers, etc) of the consultation to seek their views.

6. Are you/partners able to take any action to minimise or reduce and potential adverse equality impact?

The consultation exercise collected views of affected people to inform the development of the final scheme. We will develop a communication plan to communicate the potential impact to affected groups. We will also consider changes in communication methods, collecting data, revising programmes or involvement activities. However, if all vulnerable groups were protected this would mean the scheme costs more and so this would have a knock-on effect on other council tax payers.

7. How will you monitor the affect the proposed changes have had in order to review the actual impact of your proposal?

Ongoing monitoring of those people having difficulty paying. We will seek feedback from Citizens Advice Bureaux, advice agencies and Registered Housing Providers during regular liaison meetings. There will be an impact review after year one.

Date completed: 29/11/2013

Signed *B.W.* (Officer)

Signed _____ (Head of Service)

Signed *[Signature]* (Equalities officer)

Financial impact of each proposed change

8.5 per cent reduction in entitlement					
Band	Ave annual reduction	Ave weekly reduction	Highest annual reduction	Highest weekly reduction	Number of "new" payers"
A-	£0.00	£0.00	£0.00	£0.00	0
A	£64.40	£1.24	£89.06	£1.71	152
B	£73.44	£1.41	£103.91	£2.00	606
C	£80.54	£1.55	£118.76	£2.28	902
D	£85.67	£1.65	£133.61	£2.57	273
E	£107.81	£2.07	£162.12	£3.12	88
F	£125.82	£2.42	£191.60	£3.68	24
G	£129.33	£2.49	£195.01	£3.75	11
H	£255.96	£4.92	£255.96	£4.92	0
Total	£79.75	£1.53			2,056

Remove Second Adult Rebate						
Band	No. payers affected	Ave. reduction per affected payer	Ave. weekly reduction	Highest annual reduction	Highest weekly reduction	Number of "new" payers"
A-	0	£0.00	£0.00	£0.00	£0.00	0
A	1	£153.92	£2.96	£153.92	£2.96	0
B	0	£0.00	£0.00	£0.00	£0.00	0
C	21	£236.67	£4.55	£346.84	£6.67	0
D	4	£305.11	£5.87	£372.32	£7.16	0
E	1	£451.88	£8.69	£451.88	£8.69	0
F	0	£0.00	£0.00	£0.00	£0.00	0
G	0	£0.00	£0.00	£0.00	£0.00	0
H	0	£0.00	£0.00	£0.00	£0.00	0
Total	27	£251.72	£4.84			0

Financial impact of each proposed change

Cap entitlement to a maximum liability equivalent to Band E						
Band	No. payers affected	Ave. reduction per affected payer	Ave. weekly reduction	Highest annual reduction	Highest weekly reduction	Number of "new" payers"
A-	0	£0.00	£0.00	£0.00	£0.00	0
A	0	£0.00	£0.00	£0.00	£0.00	0
B	0	£0.00	£0.00	£0.00	£0.00	0
C	0	£0.00	£0.00	£0.00	£0.00	0
D	0	£0.00	£0.00	£0.00	£0.00	0
E	0	£0.00	£0.00	£0.00	£0.00	0
F	26	£266.40	£5.12	£346.84	£6.67	19
G	16	£498.75	£9.59	£673.40	£12.95	8
H	1	£1,171.04	£22.52	£1,171.04	£22.52	1
Total	43	£373.89	£7.19			28

Increase extended reduction period from 4 weeks to 13			
Band	No. payers affected	Ave. additional award per affected payer	Highest additional award per affected payer
A-	0	£0.00	£0.00
A	14	£122.05	£132.84
B	75	£130.14	£225.00
C	87	£154.68	£236.07
D	29	£164.32	£265.59
E	6	£164.25	£309.06
F	2	£284.31	£292.14
G	1	£422.46	£422.46
H	0	£0.00	£0.00
Total	214	£147.98	

Proposed change	Numbers affected	(Saving)/Cost to Vale
Reducing maximum entitlement to 91.5 per cent (i.e. 8.5 per cent reduction)	2,050	(£18,425)
People who receive a reduction because they live with another adult who is on a low income	27	(£525)
People who will have their entitlement capped to a band E rate	43	(£1,237)
People who move into work and continue to receive the same level of reduction	214	£2,427
	NET SAVING	(£17,760)

Cabinet Report



Report of Head of Finance

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E-mail: councillor@matthewbarber.co.uk

To: CABINET

DATE: 6 December 2013

Council tax reduction scheme grant for town and parish councils

Recommendations

That Cabinet recommends to Council:

(a) that the total council tax reduction scheme grant to be passed down to town and parish councils for 2014/15 be **£160,593**

(b) that the individual amounts for town and parish councils be calculated based on their relative need after considering the negative impact of the council tax reduction scheme on parish taxbases

(c) that the individual grant amounts for towns and parishes are as set out in **Appendix 2** to this report.

Purpose of Report

1. The purpose of this report is for Cabinet to recommend to council the total amount of council tax reduction scheme grant that will be passed down to town and parish council for 2014/15; how the grant amounts for individual town and parish councils will be calculated; and, the actual amounts for town and parish councils.

Corporate Objectives

2. The council receives an annual grant from central government which can be passed down to town and parish councils to mitigate the impact of the council tax reduction

scheme on their taxbases. Passing down the grant can help keep down the town and parish element of council tax bills. Distributing the grant will help meet the objective of excellent delivery of key services.

Background

3. The new council tax reduction scheme (CTRS) takes the form of a discount on the council tax bill and, like other discounts (e.g. the single person's 25 per cent discount), has the effect of reducing the council's council tax base. Reducing the tax base means that, if the council's budget requirement remained the same, the amount of council tax charged would increase, or if council tax was not increased the income generated would reduce. This applies to both billing authorities (South) and major precepting authorities (Oxfordshire County Council and the Police and Crime Commissioner), as well as local precepting authorities (town and parish councils).
4. To mitigate the impact of the reduced council tax base, each year the Government is distributing, via revenue support grant and business rates retention, a grant that is not ringfenced, to billing authorities and major precepting authorities. Because the Government does not have a method for passing down funding direct to town and parish councils the grant given to billing authorities includes an amount "*attributable to local precepting authorities*".
5. For 2013/14 the council received a sum of **£200,742** to be passed down to town and parish councils. The mechanism for allocating the funding was approved at full Council on 12 December 2012. The full amount of the grant was passed down to Vale of White Horse towns and parishes, based upon their relative need following the reduction in their respective taxbases. Some district councils elsewhere in the country did not pass the grant to towns and parishes.
6. The "Revenue Budget 2013/14 and Capital Programme to 2017/18" report to Cabinet and Council in February 2013 advised (paragraph 12) that for future years the amount of grant was not known and it was assumed that no grant at all would be received. Therefore to partly mitigate the impact on town and parish budgets, the intention was to continue to support the town and parish precepts, but to gradually phase out support over the MTFP (i.e. a 20 per cent reduction year on year).
7. Therefore, under this option, the total amount to be distributed to towns and parishes for 2014/15 would be **£160,593** (a reduction of £40,148).

