

# COMMUNITIES, HOUSING AND ENVIRONMENT POLICY ADVISORY COMMITTEE MEETING

Date: Tuesday 15 November 2022  
Time: 6.30 pm  
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors McKenna (Chairman), Newton (Vice-Chairman), Bartlett, Brindle, Fort, Khadka, Rose, R Webb and Young

*The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.*

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## **AMENDED AGENDA**

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1. Apologies for Absence
2. Notification of Substitute Members
3. Urgent Items
4. Notification of Visiting Members
5. Disclosures by Members and Officers
6. Disclosures of Lobbying
7. To consider whether any item needs to be taken in private because of the possible disclosure of exempt information.
8. Minutes of the Meeting Held on 11 October 2022
9. Presentation of Petitions (if any)
10. Question and Answer Session from Local Residents (if any)
11. Questions from Members to the Chairman (if any)
12. Forward Plan relating to the Committee's Terms of Reference  
As the Forward Plan is refreshed weekly please use the below link to access the most up to date forward plan by the date of the meeting:

[Your Councillors - Maidstone Borough Council](#)

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**Issued on 11 November 2022**

**Continued Over/:**

*Alison Broom*

**Alison Broom, Chief Executive**

13. Financial Update & Performance Monitoring Report
14. Medium Term Financial Strategy 2023 - 2028
15. Fleet Replacement Programme
16. Rural England Prosperity Fund Investment Plan
17. Council Fire & Building Safety Policy
18. Biodiversity and Climate Change Action Plan Update
19. **Council Tax Reduction Scheme 2023-24** **168 - 174**

### **INFORMATION FOR THE PUBLIC**

In order to ask a question at this meeting, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on 11 November 2022). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk) by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on 11 November 2022). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk).

To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk).

# Agenda Item 19

## **COMMUNITIES, HOUSING AND ENVIRONMENT POLICY ADVISORY COMMITTEE**

**15 November 2022**

### **Council Tax Reduction Scheme 2023/24**

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Communities, Housing and Environment Policy Advisory Committee	15 November 2022
Executive	23 November 2022
Council	7 December 2022

<b>Will this be a Key Decision?</b>	Yes
<b>Urgency</b>	Not Applicable
<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Georgia Hawkes, Director of Mid Kent Services
<b>Lead Officer and Report Author</b>	Zoe Kent, Interim Head of Revenues and Benefits
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **Executive Summary**

Each year Full Council has to approve the Council Tax Reduction Scheme for the following year. This report makes a recommendation on the scheme to be implemented for 2023-24

This report will be considered by the Communities, Housing and Environment Policy Advisory Committee before being passed to the Executive. The final decision on the scheme will be made by Full Council.

#### **Purpose of Report**

Recommendation for Decision

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**This report asks the Policy Advisory Committee to consider making the following recommendation to the Executive:**

1. That the Council be recommended to agree that no changes be made to the Council Tax Reduction Scheme for the year 2023/24.

# Council Tax Reduction Scheme 2023/24

## 1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> <li>• Embracing Growth and Enabling Infrastructure</li> <li>• Safe, Clean and Green</li> <li>• Homes and Communities</li> <li>• A Thriving Place</li> </ul> <p>We do not expect the recommendation will by itself materially affect achievement of corporate priorities. However, the Council needs to balance the needs of low-income households with the wider interest of local taxpayers to ensure that vulnerable residents are protected whilst providing a scheme that is affordable.</p>	Zoe Kent, Interim Head of Revenues and Benefits
<b>Cross Cutting Objectives</b>	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> <li>• Heritage is Respected</li> <li>• Health Inequalities are Addressed and Reduced</li> <li>• Deprivation and Social Mobility is Improved</li> <li>• Biodiversity and Environmental Sustainability is Respected</li> </ul> <p>The report recommendation supports the achievement of the Deprivation and Social Mobility cross-cutting objective by providing support to low-income households.</p>	Zoe Kent, Interim Head of Revenues and Benefits
<b>Risk Management</b>	<p>The risks associated with implementing and operating the scheme are not considered high. Endorsement of a scheme helps reduce the risk but the overall cost of the CTRS is subject to the risk of household incomes falling, as may be the case if the cost-of-living crisis leads onto an increase in unemployment.</p>	Zoe Kent, Interim Head of Revenues and Benefits

