



### CORPORATE SELECT COMMITTEE AGENDA

**Date:** Monday, 9 October 2017

**Time:** 6.30 pm

**Venue:** The Cafe, Pavilion Gardens, Buxton

29 September 2017

#### PART 1

1. Apologies for Absence
2. To receive Disclosures of Interest on any matters before the Committee
  1. Disclosable Pecuniary Interests
  2. Other Interests
3. Any matters referred to the Committee under the call-in procedure
4. To approve the minutes of the previous meeting (**Pages 3 - 6**)
5. Safeguarding Children and Adults at Risk of Abuse or Neglect (**Pages 7 - 12**)
6. Business Rates Revaluation and Local Discretionary Rate Relief Scheme (**Pages 13 - 22**)
7. Select Committee Work Programme (**Pages 23 - 28**)
8. Any questions referred to the Executive Member (Member Services to be advised of any questions at least 4 days prior to the meeting)
9. Exclusion of Press and Public

To resolve that the press and public be excluded from the meeting during consideration of the following items of business as there may be disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972

#### PART II

10. Exempt Minutes (**Pages 29 - 30**)

*(Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information))*
11. Disposal of extended leasehold interest in the former Swineshaw water treatment works at Blackshaw Road/ Bute Street, Glossop (**Pages 31 - 40**)

***(Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information))***

12. Sale of freehold interest in land at Woodsmill, Glossop **(Pages 41 - 48)**

***(Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information))***

13. Contract Award - Structural Engineering Services Framework **(Pages 49 - 52)**

***(Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information))***

**SIMON BAKER  
CHIEF EXECUTIVE**

Membership of Corporate Select Committee

Councillor A Barrow (Chair)

Councillor G Claff

Councillor L Grooby

Councillor S Helliwell

Councillor A McKeown

Councillor K Sizeland

Councillor J Douglas (Vice-Chair)

Councillor A Fox

Councillor P Hardy

Councillor D Lomax

Councillor R McKeown

Councillor G Wharmby

### CORPORATE SELECT COMMITTEE

**Meeting: Monday, 24 July 2017 at 6.30 pm in Cafe Area, Pavilion Gardens, Buxton**

Present: Councillor A Barrow (Chair)

Councillors G Claff, J Douglas, A Fox, L Grooby, P Hardy, S Helliwell, A McKeown, R McKeown, J Pritchard (substitute for D Lomax) and G Wharmby

Councillor T Ashton, T Kemp and E Thrane were also in attendance

Apologies for absence were received from Councillors D Lomax and K Sizeland

**18/11 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**  
(Agenda Item 4)

With reference to minute 18/05, "Corporate Health and Safety Annual Report Financial Year 2016/17", it was announced that the application for a ROSPA Gold Award had been successful. Members requested that their thanks be conveyed to the Corporate Health and Safety Advisor and his team for this important achievement.

RESOLVED:

That the minutes of the meeting held on 5 June 2017 be approved as a correct record.

**18/12 FIRST QUARTER FINANCIAL, PROCUREMENT AND PERFORMANCE REVIEW 2017/18**  
(Agenda Item 5)

The Committee considered the First Quarter Financial, Procurement & Performance Review 2017/18.

In response to a query regarding the supervision and management underspends set out at paragraph 5.6 of the report, it was confirmed that the savings relate to savings in salary costs following service reviews, which would be reviewed to ensure they were sustainable prior to the corresponding budgets being reduced.

Reference was made to reduction in opening times of the Gamesley Office and it was requested that the wider implications of the closure on the immediate area be examined.

Regarding the non-renewal of the maintenance and data management contract for the permanent air quality air quality monitoring station at Tintwistle, Glossop, confirmation was sought that alternative means of air monitoring would be put in place due to the high levels of pollution in the area.



RESOLVED:

That the first quarter 2017/18 financial, procurement and performance position as detailed in Appendices A, B and C of the report and summarised in paragraph 3.3 be noted.