Options for distributing the grant

8. For 2013/14, for each parish taxbase, a calculation was undertaken to look at the negative effect of the council tax reduction scheme in isolation; a further calculation to look at the positive effect of increasing charges for second homes and empty properties in isolation; and, one further calculation which looked at the net effect of both changes combined.
9. The net effect of the two changes (i.e. the net amount of band D equivalents removed from taxbases) was then multiplied by the individual town and parish band D council tax amounts for 2012/13. This gave a notional council tax "shortfall" figure and towns and parishes were then given a grant equal to 87.3 per cent of the notional. This was because the parish element of the grant (£200,742) only covered

84 per cent of the total notional shortfall. A worked example of this is in **Appendix 1**.

10. There are two different options for distributing the grant in 2014/15, both with their own pros and cons.

OPTION 1

11. For 2014/15 the council could decide to distribute the pot of money by the same proportions as 2013/14 e.g. if Parish A received 2.2 per cent of the total grant of £200,742 (£4,416), then it would receive 2.2 per cent of the total grant of £160,593 for 2014/15 (£3,533).
12. This would be the simplest method administratively and would also provide stability for town and parish councils. However, if any town or parish has had an increase in residents claiming CTRS during 2013/14, this will not be taken into account in the 2014/15 grant. Also, some towns and parishes did not receive any grant at all during 2013/14 because they had not been impacted by the introduction of CTRS (either because none of their residents were claiming, or the positive impact of council tax discount changes was greater than the negative effect of CTRS). If circumstances have changed in these particular towns and parishes, this would not be taken into account under this proposal.

OPTION 2

13. Alternatively, the CTRS effect could be recalculated again for 2014/15 using up to date CTRS figures. This would involve more administration for the council but would mean that the grant is based on current circumstances. However, it would introduce an element of volatility for town and parish councils if circumstances in their area have changed significantly.
14. The council would then use the 2012/13 town and parish band D figures to calculate the notional shortfall upon which their share of the grant would be based.
15. The Government's model for calculating the amount of grant attributable to town and parish councils was based on 2012/13 council tax levels and this is why the council will continue to use 2012/13 as the baseline. Also, by continuing to use the 2012/13 band D council tax figures there will be an element of consistency to help negate the potential volatility of recalculating the CTRS effect.

Views from town and parish councils

16. Briefing sessions were held with town and parish councils on 15 October 2013 and 21 October 2013. These were very well attended events with 34 towns and parishes represented. Options 1 and 2 were put to the towns and parishes and the favoured option (both at the meeting and from subsequent contact from town and parishes) was option 2.

View from Scrutiny Committee

17. A report was taken to Scrutiny Committee on 28 November 2013 which set out the options detailed above. The recommendation from Scrutiny to the Cabinet Member for Finance was that option 2 should be implemented.

Preferred option

18. Taking into account the views from town and parish councils and Scrutiny Committee the preferred option for Council to adopt is option 2. Based on this the proposed 2014/15 council tax reduction scheme grant allocations for town and councils are set out in **Appendix 2**.
19. Under this option the total grant figure of **£160,593** is enough to fund **67 per cent** of the notional council tax shortfall after taking into account the negative impact of the council tax reduction scheme on town and parish taxbases.

Financial Implications

20. The council tax reduction scheme grant from the government is contained within the council's revenue support grant and the council's baseline funding level for business rates retention. The actual amount of grant for 2014/15 is unknown but overall funding is reducing year on year. The MTFP allows for the 2013/14 grant to reduce by 20 per cent each year so this proposal fits in with the council's medium term plans.

Legal Implications

21. Whilst the council tax reduction scheme grant is not ringfenced, there is an expectation that councils will use it to mitigate the effect on local precepting authorities of the reduced council tax base.

Risks

22. There is a risk that some town and parish councils may challenge the methodology if they believe that they have not received an appropriate share. However, the Government has not specified any methodology to follow and there is no legal requirement for any of the funding to be passed on.

Other implications

23. There are no other implications arising directly from this report.

Conclusion

24. The council will receive funding during 2014/15 that is attributable to town and parish councils to mitigate the impact of the council tax reduction scheme on their taxbases. A decision is required on how that funding should be distributed.
25. This paper sets out the options available to Cabinet and Cabinet's recommendations to Council.

Background Papers

- None

Worked example of 2013/14 grant allocation calculation

A	Original 2013/14 taxbase	4,000
B	Dwellings gained through CT reform	50
C	Dwellings lost through CTRS	200
D	Revised taxbase (A + B – C)	3,850
E	Band D equivalentents lost (A – D)	150
F	2012/13 band D council tax	£30
G	Lost income (E x F)	£4,500
H	Grant paid (G x 84%)	£3,780