<b>Financial</b>	The cost of the CTRS impacts on the Council Tax base and thereby the Council Tax yield. If the cost of awards were to increase, this would mean the Council Tax base and overall Council Tax income would reduce. Any change in the cost of the scheme is shared through the collection fund between the Council and preceptors.	Section 151 Officer & Finance Team
<b>Staffing</b>	We will deliver the recommendations with our current staffing.	Zoe Kent, Interim Head of Revenues and Benefits
<b>Legal</b>	Section 13A of the Local Government Finance Act 1992 requires the Council to adopt a Council Tax Reduction Scheme. Schedule 1A of the Act requires the Council to consider each financial year whether to revise or replace its scheme. The Act contains a statutory duty to consult on a proposed scheme, with guiding principles for fair consultation set out in case law. As there are no changes proposed for the 2023-24 scheme further consultation will not be necessary unless the scheme is not approved.	Interim Team Leader (Contentious and Corporate Governance)
<b>Information Governance</b>	The recommendation does not propose any changes that will impact differently on the personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes.	Information Governance Team
<b>Equalities</b>	The recommendation does not propose a change in service therefore will not require an equalities impact assessment.	Equalities & Communities Officer
<b>Public Health</b>	We recognise that the recommendation will have a positive impact on population health or that of individuals.	Public Health Officer
<b>Crime and Disorder</b>	No impact	Zoe Kent, Interim Head of Revenues and Benefits

<b>Procurement</b>	No Impact	Zoe Kent, Interim Head of Revenues and Benefits
<b>Biodiversity and Climate Change</b>	There are no direct implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

## 2. INTRODUCTION AND BACKGROUND

- 2.1 The Council Tax Reduction Scheme (CTRS) was introduced in April 2013 as a replacement for Council Tax Benefit (CTB), a national scheme administered on behalf of the Department for Works and Pensions (DWP).
- 2.2 Since its introduction in April 2013, our local scheme has been reconsidered on an annual basis. In 2020 a full review and consultation was carried out to take account of the increase in claimants moving onto Universal Credit. The consultation sought views on moving to a banded scheme from April 2021 for working age claimants.
- 2.3 Council Tax Reduction provides financial assistance in the form of a rebate on the Council Tax bill, the cost of the scheme generally reduced before the COVID pandemic. In 2020/21 there was an increase in claims due to the pandemic and the number of people claiming Universal Credit.

The figures below give the cost of the scheme to the public, in the amount of CTR awarded annually rather than collected as Council Tax.

2016/17 - £8,786,555  
2017/18 - £8,385,298  
2018/19 - £8,616,425  
2019/20 - £8,652,758  
2020/21 - £10,694,613  
2021/22 - £10,264,367  
2022/23 - £10,046,498 (estimated)

- 2.4 From April 2021, a new income banded scheme was introduced which has an in-built, simplified claiming process with wide income ranges. The new banded scheme means that frequent liability changes have been avoided, and revised bills are only being issued where income crosses into another earnings band. This has made it less cumbersome for customers and has allowed us to convey a relatively simple eligibility message to residents.
- 2.5 Feedback from the Customer Services team and Citizens' Advice has been positive with fewer enquiries being made about eligibility and understanding of the income banded scheme for households with no children, 1-2 children and 3 plus children.

- 2.6 Table 1 shows the banded scheme which awards a maximum of 80% support for those on a passported benefit. Bands 2 to 5 give a maximum award of between 65% and 10% based on the person's earnings. All other income is disregarded. An extra 5% support is given to those in Bands 2 to 5 if a disability benefit is in payment.

Table 1

Band	Household size and earnings threshold			Maximum Award
	No Children	1 -2 Children	3+ Children	
Band 1	*Passported/Max UC	*Passported/Max UC	*Passported/Max UC	80%
Band 2	Less than £316	Less than £387	Less than £441	65%
Band 3	£316 - 631.99	£387 - £774.99	£441 - £882.99	50%
Band 4	£632 - £947.99	£775 - £1,162.99	£883 - £1,324.99	25%
Band 5	£948 - £1,263.99	£1,163 - £1,550.99	£1,325 - £1,766.99	10%

\*Passported in the table refers to legacy benefits (job seekers allowance, income support, employment support allowance) for customers who have not migrated to Universal Credit.

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### 3. AVAILABLE OPTIONS

- 3.1 To make no changes to the Council Tax Reduction Scheme for 2023/24. The advantages of this are that claimants have got used to this simplified scheme, they are aware how much they need to pay. It also makes no change to the budget.
- 3.2 To revise the current scheme. This would require consultation with the other preceptors and with those affected by any changes. There could also be additional costs if the payment towards the administration of the scheme was withdrawn by the major preceptors.

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### 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 That no changes be made to the Council Tax Reduction Scheme for the year 2023/24.
- 4.2 This is the second year of the income banded scheme, and it may be advisable for two years to be completed before considering any changes.

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### 5. RISK

- 5.1 The risks associated with implementing and operating the scheme are not considered high.



## **6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 6.1 A public consultation was carried out in 2020 before the decision was taken to move to a banded Council Tax Reduction scheme. As changes to the scheme are not being recommended a public consultation is not mandatory.
- 6.2 The public consultation results were considered as part of the decision-making process when the banded scheme was put forward in 2020.
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## **7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 7.1 The scheme will be published on the website once a decision has been made by Full Council.
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## **8. REPORT APPENDICES**

- Appendix 1: Council Tax Reduction Scheme 2023/24 – to follow for Full Council
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## **9. BACKGROUND PAPERS**

None