**18/13 UPDATE FROM HRA WORKING GROUP AND ASSET MANAGEMENT WORKING GROUP - ORAL UPDATE**  
(Agenda Item 6)

The Executive Director (Transformation) advised that the proposed work programme for the HRA Working Group would include the following:

- Rent and service charge policy (including leaseholder)
- Voids Policy
- IT systems
- Repairs and Capital Programme
- Housing Needs
- Sheltered Housing and carelink

It was anticipated that this would lead to final consideration of the HRA Business Plan in January 2018.

The work of the Asset Management Working Group was being driven by the stock condition work on the non-housing stock. The group had already examined Pavilion Gardens, Glossop Halls and Buxton Opera House, and items requiring consideration by the Group were Buxton Town Hall – condition, investment required and option and the council's landholding including disposal plans.

RESOLVED:

That the update be noted.

**18/14 SELECT COMMITTEE WORK PROGRAMME**  
(Agenda Item 7)

Monitoring of the transfer of the waste function needed to be added to the work programme for Community Select Committee, once the process had been agreed.

RESOLVED:

That the Select Committee Work Programmes be noted.

**18/15 EXCLUSION OF PRESS AND PUBLIC**  
(Agenda Item 9)

RESOLVED:

That the press and public be excluded from the meeting during consideration of the following **Page 4** item of business as there may be disclosure of



exempt information as set out in paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972

**18/16 EXEMPT MINUTES**  
(Agenda Item 10)

RESOLVED:

That the exempt minutes of the meeting held on 5 June 2017 be approved as a correct record.

**18/17 RIVER WORKS AT WARM BROOK, CHAPEL-EN-LE-FRITH AND SERPENTINE, BUXTON - UPDATE AND CONTRACT AWARD**  
(Agenda Item 11)

The Committee considered progress and the contract award for river works at Warm Brook, Chapel en le Frith and the Serpentine, Buxton, and made recommendations to the Executive.

**18/18 DOMESTIC HEATING BOILER RENEWALS TO HRA PROPERTIES - CONTRACT AWARD REPORT**  
(Agenda Item 12)

The Committee made a recommendation to the Executive around the award of a contract for boiler replacements to HRA properties during 2017/18.

The meeting concluded at 7.08 pm

**CHAIR**

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## HIGH PEAK BOROUGH COUNCIL

### Report to Corporate Select Committee

9 October 2017

|                          |  |
|--------------------------|--|
| <b>TITLE:</b>            | <b>Safeguarding Children and Adults at Risk of Abuse and Neglect</b>                 |
| <b>PORTFOLIO HOLDER:</b> | <b>Cllr Emily Thrane - Executive Councillor for Finance &amp; Corporate Services</b> |
| <b>CONTACT OFFICER:</b>  | <b>Executive Director (People) and Monitoring Officer</b>                            |
| <b>WARDS INVOLVED:</b>   | <b>All</b>   |

### Appendices Attached - None

#### 1. Reason for the Report

The Council adopted its Child Protection Policy in 2006 and subsequently updated the policy to incorporate adults at risk of abuse and neglect in 2014 in response to the introduction of the Care Act 2014. A revised policy was agreed by members in 2016. This is the annual update to members on the Council's action to meet its safeguarding duties.

#### 2. Recommendation

2.1 That the Executive be requested to note the actions taken by the Council in response to its safeguarding duties.

#### 3. Executive Summary

3.1 The Council is committed to ensuring the safety and protection of people using its services.

3.2 Legislation and statutory guidance make it necessary for the Council to ensure that it has policies and procedures in place to ensure that children and adults at risk of abuse and neglect are safeguarded when using services provided by or on behalf of the Council.

3.3 The Council approved a Child Protection Policy in 2006 and subsequently updated the policy to incorporate adults at risk of abuse

and neglect in 2014. The introduction of the Care Act in May 2014 necessitated some changes and a revised policy was agreed by the Council in 2016.

- 3.4 The Council has established an officer group, chaired by the Executive Director (People) to co-ordinate the Council's response to safeguarding.
- 3.5 Recent actions include: providing safeguarding training for staff members; reviewing procurement and contract management procedures; introducing a new staff safety system; and on-going training of licensed taxi drivers. The Council has also supported the work of the High Peak Community Safety Partnership to safeguard the local community.
- 3.6 The Council was asked by Derbyshire Safeguarding Children Board to complete a safeguarding audit (under s11 of the Children Act 2004) and judged itself to have met each of the standards.