Proposed 2014/15 council tax reduction scheme grant allocations

Town/parish	A Unadjusted 2014/15 tax base	B Revised tax base after all changes	C Difference (A-B)	D 2012/13 band D council tax	E Council tax "shortfall" (C x D)	F 67% of shortfall
ABINGDON	12,820.2	11,703.2	1,117.0	£106.01	£118,413.17	£79,463
APPLEFORD	159.0	152.7	6.3	£41.76	£263.09	£177
APPLETON WITH EATON	445.2	430.9	14.3	£37.16	£531.39	£357
ARDINGTON AND	215.1	201.8	13.3	£29.08	£386.76	£260
ASHBURY	255.5	236.9	18.6	£13.71	£255.01	£171
BAULKING	46.7	46.7	0.0	£2.15	£0.00	£0
BESSELSLEIGH	36.9	36.9	0.0	£5.23	£0.00	£0
BLEWBURY	734.0	686.3	47.7	£55.64	£2,654.03	£1,781
BOURTON	149.1	139.4	9.7	£23.89	£231.73	£156
BUCKLAND	318.9	314.4	4.5	£19.31	£86.90	£58
BUSCOT	92.3	88.7	3.6	£18.81	£67.72	£45
CHARNEY BASSETT	150.9	146.1	4.8	£26.52	£127.30	£85
CHILDREY	248.0	231.5	16.5	£48.55	£801.08	£538
CHILTON	506.1	486.2	19.9	£32.81	£652.92	£438
COLESHILL	70.7	62.7	8.0	£11.94	£95.52	£64
COMPTON	41.0	40.8	0.2	£0.00	£0.00	£0
CUMNOR	2,800.8	2,676.1	124.7	£32.46	£4,047.76	£2,716
DENCHWORTH	87.7	83.1	4.6	£5.93	£27.28	£18
DRAYTON	968.4	898.8	69.6	£41.75	£2,905.80	£1,950
EAST CHALLOW	289.7	258.3	31.4	£72.47	£2,275.56	£1,527
EAST HANNEY	392.2	368.9	23.3	£0.00	£0.00	£0
EAST HENDRED	542.1	508.5	33.6	£48.90	£1,643.04	£1,103
EATON HASTINGS	34.0	34.0	0.0	£0.00	£0.00	£0
FARINGDON	2,884.4	2,540.5	343.9	£105.37	£36,236.74	£24,317
FERNHAM	116.4	105.8	10.6	£21.56	£228.54	£153
FRILFORD	117.1	116.4	0.7	£43.20	£30.24	£20
FYFIELD AND TUBNEY	247.4	240.0	7.4	£2.06	£15.24	£10
GARFORD	86.0	83.1	2.9	£36.57	£106.05	£71
GOOSEY	66.4	64.2	2.2	£0.00	£0.00	£0
GREAT COXWELL	159.3	153.4	5.9	£21.19	£125.02	£84
GROVE	2,692.6	2,507.3	185.3	£82.36	£15,261.31	£10,241
HARWELL	1,035.6	964.8	70.8	£53.19	£3,765.85	£2,527
HATFORD	49.1	46.6	2.5	£1.61	£4.03	£3
HINTON WALDRIST	157.5	142.1	15.4	£17.46	£268.88	£180
KENNINGTON	1,750.9	1,657.1	93.8	£45.91	£4,306.36	£2,890
KINGSTON BAGPUIZE	995.1	967.5	27.6	£22.86	£630.94	£423
KINGSTON LISLE	112.1	101.6	10.5	£35.80	£375.90	£252
LETCOMBE BASSETT	84.8	81.3	3.5	£5.96	£20.86	£14
LETCOMBE REGIS	380.0	368.3	11.7	£46.23	£540.89	£363
LITTLE COXWELL	77.5	75.2	2.3	£16.02	£36.85	£25
LITTLEWORTH	119.3	116.6	2.7	£6.04	£16.31	£11
LONGCOT	273.4	259.2	14.2	£18.55	£263.41	£177
LONGWORTH	273.8	258.5	15.3	£24.90	£380.97	£256
LYFORD	26.9	26.2	0.7	£0.00	£0.00	£0
MARCHAM	733.3	692.8	40.5	£51.65	£2,091.83	£1,404
MILTON	447.9	415.2	32.7	£44.53	£1,456.13	£977
NORTH HINKSEY	1,761.7	1,658.3	103.4	£36.87	£3,812.36	£2,558
PUSEY	33.7	33.1	0.6	£1.49	£0.89	£1
RADLEY	928.0	864.8	63.2	£54.69	£3,456.41	£2,319
ST HELEN WITHOUT	816.4	807.0	9.4	£19.88	£186.87	£125
SHELLINGFORD	82.1	79.8	2.3	£9.22	£21.21	£14
SHRIVENHAM	1,026.4	975.8	50.6	£50.36	£2,548.22	£1,710
SOUTH HINKSEY	196.1	179.8	16.3	£20.70	£337.41	£226
SPARSHOLT	154.6	150.9	3.7	£26.39	£97.64	£66
STANFORD IN THE	883.4	825.3	58.1	£23.09	£1,341.53	£900
STEVENTON	651.9	604.5	47.4	£35.44	£1,679.86	£1,127
SUNNINGWELL	449.9	440.8	9.1	£37.56	£341.80	£229
SUTTON COURTENAY	1,052.1	962.2	89.9	£45.71	£4,109.33	£2,758
UFFINGTON	346.0	323.1	22.9	£36.64	£839.06	£563
UPTON	213.3	210.1	3.2	£34.72	£111.10	£75
WANTAGE	4,545.3	4,158.1	387.2	£36.91	£14,291.55	£9,591
WATCHFIELD	791.8	752.8	39.0	£28.11	£1,096.29	£736
WEST CHALLOW	96.2	89.6	6.6	£19.17	£126.52	£85
WEST HANNEY	252.1	243.1	9.0	£17.95	£161.55	£108
WEST HENDRED	168.5	160.5	8.0	£38.47	£307.76	£207
WOOLSTONE	78.3	78.3	0.0	£2.05	£0.00	£0
WOOTTON	1,238.0	1,151.9	86.1	£30.50	£2,626.05	£1,762
WYTHAM	76.7	74.1	2.6	£72.33	£188.06	£126
Total	50,133.8	46,640.5	3,493.3		£239,309.84	£160,593

Cabinet report



Report of head of economy, leisure and property

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To: CABINET

DATE: 6 December 2013

Review of car park fees and charges 2014/15

Recommendations

That cabinet reviews the current car park fees and charges and considers the options put forward by officers, along with any other options it wishes to consider, and decides what, if any, changes it wishes to make to the current car park fees and charges.

Purpose of report

1. The purpose of this report is to provide cabinet with options to consider so that it can determine the appropriate car park fees and charges from 1 April 2014.
2. Reviewing the car park fees and charges each year is in line with the Vale of White Horse District Council's car park pricing policy.

Strategic objectives

3. The provision of public car parks contributes to the achievement of our strategic objective "building the local economy" by giving access to shops, businesses and services within the towns and some villages. It also contributes towards our strategic objective of "effective management of resources" by providing car parking that is value for money and meets the needs of the users.
4. The economic development team undertakes a number of initiatives to deliver the strategic objective of "building the local economy" and the corporate priority of "continuing to invest to improve the viability and attractiveness of our towns". These include working with joint economic forums in Wantage and Faringdon, supporting the

Choose Abingdon Partnership, and the delivery of annual action plans for each town. Within these action plans there are projects aimed to attract increased footfall to the towns, which can be supported by the provision of free car parking.

Background

5. The Vale Council's existing parking policy was last reviewed in 2011 when policy B (1) was removed. This was to reflect the fact that the introduction of the free two hours meant that the income from the service would not meet the expenditure. The other policies are:
 - B (2) Differential pricing may apply between areas in the Vale, including between car parks in the same town
 - B (3) Pricing may be used to regulate and influence usage to achieve a balance between sustainability and environmental objectives, and town centre vitality and viability; hence, short- term and long-term public parking should be differentially priced and located to encourage edge of town parking for commuters, thus freeing town centre parking for shoppers and visitors
 - B (4) Parking will be provided free of charge for disabled badge holders
 - B (5) Parking fees and charges will be reviewed annually.
6. In December 2011 the cabinet agreed to introduce a free period of two hours in the Vale Council's car parks. The scrutiny committee reviewed the impact of the free parking period in 2012 and again in September 2013, when it requested that officers:
 - a) review the cost of permits for staff working in local business, such as retail
 - b) consider extending the length of free parking period and assess the economics of three hours free parking
 - c) review a range of fees between car parks and towns
 - d) consider whether the level of excess charges (fines) is appropriate
 - e) develop a strategy to translate increased use of car parks into economic vitality in market towns and the district.
7. Points a) to d) above are covered within the body of this report. For point e), the economic development team already undertakes a range of projects through the delivery of annual action plans to deliver the strategic objective of "building the local economy" and the corporate priority of "continuing to invest to improve the viability and attractiveness of our towns", which includes increasing the use of car parks. Officers will update the scrutiny committee of these initiatives when it next reports back as requested in February 2014.
8. The current fees and charges and permits for the Vale Council are attached as appendix 1 to this report. As a comparison, fees and charges for other local car parks is attached as appendix 2 to this report. The cost of permits is shown in appendix 3 to this report.
9. In the next section, officers review the main elements of the car park fees and charges. Following this, officers put forward options for the cabinet to consider.

Review of car park fees and charges

10. Officers are required to review the car park fees and charges in accordance with the car park pricing policy B (5) as listed in paragraph 5 above. In addition, officers arranged for a usage survey to be carried out of all Vale Council car parks this year in order to identify those car parks with the most and least demand and also to be able to identify how any changes may affect the usage.
11. As part of the review, officers first looked at the financial situation and the expected income and expenditure if no changes are made.

CAR PARK ACCOUNT OVER FIVE YEARS

12. Table 1 below estimates how the net cost of car parks will change over the five-year period 2012/13 to 2016/17 assuming no changes are made. It should be noted that we do not budget for depreciation or support costs – this is purely a paper exercise, but these elements need to be included. Running costs and support costs are increased by three per cent per year.
13. In 2013/14, if considering just the income and the running costs, then the account shows a small surplus income of just over £7,000. However, taking into account other costs associated with parking, the table shows that there was a deficit on the account at the end of 2012/13 of £142,710 and the estimated deficit for the current year 2013/14 is £211,079. The policy requiring the income to meet the expenditure was removed in 2011, although officers aim to keep the deficit as low as possible.
14. The table also shows that if no changes are made to the level of fees and charges (and assuming levels of usage stay the same) then the car park account will be in deficit of £182,083 in 2016/17 and over the five-year period the account will produce a cumulative deficit of £854,109.

Table 1 Car park account over five years

Car Parks net income (expenditure) updated October 2013	2012/13	2013/14	2013/14	2014/15	2015/16	2016/17
	Actual	Act to Sept	Base budget	Base budget	Base budget	Base budget
Total Income	453,933	226,446	432,800	445,300	445,300	445,300
Less						
Running costs	382,071	228,659	425,770	378,806	390,170	401,880
Outturn actual / budgeted	71,862	(2,213)	7,030	66,494	55,130	43,420
Depreciation for use of asset	96,687	48,344	96,687	96,687	96,687	96,687
Support costs	124,908	62,454	128,655	128,655	132,515	136,490
Less costs attributable to South	(25,011)	(12,506)	(25,762)	(25,762)	(26,534)	(27,331)
Add attributable central costs	17,989	8,994	18,528	18,528	19,084	19,657
Support costs and central recharge	117,885	58,943	121,422	121,422	125,065	128,816
Total Costs	596,643	335,945	643,879	596,915	611,922	627,383

Actual / Projected net income (deficit)	(142,710)	N/A	(211,079)	(151,615)	(166,622)	(182,083)
Actual / Projected net income (deficit) cumulative	(142,710)	N/A	(353,789)	(505,404)	(672,026)	(854,109)

Notes:

Depreciation will continue at this level until a revaluation takes place.

Outturn actual / budgeted is the income and costs budgeted in the year within the car parks team, before depreciation and overheads are charged.

CAR PARK USAGE SURVEY 2013

15. Officers arranged for a usage survey to be carried out of all the Vale Council's car parks on a 'typical' weekday in September 2013. The information collected shows the number of vehicles in each car park for each hour from 8am to 7pm. The length of stay of each vehicle was also recorded. Full details of the usage of each car park, showing how many spaces are used each hour from 8am to 7pm, can be found on the Vale Council website. The following paragraphs outline the main findings.

Abingdon

16. The most occupied car parks in Abingdon are:

- the Charter multi-storey (all levels included) has a maximum usage of 62 per cent overall, but level five has up to 90 per cent occupancy in the morning with most people staying more than three hours
- the Civic car park is nearly 90 per cent full most of the morning with a very large majority staying for up to one hour.

17. The least full car parks in Abingdon are:

- Audlett Drive is only 19 per cent used (i.e. maximum 18 out of 95 spaces)
- Hales Meadow has a maximum of 45 per cent used for most of the day (i.e. a maximum 13 out of 29 spaces)

Faringdon

18. Southampton Street car park is over 70 per cent full during the middle of the day, whilst Gloucester Street only has 20 to 30 per cent occupancy. However, there is a sudden increase in occupancy between 3pm and 4pm in Gloucester Street, which could be related to school pick-up times.

19. In both car parks in Faringdon most people only stay for up to one hour.

Wantage

20. The car parks in Limborough Road have very low usage.

21. Portway car park has well over 90 per cent occupancy for most of the day (10am to 3pm) with the majority of people staying for up to one hour.

COST OF PERMITS

22. The table in appendix 3 lists the cost of permits currently available. Permits provided an income of just over £100,000 in 2013/14. One comment from businesses as part of the 2012 business survey was that 'long stay parking permits should be made cheaper'. As part of the review in 2011 when the free two hours was introduced, the cost of the permits was increased by six per cent. This meant, for example, that a monthly permit for West St Helen's Street car park, Abingdon, went up from £74 to £78.

REVIEW A RANGE OF FEES BETWEEN CAR PARKS AND TOWNS

23. A differential pricing policy already exists between towns and between car parks. A full list of all the car park fees is shown in appendix 1. For example, the cost for up to three hours is £1.00 in Gloucester Street car park in Faringdon, £1.30 in Portway car park, Wantage, and £1.50 in the Civic car park in Abingdon. A similar differential exists for the fees for up to four and six hours.

24. In addition, a differential exists in the same town, but between car parks. For example, the cost for up to four hours parking is £3.40 in car parks in the centre of Abingdon, but only £3.10 in the car parks on the edge of town (Rye Farm and Hales Meadow).

COST OF EXCESS CHARGES (FINES)

25. The Vale Council currently sets the level of the excess charges at £80 payable within 28 days, reduced to £50 if paid within 10 days. The table in appendix 2 shows that this is slightly higher compared with most other local authorities in the area who charge £70. The charges in Oxford city centre are slightly different as the fixed penalty charge notice is £50 or £70 (depending on the offence and as set by the civil parking enforcement regulations). This penalty charge increases to up to £90 if not paid within 28 days.