#### **4. How this report links to Corporate Priorities**

- 4.1 The Council is committed to providing quality services.

#### **5. Options and Analysis**

- 5.1 None.

#### **6. Implications**

##### 6.1 Community Safety - (Crime and Disorder Act 1998)

The Council's policy assists the Council to ensure the safety of children and adults at risk of abuse and neglect.

##### 6.2 Workforce

The Council's policy requires all staff with direct or indirect access to children or adults at risk of abuse or neglect to be vetted, checked and provided with an appropriate level of training. There is a requirement that every member of staff has an awareness of the Council's policy.

##### 6.3 Equality and Diversity/Equality Impact Assessment

There are no specific implications.

##### 6.4 Financial Considerations

The policy commits the Council to ensure appropriate training for staff and members.

6.5 Legal

The policy assists the Council to fulfil its statutory duties with respect to the protection of children and adults at risk of abuse and neglect.

6.6 Sustainability

No specific implications.

6.7 Internal and External Consultation

No specific implications.

6.8 Risk Assessment

Implementation of the policy will assist the Council to manage risks in relation to the impact of its services and activities on individual children and adults at risk of abuse and neglect.

## 7. Background and Detail

7.1 The Council approved a Child Protection Policy in 2006 and subsequently updated the policy to incorporate adults at risk of abuse and neglect in 2014. The introduction of the Care Act in May 2014 necessitated some changes and a revised policy was agreed by the Council in 2016.

7.2 The Council's officer group, chaired by the Executive Director (People), continues to meet on a quarterly basis to co-ordinate the Council's response to safeguarding.

### Activity since the last annual report

7.3 The Council was asked by Derbyshire Safeguarding Children Board to complete a safeguarding audit (under s11 of the Children Act 2004) to help make sure that the Council's functions are discharged having regard to the need to safeguard and promote the welfare of children.

7.4 The audit required the Council to self-assess its performance against five standards and, as documented in the following table, the Council judged itself to have met all of the standards. The Council, however, identified two areas of improvement in relation to safer recruitment (below).

| Standard |                          | Judgement            | Recommendations |
|----------|--------------------------|----------------------|-----------------|
| 1        | Accountability Structure | Green (Standard met) |                 |

|   |                          |                                  |   |
|---|--------------------------|----------------------------------|---|
| 2 | Listening to Children/YP | Green (Standard met)             |   |
| 3 | Information Sharing      | Green (Standard met)             |   |
| 4 | Safe Recruitment         | Amber (Met with recommendations) | The Council identified two areas of improvement: <ul style="list-style-type: none"> <li>• HR Officers to undergo safer recruitment training;</li> <li>• review and revise policies as required after training.</li> </ul> |
| 5 | Staff Training/Training  | Green (Standard met)             |   |

- 7.5 One of the Council's HR Business Partners has now completed Level 4 Safer Recruitment Training, thus addressing the recommendation to emerge from the self-assessment, and the next step is to revise the Council's recruitment procedure to incorporate recommendations and good practice from the training.
- 7.6 Further Level 1 safeguarding training for frontline staff has been arranged for September 2017. Once this has been completed, all relevant frontline staff members will have been trained (including any new starters). On-line training has also been facilitated for eight contractors.
- 7.7 The Council has introduced a new system for flagging customers who may pose a potential risk to the psychological, mental, physical or emotional wellbeing of employees or agents of the Council. This system is designed to both safeguard employees and to assist the Council to meet its general duties for staff safety under the Health and Safety at Work Act 1974. The Council has also developed a policy outlining the steps that will be taken to support domestic abuse victims at work, which it intends to bring forward for approval in autumn 2017.
- 7.8 The Council has carried out a review of its procurement and contract management processes to ensure that adequate safeguarding checks are included. All new procurement activities require contractors and their employees to agree to the conditions of the Council's safeguarding policy and this includes ensuring that relevant checks have been made of any contractor's staff involved in undertaking regulated activities. In addition, reviews of all existing or historic arrangements that fall within or outside of formal contractual arrangements are being undertaken to ensure that all contractors or subcontractors employed by the Council have agreed to the conditions as set out within the Council's Safeguarding Policy and that their employees have had the appropriate checks undertaken. Where contractors or subcontractors fail to abide by our policy and its requirements, the Council will cease use of their services.