26. Disputes against excess charges that are considered by officers often comment and/or complain that the level of the fine is disproportionate to the offence. This is especially the case when the excess charge notice issued is for not displaying a ticket when the ticket is actually free.

Options

27. Having carried out a review of the car park fees and charges, officers have put forward a variety of options for the cabinet to consider. The list is not meant to be exhaustive and there may be other options that the cabinet wishes to explore.

A. REDUCTION IN THE PRICE OF PERMITS

28. Offering a reduction in the price of permits would provide direct support to town centre businesses and to those businesses who rely on their staff paying for permits themselves.

29. Offering a limited reduction on say the annual permits may encourage users to purchase a permit for longer than they normally would do. Any offers would have an impact on the overall income, but officers estimate that a reduction of 25 percent on just the annual permits would reduce the Vale Council's income by an estimated £18,000.

B. EXTEND THE LENGTH OF FREE PARKING PERIOD TO THREE HOURS

30. Officers consider that if the length of free parking was increased to up to three hours in all of the Vale Council's car parks, then the loss of income would be some £205,000 per year. This estimate is based on the information from the usage survey in September 2013 and assumes that the users currently paying for up to three hours, up to four hours and up to five hours, will all take advantage of the free three hour period.
31. In December 2012, the economic development team undertook a business survey to understand the impact that two hours free parking was having in the towns. The results overall demonstrated strong support for the scheme with 52 per cent of businesses seeing an increase in visitors and 35 per cent seeing an increase in turnover. The main criticism of the scheme was that two hours was deemed not long enough and many comments referred to the need to extend to three hours free parking so that customers are not rushed and have a chance to explore more of what the towns have to offer.
32. Offering free parking for up to three hours in the car parks near the Vale Council offices would allow for council staff and councillors to park here also, which would reduce the number of spaces available to shoppers.
33. An extension to this option would be to remove all parking fees all together. The car park machines would be removed and the level of enforcement could be reduced. Therefore, a saving could be made to the car park operations, such as the collection of cash from the machines and the issuing and administration of the excess charges. However, running the car parks at no charge would still require a budget to cover the costs of repairs and maintenance for example, as well as NNDR, security and electricity.
34. The car parks would also still require some kind of control. For example, those car parks in the centre of town would have a limited waiting of three or four hours to ensure a suitable turnover of spaces for shoppers and this would still require enforcement.
35. A significant reduction of staff would have to be carefully considered in the light of any future changes in parking arrangements, for example under civil parking enforcement.

C. EXTEND THE DIFFERENTIAL PRICING POLICY

36. The existing differential pricing strategy could be further extended to have short stay or 'premium' car parks for those which are the busiest in the centre of towns. This is in line with the pricing policies B (2) and B (3). The aim would be to increase turnover of the spaces for shoppers and encourage people staying for longer periods of time to park on the edge of towns. Table 2 below gives some examples of how this could be organised. In the examples below, all car parks have free parking for up to three hours. The medium and long stay fees for town centre car parks increase whilst the fees for long stay parking in car parks on the edge of town decrease.

Table 2. Examples of an increased differential pricing strategy

	Up to two hours	Up to three hours	Up to four hours	Up to six hours

	Current fee (no change proposed)	current fee	proposed fee	current fee	proposed fee	current fee	proposed fee
Abingdon town centre Civic and Cattlemarket and lower levels of multi-storey	Free (no change)	£1.50	free	£3.40	£4.00	£4.30	£5.00
Abingdon – edge of town Rye Farm and Hales Meadow	Free (no change)	£1.50	n/a (remove)	£3.10	£3.20	£3.80	£3.50
Wantage town centre Portway	Free (no change)	£1.30	free	£2.90	£3.50	£3.30	£4.00
Wantage – edge of town Limborough Road	Free (no change)	£1.30	n/a remove	£2.90	£3.00	£3.30	£3.20
Faringdon town centre Southampton Street	Free (no change)	£1.10	free	n/a	n/a	n/a	n/a
Gloucester Street – edge of town	Free (no change)	£1.00	Free	£2.40	£2.50	£2.60	£2.60

37. Officers estimate that the overall loss of income would be similar to the loss incurred by offering three free hours, that is just over £200,000. This estimate is based on the assumption that the loss of income from the reduction of long stay parking for some car parks on the edge of town would be netted off against the small increase in medium and long stay for the town centre car parks.

38. These options could be extended further by offering limited waiting for up to three hours only in the town centre car parks in Abingdon and Wantage in a similar way to how the Southampton Street. car park in Faringdon currently operates.

D. AMEND THE COST OF THE EXCESS CHARGES (PARKING FINES)

39. The current cost of the maximum level of 'fine' of £80 is relatively high compared to other local authorities. The excess charge needs to be set at a sufficient level to deter

users from abusing the parking regulations and the £80 level meets this requirement. However, in order to encourage early payment, the reduced level of charge could be further reduced from £50 to £40 if paid within ten working days. This would be to encourage people to settle their excess charge quickly, rather than write to the council and dispute the charge, which has an associated administrative cost.

40. The loss of income from a reduced early payment could be balanced out by having an increase of the level of fine if it is not paid within 28 days and/or a court summons is issued. An increase of up to £90 would be justified due to the additional work that is required to prepare the case to take to the magistrates' court. A £90 charge would bring it in line with the charge made under civil enforcement powers as used for parking in Oxford City and West Oxfordshire.
41. Amendments to the levels of excess charges would not normally require any changes to the car parking order. However, adding an additional level of excess charge would require a change to the car parking order and, therefore, a full consultation process and further consideration by the cabinet of any comments raised during that process.
42. Excess charges currently provide an income of over £100,000 per year. Reducing the level of charge for early payment from £50 to £40 would reduce this income by an estimated 30 per cent or £30,000 per year. Some of this loss could be netted off against an increase in the level of charge if not paid within 28 days.