- 7.9 The revised Hackney Carriage and Private Licensing Policy was adopted by the Borough Council in November 2016. In accordance with the policy, any safeguarding issues relating to taxi drivers will be fully investigated and where appropriate the driver will be suspended and referred to the Licensing Sub Committee. The Council has continued its programme of providing safeguarding training for taxi drivers operating in the Borough and 85% have now been trained. Further training will be provided for the remaining drivers in the coming months.
- 7.10 One of the priorities of the High Peak Community Safety Partnership has been support for vulnerable people. Work to support this priority has included:
- Commissioning Crossroads to deliver two sessions of the Freedom Programme. The Freedom Programme looks at the attitudes and actions of abusive men and the responses of victims and survivors. The aim is to help victims make sense and understand what has happened to them and how to safeguard themselves in future relationships.
  - Commissioning the My Place outreach scheme in Buxton. The outreach team have made several safeguarding referrals in relation to vulnerable people encountered during the course of their outreach work.

Mark Trillo  
**Executive Director (People) and Monitoring Officer**

**Background Papers**

**Location**

**Contact details**

David Smith x4165

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## HIGH PEAK BOROUGH COUNCIL

### Report to Corporate Select Committee

9th October 2017

|                              |  |
|------------------------------|--|
| <b>TITLE:</b>                | <b>Business Rates Revaluation and Local Discretionary Rate Relief Scheme</b>                               |
| <b>EXECUTIVE COUNCILLOR:</b> | <b>Cllr Emily Thrane – Executive Councillor for Finance &amp; Resources</b>                                |
| <b>CONTACT OFFICERS:</b>     | <b>Claire Hazeldene – Finance &amp; Procurement Manager<br/>Joanne Wheeldon – Principal Income Officer</b> |
| <b>WARDS INVOLVED:</b>       | <b>Non-specific</b>  |

#### Appendices Attached

None

#### **1. Reason for the Report**

- 1.1 The purpose of the report is to provide an overview of the updated and new business rate reliefs that have been recently announced by central government; and to consider the criteria for a new local discretionary business rate relief policy.

#### **2. Recommendation**

- 2.1 That the Committee:

- Note the implications of the business rate revaluation on the local businesses in High Peak including the new reliefs that have been implemented by central government; and
- Confirm any potential principles and criteria for Executive to consider in a local discretionary rate relief scheme

#### **3. Executive Summary**

- 3.1 Business rates (or non-domestic rates) are collected from businesses who occupy property in order to contribute towards the cost of local services provided. Each non-domestic property has a rateable value which is set by the Valuation Office Agency (VOA) - this broadly represents the yearly rent the property could have been let for on the open market on a particular date.

- 3.2 The VOA generally reassesses all rateable values for business premises in England and Wales every five years, although the last revaluation was in 2010. A revaluation was undertaken in preparation for the revised list to be effective from 1st April 2017.
- 3.3 The Government believes it is important to provide the greatest support to small and medium businesses seeing increases and to also allow those small and medium businesses seeing reductions to gain quickly from the revaluation. Therefore, as part of the 2016 and 2017 Budget/Autumn Statement, the Government announced a number of amendments to current reliefs and the introduction of new reliefs from 1st April 2017 to support businesses:
- Transitional Relief - for those businesses that have seen significant increases in their rates liability, the Government has put in place a £3.6 billion transitional relief scheme to limit and phase in changes in rate bills as a result of the 2017 revaluation (which was also put into place after the 2010 revaluation)
  - Rural Rate Relief – rural rate relief has doubled to 100% from 50% for those businesses located in a rural settlement (population less than 3,000) for shops/post offices with a rateable value up to 8,500 and public houses/petrol stations with a rateable value up to 12,500
  - Small Business Rate Relief – 100% relief is now available to business who occupy properties with a rateable value of 12,000 or less (previously 6,000) with a tapered relief on properties worth up to 15,000
  - Local Newspaper Rate Relief – funding has been provided to provide a discount of up to £1,500 a year for two years for office space occupied by local newspapers
  - Supporting Small Business Relief – a new relief available to those ratepayers facing large increases as a result of a loss of Small Business Rate Relief (SBRR) or Rural Rate Relief (RRR). In the first year of the scheme this means that all ratepayers losing some or all of their SBRR or RRR will see the increase in their bill capped at £600.
  - Supporting Pubs Relief – a relief to be awarded to pubs that have a rateable value of below 100,000. Under the scheme, eligible pubs will receive a £1,000 discount on their bill for 2017/18.
  - Local Discretionary Rate Relief - the Government announced that they would allocate a £300m pot to Authorities in order to award a discretionary relief to other businesses affected by the 2017 revaluation – the scheme would be in place for a period of four years at a reducing rate over the four years. It is for each individual local authority to design their own scheme.
- 3.4 The Council's Business Rates Relief Policy will need to be updated to reflect the changes above and to reflect details of the Council's Local Discretionary Rate Relief Policy.

- 3.5 The Council's Local Discretionary Rate Relief policy should be aimed at supporting local small and medium sized businesses who have had an increase in their Business Rates bill as a result of the revaluation.
- 3.6 The amount of relief to be awarded will need to reflect the tapered funding allocation for the next four years. The levels of relief will need to be reviewed regularly to ensure that the support scheme is being operated in the most effective way.
- 3.7 In exceptional circumstances, the Council shall consider applications on a case by case basis where the ratepayer falls outside the criteria but where the ratepayer can demonstrate that they are experiencing severe financial difficulties due to the revaluation on 1st April 2017.
- 3.8 The Council will consult with the major preceptors in relation to the Local Discretionary Rate Relief scheme and will take their comments into account. Therefore, the eligibility criteria is subject to the preceptors responses.
- 3.9 A short presentation of the outcomes of the revaluation/impact upon local businesses and detail of Local Discretionary Rate Relief will be provided at the meeting to enable discussion on the principles and criteria to be included.

#### **4. How this report links to Corporate Priorities**

- 4.1 The application of business rates relief supports the aim of the Council to promote business growth and economic regeneration in the Borough and wider economic area

#### **5. Options and Analysis**

- 5.1 The Committee will need to identify relevant criteria to allow the development of a local discretionary scheme

#### **6. Implications**

- 6.1 Community Safety - (Crime and Disorder Act 1998)  
None
- 6.2 Workforce  
None
- 6.3 Equality and Diversity/Equality Impact Assessment  
The report has been prepared in accordance with the Council's Diversity and Equality Policy
- 6.4 Financial Considerations  
Financial considerations are considered within the report.

- 6.5 Legal  
None.
- 6.6 Sustainability  
None
- 6.7 Internal and External Consultation  
External consultation in respect of the Council's Local Discretionary Rate Relief policy is being undertaken with the Council's Preceptors (County Council, Police and Fire Authority)
- 6.8 Risk Assessment  
The granting of discretionary relief will, in the main, potentially involve a cost to the Council. Any amount granted will be borne in accordance with the Business Rate Retention Scheme share (40% by the Borough Council)

In respect of the Local Discretionary Rate Relief Scheme, there is a financial risk that the Council could apply more in Local Discretionary Rate Relief than funding allocated by Government – resulting in an overall cost to the Authority. However, the risk is mitigated by the way in which the policy has been established – which is based on an allocation as detailed in the policy to those businesses the Council has listed as eligible, with a proportion of the pot remaining for any other applications that are submitted for consideration.