E. INTRODUCTION OF A CASHLESS PAYMENT SYSTEM. E.G. RINGGO - PAY FOR PARKING BY PHONE

43. The RingGo system is available in Oxford City Council operated car parks. RingGo is a quick, easy to use mobile phone service, allowing motorists to pay for parking with a credit or debit card over the phone, rather than using cash at a machine. The RingGo system is available to all Oxfordshire councils as part of a framework agreement. However, other systems exist and the Vale Council would need to satisfy procurement regulations of any service provided.
44. RingGo would charge the Vale Council 20 pence each time a motorist uses the service. It is up to the Vale Council how much of that charge it passes onto motorists. Most councils pass on all of it and it is branded as a 'RingGo convenience fee'. Additional information would be made available at the tariff boards to show the fee for paying by cash at the fee, plus 20 pence to use RingGo. Motorists expect to pay a small surcharge to use the service; however, the Vale Council could decide to encourage usage by not passing on any additional costs or by passing on just ten pence for example.
45. An option would be to carry out a trial during 2014 in one or two of the busiest car parks and pass on the charge to estimate the take up. In addition, there are also two text messages motorists can choose, or not, to receive. The first is a confirmation text sent shortly after the parking session starts and the second is a reminder sent to the motorist ten minutes before their parking session is due to expire. Both are charged at ten pence and again the motorist would pay for these.
46. There is a further cost associated with the service in order to provide the banking service. RingGo can provide this service at a cost of 5.8 per cent of the value processed. e.g. if it processes a payment of £1.30 from a credit card, it would charge the Vale Council some 7.5p.

47. The estimated income in 2013/14 from pay and display fees is £249,000. If we assume half of the payments are made via RingGo, this would mean an additional cost of £15,000 per year based on a banking service cost of 5.8 per cent.
48. The alternative would be to use the Vale Council's current banking service, which would be at a lower percentage rate for credit cards but fixed at 20 pence per debit card transaction. RingGo offer the same rate for both credit and debit cards (according to RingGo, debit card payments account for 70 per cent of all payments).
49. The only other charges are for ad-hoc items, such as tariff changes and adding new car parks. Tariff changes are £52 per location and adding a new car park or zone to the system incurs a charge of £106.
50. In addition, there is also a one-off initial set-up fee of £1,500.
51. Officers estimate the cost of carrying out a trial in two car parks for one year at £4,000. This includes for on-off set-up costs and the revenue costs for the year. The trial would allow for benchmarking with other suppliers and comments from other councils, as well as consideration of alternative cashless payment systems like automatic number plate recognition.

F. SPACES FOR CHARGING ELECTRIC VEHICLES

52. Officers are aware of electric vehicle charging points at the following locations in the Vale/South Oxfordshire districts:
- Le Manoir aux Quat'Saisons
 - Belfry Hotel
 - Waitrose, Thame
 - Waitrose, Abingdon
 - Orchard Centre, Didcot
 - Didcot Railway Station.
53. In addition, a network of charging points owned by Scottish and Southern Electric and operated by Chargemaster is located in car parks in Oxford and paid for by one-off funding from BMW and the Technology Strategy Board.
54. The charging points can be used for a £25 one-off payment. Car parking fees must still be paid. There is no additional charge for the electricity. Anyone can park in the spaces, they are not restricted specifically to electric vehicles. The charging points are slow chargers – a vehicle would need to be parked on site all day or overnight. They are universal for all vehicles.
55. The charging bays are not separately metered. Figures from Chargemaster suggest that usage is currently very low; therefore, the cost of the additional electricity is negligible.
56. Oxford City Council will shortly be commencing a new trial where it will designate two parking bays in a busy Summertown car park for electric vehicles only. One bay will be allocated to an electric vehicle car club. The aim of the trial is to monitor and measure usage. There will be no income from the users and parking revenue will be reduced.

There will also potentially be bays sat empty in a busy car park. The trial will last for one year.

57. Cherwell District Council and Oxford City Council are also pursuing electric vehicle initiatives for their own fleet, where staff travel patterns match the range that electric vehicles are able to deliver. This is obviously easier for Oxford City where journey distances are generally shorter. Oxford City will include some electric vehicles in its centralised pool car fleet. Charging points will be fast charge, so electric vehicles can be plugged in and recharged during meetings.

58. Officers have agreed with potential developers of the Charter complex in Abingdon that electrical charging points will be available in any new Charter car park. In addition, any agreed improvement or change to the Rye Farm car park should consider including for at least one electrical charging point.

Financial Implications

59. The financial implication for each of the options is summarised in the table below:

Option	Title	Offer	Estimated reduction in income per year
A	Reduction in the price of permits	25 per cent reduction of annual permit prices	£18,000
B	Extending the length of free parking to three hours	For all car parks	£205,000
C	Extend the differential pricing policy	Up to three hours free in town centre. Decrease long stay fees in edge of town car parks but increase medium and long stay fees in 'premium' town centre car parks	£200,000
D	Amend the cost of the excess charges	Reduced fee from £50 to £40	£30,000
E	Special permitted use of car parks at reduced rates	based on the loss of income from each space or the proportionate monthly permit rate for that car park.	£2,000
F	Introduction of a cashless payment system	Trial in two car parks in Abingdon	£4,000

G	Spaces for electric vehicles to charge	One parking space with a service to charge electric vehicles	Negligible, as normal car parking fees apply
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60. The costs indicated above do not take into account any officer time/costs associated with implementing any of the options.

61. Any financial implications of the decisions made as a result of this report will be included in the budget for 2014/15 and the medium term financial plan, which will be agreed by full council in February 2014.

62. The cost of the trial cashless payment system can be carried out from within existing resources.

Legal Implications

63. Changes to the amounts or levels of excess charge would not require any changes to the car parking order. However, introducing an additional level of excess charge would require a change to the order. This would involve a full consultation process and further consideration by cabinet of any comments arising from this process.

64. Any other changes that do not require a change to the body of the order can be introduced by way of notice under section 35C of the Act, given and published in compliance with regulation 25 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

Risks

65. The Vale Council is becoming increasingly dependent on its income-generating services, such as car parking, to cover its significant costs, instead of placing the burden on general council taxpayers. As government grant funding reduces, income streams such as car parking will become critical to enabling the Vale Council to become more self-sufficient.

66. All of the proposed involve a reduction in income. Apart from the financial risk that the car parks do not produce sufficient income to cover their running costs, the principal risk in making car parks generally cheaper is that demand outstrips the supply, the car parks are full and users choose to park or go elsewhere.

67. If permits are made cheaper then there is the possibility that those who have paid for permits will no longer be able to park in their chosen locations and they may demand refunds. Officers have not factored this into any of the financial implications.

68. If the excess charges are made cheaper, then the risk is that the excess charge notices will be a less effective enforcement tool.

Other implications

69. Officers have given due regard to the public sector equality duties of the Equality Act 2010. The proposed changes will not directly or indirectly discriminate users who share a protected characteristic. Users who display a disabled badge will be unaffected by the changes, as they will continue to get free parking.

70. The introduction of a pay by phone service would provide an alternative payment system, thereby helping to advance equal opportunities for everyone.

Conclusion

71. The report has reviewed the current fees and charges in line with the Vale Council's car parking policy, although the options that have been put forward are far from exhaustive. Officers are conscious of the fact that there are no options to increase any fees and make up for the loss of income compared to the expenditure.

72. The majority of the options contained in this report favour encouraging people to shop locally and as such increase footfall in town centres. Officers have evidence of how the free parking periods introduced in December 2011 have had a beneficial impact on footfall and business feedback has been positive. Therefore, officers have considered options to build on this, encouraging people into the town centres and providing a good balance between short and long-term parking, rather than options that only make parking more expensive.

Background Papers

- 2013 car park usage survey results

		7 SCHEDULE OF CHARGES	
1	5	7a	7b
<input type="checkbox"/> NAME OF <input type="checkbox"/> PARKING PLACE	<input type="checkbox"/> CHARGING/ NON-CHARGING PERIODS AND MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT	<input type="checkbox"/> CHARGES FOR PARKING TICKETS <input type="checkbox"/> Footnote 2 <input type="checkbox"/> Footnote 3 <input type="checkbox"/>	<input type="checkbox"/> PERMITS (INC. VAT) <input type="checkbox"/> Footnote 1 <input type="checkbox"/> Footnote 3
<input type="checkbox"/> WANTAGE <input type="checkbox"/> <input type="checkbox"/> Portway	<input type="checkbox"/> Monday o <input type="checkbox"/> Saturday <input type="checkbox"/> 8am to 6pm <input type="checkbox"/> 10 hours <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Not exceeding: <input type="checkbox"/> - up to 2 hours no charge <input type="checkbox"/> - up to 3 hours £1.30 <input type="checkbox"/> - up to 4 hours £3.30 <input type="checkbox"/> - up to 6 hours £4.30 <input type="checkbox"/> - over 6 hours £5.30 <input type="checkbox"/>	<input type="checkbox"/> Resident permit: <input type="checkbox"/> £119 per annum <input type="checkbox"/> <input type="checkbox"/> School Term Permit (10 mins) £10.60 <input type="checkbox"/>
<input type="checkbox"/> Limborough Road 1 and 2 <input type="checkbox"/> <input type="checkbox"/> Mill Street Undercroft	<input type="checkbox"/> Monday to Saturday <input type="checkbox"/> 8am to 6pm <input type="checkbox"/> 10 hours <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Not exceeding: <input type="checkbox"/> - up to 2 hours no charge <input type="checkbox"/> - up to 3 hours £1.30 <input type="checkbox"/> - up to 4 hours £2.90 <input type="checkbox"/> - up to 6 hours £3.00 <input type="checkbox"/> - over 6 hours £3.50 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> £46 per month (6 or 7 day) <input type="checkbox"/> £136 per quarter (6 or 7 day) <input type="checkbox"/> £455 per annum (6 or 7 day) <input type="checkbox"/> <input type="checkbox"/> Resident permit: <input type="checkbox"/> £71 per half year <input type="checkbox"/> £143 per annum <input type="checkbox"/> <input type="checkbox"/> Market Traders Permit: <input type="checkbox"/> 1 day a week £67 per annum <input type="checkbox"/>
<input type="checkbox"/> FARINGDON <input type="checkbox"/> <input type="checkbox"/> Southampton Street	<input type="checkbox"/> Monday to Saturday <input type="checkbox"/> 8am to 6pm <input type="checkbox"/> 10 hours <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Not exceeding: <input type="checkbox"/> - up to 2 hours no charge <input type="checkbox"/> - up to 3 hours £1.10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> School Term Permit (10 mins) £10.60 <input type="checkbox"/>
<input type="checkbox"/> Gloucester Street	<input type="checkbox"/> Monday to Saturday <input type="checkbox"/> 8am to 6pm <input type="checkbox"/> 10 hours <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Not exceeding: <input type="checkbox"/> - up to 2 hours no charge <input type="checkbox"/> - up to 3 hours £1.00 <input type="checkbox"/> - up to 4 hours £2.40 <input type="checkbox"/> - up to 6 hours £2.60 <input type="checkbox"/> - over 6 hours £2.80 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> £33 per month (6 or 7 day) <input type="checkbox"/> £98 per quarter (6 or 7 day) <input type="checkbox"/> £324 per annum (6 or 7 day) <input type="checkbox"/> <input type="checkbox"/> Resident permit: <input type="checkbox"/> £119 per annum <input type="checkbox"/> <input type="checkbox"/> Market Traders Permit: <input type="checkbox"/> One day per week £36 per annum <input type="checkbox"/> <input type="checkbox"/> School Term Permit (10 mins) £10.60 <input type="checkbox"/>

1	5	7 SCHEDULE OF CHARGES	
		7a	7b
<input type="checkbox"/> NAME OF <input type="checkbox"/> PARKING PLACE	<input type="checkbox"/> CHARGING/ NON-CHARGING PERIODS AND MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT	<input type="checkbox"/> CHARGES FOR PARKING TICKETS <input type="checkbox"/> Footnote 2 <input type="checkbox"/> Footnote 3 <input type="checkbox"/>	<input type="checkbox"/> PERMITS (INC. VAT) <input type="checkbox"/> Footnote 1 <input type="checkbox"/> Footnote 3
<input type="checkbox"/> BOTLEY <input type="checkbox"/> <input type="checkbox"/> West Way Shoppers Car Park, <input type="checkbox"/> (Church Way, Chapel Way, Elms Parade)	<input type="checkbox"/> Monday to Sunday <input type="checkbox"/> <input type="checkbox"/> Maximum stay 3 hours <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge
<input type="checkbox"/> Service Area 1 & 2 <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Monday to Sunday <input type="checkbox"/> 7 days – Permit Holders only <input type="checkbox"/> <input type="checkbox"/> Maximum stay 24 hours <input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/> No charge

Footnote 1: The Council will charge £12 when asked to issue replacement permits.

Footnote 2: No charges apply to motorcycles or vehicles displaying a disabled person's badge at all car parks.

Footnote 3: A valid ticket or parking permit will be required to be displayed during a charging period at those car parks where charges are payable, including those periods when a charge is not payable. All car parks have a 'No Return' period of two hours except the service areas in Botley and the Charter.

1	8 EXCESS CHARGES AND CONCESSIONARY EXCESS CHARGES (not subject to VAT)
NAME OF PARKING PLACE	EXPIRED TICKET; EXPIRED PERMIT; NO PERMIT DISPLAYED; NO VALID TICKET OR PERMIT DISPLAYED; PERMIT OR TICKET NOT VALID FOR PARKING PLACE; WRONG REGISTRATION NUMBER ON TICKET; EXCEEDED MAX 3 HOUR STAY; EXCEEDED MAX STAY; RETURNED WITHIN 2 HOUR TIME LIMIT; NO VALID DISABLED BADGE DISPLAYED; PARKED IN AN UNAUTHORISED AREA; NOT PARKED WITHIN A MARKED BAY; EXCEEDED WEIGHT RESTRICTION; NO OVERNIGHT CAMPING
All car parks	Excess Charge £80 payable within 28 days of the excess charge notice otherwise concessionary excess charge £50 if paid within 10 days.

Appendix 2

Comparison of pay and display car park charges, October 2013

Place	Average Charging periods	up to 1 hour	up to 2 hours	up to 3 hours	up to 4 hours	up to 5 hours	up to 6 hours	up to 8 hours	up to 10 hours	up to 12 hours	ECN
Vale of White Horse DC (e.g. Portway, Wantage)	8am - 6pm Mon - Sat		Up to 2 hrs no charge	1.30	3.30		4.30	5.30		5.30	Max £80
Vale of White Horse DC (e.g. Gloucester St, Faringdon)	8am - 6pm Mon - Sat		Up to 2 hrs no charge	1.00	2.40		2.60	2.80		2.80	Max £80
Vale of White Horse DC (e.g. Cattlemarket, Abingdon)	8am - 6pm Mon - Sat		Up to 2 hrs no charge	1.50	3.40		4.30	5.30		5.30	Max £80
South Oxfordshire District Council	9am to 5pm 8am to 6pm (in Henley on Saturdays)	Free or 50p	80p	1.50		1.80 to 2.10		1.60 to 3.10			Max £70
Train Station, Henley (discounts apply if pay by 'phone)	All day			1.00	1.50		2.50	4.50			Max £70
Dry Leas (Henley rugby club)	9am-5pm Mon to Friday									2.30	unknown
Wood Meadows (Henley Town Council) Mon-Fri and Sun and BHs		1.20 1.50	2.50 3.00		5.00 6.00					7.00 8.00	Max £70
Wycombe DC (High Wycomb) Easton Street	7am – 6pm Mon - Sat	1.00	1.50	2.00	2.50					5.00	Max £70
Wycombe DC (High Wycomb) Baker St	7am - 7pm Mon - Sat		1.50				3.50			3.50	Max £70
Wycombe DC (Marlow) Dean St	7am - 7pm Mon – Sat (£1.00 Sunday and Bank Holidays)	60p (40p for up to 30 mins)	1.20	1.50	2.00		3.00			5.50	Max £70
Woking Borough Council (Victoria Way, Brewery Road & Heathside Crescent)	6am - 7pm Mon – Sat (also charges Sunday at reduced rate)	1.20	2.40	3.60	4.80	6.00	6.00	9.00			Max £70
Wargrave, School Lane (short stay)	8am - 6pm Mon - Sat	40p	60p		2.00				4.00		Max £80
Wokingham town centre, Easthampstead Rd (long stay)	8am - 6pm Mon - Sat	70p	1.20	2.00	2.00		3.00		4.00		Max £80
West Berkshire Council (Newbury central library)	8am - 6pm Mon - Sat (*£1 after 6pm)	1.00	2.20	3.40	4.50		6.50	8.50		12.00	Max £80
Aylesbury Vale DC (Upper Hundreds Town centre – short stay)	8am - 6.30pm Mon - Sat	1.00		2.00	3.50	5.00				8.00 up to 24 hrs	Max £70

Aylesbury Vale DC (Hampden House – inner long stay)	8am - 6.30pm Mon - Sat					2.50					4.00 up to 24 hrs (1.00 overnight)	Max £70
Aylesbury Vale DC (Friarscroft – outer long stay)	8am - 6.30pm Mon - Sat										4.00 up to 24 hrs (1.00 overnight)	Max £70
Banbury (Market PI, ultra short stay)	8am - 6pm Mon –Sun	£1.20 (80p up to 30 mins)										Max £70
Bicester (Cattlemarket)	as above	60p	1.20	1.70	2.20				2.50			Max £70
West Oxfordshire DC (Marriotts Walk multi-storey, Witney)	8am - 6pm Mon -Sat	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Max £70
West Oxfordshire DC (Woodford Way)	8am - 6pm Mon -Sat	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Max £70
Cherwell DC (Claremont)	8am - 7pm Mon -Sun	60p	1.20 or Sunday £1 over 1hr	1.70								Max £80
Cherwell DC (Cattle Market)	8am - 7pm Mon -Sun	60p	1.20 or Sunday £1 over 1hr	1.70	2.20					2.50		
OCC (Redbridge Park & Ride)	5am - 6:30pm										2.00 or by RINGO 2.20	Max £70
OCC (Westgate)	8am -8pm Sun -Fri 8am -8pm Sat	2.50 2.50	4.10 4.10	6.10 6.10	7.70 7.80	11.70 14.70	17.70 22.10				22.30 28.00	Max £100
OCC (Worcester Street)	8am -8pm Sun -Fri 8am -8pm Sat	3.20 4.00	5.30 6.00	7.30 9.20	8.90 11.10	13.60 17.00	20.60 25.80				24.70 30.90	Max £100

Appendix 3 Vale Council - car park permit prices 2013/14

CAR PARK	DAY PERMIT	ANNUAL 6/7 day	QUARTERLY 6/7 day	MONTHLY 6/7 day	ANNUAL 5 day	QUARTERLY 5 day	MONTHLY 5 day	RESIDENTIAL 12 Month	RESIDENTIAL 6 Month
Abbey Close	£5.80	£779.00	£233.00	£78.00	£650.00	£194.00	£65.00	£287.00	£144.00
Audlett Drive	N/A	£779.00	£233.00	£78.00	£650.00	£194.00	£65.00	£287.00	£144.00
West St Helen Street	N/A	£779.00	£233.00	£78.00	£650.00	£194.00	£65.00	£287.00	£144.00
The Charter	N/A	£779.00	£233.00	£78.00	£650.00	£194.00	£65.00	£287.00	£144.00
		Annual AM/PM £390.00			Annual AM/PM £325.00				
Civic	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cattle Market	N/A	N/A	N/A	N/A	N/A	N/A	N/A	£287.00	£144.00
Hales Meadow	N/A	£622.00	£190.00	£61.00	£520.00	£157.00	£52.00	£287.00	£144.00
Rye Farm	N/A	£622.00	£190.00	£61.00	£520.00	£157.00	£52.00	£287.00	£144.00
Portway	£5.80	N/A	N/A	N/A	N/A	N/A	N/A	£119.00	N/A

Limborough Road	N/A	£455.00	£136.00	£46.00	N/A	N/A	N/A	£143.00	£72.00
Mill Street	N/A	£455.00	£136.00	£46.00	N/A	N/A	N/A	£143.00	£72.00
Southampton Street	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Gloucester Street	N/A	£324.00	£98.00	£33.00	N/A	N/A	N/A	£119.00	N/A

The HGV charges for the Rye Farm car park are:

- £77 for one day/week per year
- £7.30 for 24 hours
- £36 for five days/week per year
- £159 for one day/week per year