**ANDREW P STOKES**  
**Executive Director (Transformation) & Chief Finance Officer**

**Background Papers**

Government papers issued

**Location**

Buxton Town Hall

**Contact details**

Claire Hazeldene  
Finance & Procurement  
Manager  
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Joanne Wheeldon  
Principal income Officer  
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## **7. Background & Introduction**

- 7.1 Business rates (or non-domestic rates) are collected from businesses who occupy property in order to contribute towards the cost of local services provided. Under the business rates retention arrangements introduced from 1st April 2013, authorities keep a proportion of the business rates paid locally. This provides a direct financial incentive for authorities to work with local businesses to create a favourable local environment for growth since authorities will benefit from growth in business rates revenues.
- 7.2 Other than properties that are exempt from business rates, each non-domestic property has a rateable value which is set by the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. They draw up and maintain a full list of all rateable values - this broadly represents the yearly rent the property could have been let for on the open market on a particular date.
- 7.3 The VOA generally reassesses all rateable values for business premises in England and Wales every five years, although previous revaluation was in 2010. The local authority works out the business rates bill by multiplying the rateable value of the property by the appropriate multiplier.
- 7.4 Revaluations make sure each ratepayer pays their fair contribution and no more, by ensuring that the share of the national rates bill paid by any one ratepayer reflects changes over time in the value of their property relative to others. Revaluation does not raise extra money for Government.
- 7.5 The VOA uses a wide range of property information, rental and other evidence to compare values across similar types of properties in order to set the rateable value. A revaluation was undertaken in preparation for the revised list to be effective from 1st April 2017.
- 7.6 The Government believes it is important to provide the greatest support to small/medium businesses seeing increases and to also allow those small/medium businesses seeing reductions to gain quickly from the revaluation.
- 7.7 Therefore, as part of the 2016 and 2017 Budget/Autumn Statement, the Government announced a number of amendments to current reliefs and the introduction of new reliefs from 1st April 2017 to support businesses.

## **8. Transitional Relief**

- 8.1 For those businesses that have seen significant increases in their rates liability, the Government has put in place a £3.6 billion transitional relief scheme to limit and phase in changes in rate bills as a result of the 2017 revaluation.

8.2 Transitional relief limits how much business rate bills can change each year as a result of revaluation - consequently, changes to bills are phased in gradually.

## **9. 2016 Budget & Autumn Statement Changes**

9.1 The Government had already announced as part of the 2016 Budget and Autumn Statement a number of changes to existing reliefs and the introduction of new reliefs - those relevant to the Borough are detailed below.

9.2 When applying for business rate relief, businesses need to ensure compliance with state aid rules in accordance with the De Minimis Regulations EC 1407/2013. The De Minimis Regulations allow an undertaking to receive up to €200,000 'de minimis' aid over a rolling three year period.

### *Rural Rate Relief (RRR)*

9.3 To remove the inconsistency between rural rate relief and small business rate relief the government doubled rural rate relief to 100% from 1 April 2017 as part of the 2016 autumn statement. Businesses may be eligible for rural rate relief if the business is in a rural area with a population below 3,000. If eligible, no rates will be payable if:-

- the only village shop or post office, with a rateable value of up to 8,500
- the only public house or petrol station, with a rateable value of up to 12,500

9.4 The Government intends to amend the relevant primary legislation to require local authorities to grant 100% mandatory rural rate relief to take effect from 1 April 2018. However, before the requirement to grant mandatory relief comes into force Local Authorities are expected to use their local discount powers to grant 100% rural rate relief to eligible ratepayers from 1 April 2017.

### *Small Business Rate Relief (SBRR)*

9.5 As part of the 2016 Budget, Government confirmed that from April 2017, rate payers that occupy a single property with a rateable value of 12,000 or less pay no business rates. Previously, the 100% relief was available for businesses that occupying a property with a value of 6,000 or less.

9.6 There is then a tapered rate of SBRR relief on properties worth up to 15,000.

### *Local Newspaper Rate Relief (LNRR)*

9.7 The Government also committed to providing funding to local authorities so that they can provide a discount worth up to £1,500 a year for 2 years from 1st April 2017, to office space occupied by local newspapers. This is up to a maximum of one discount per local newspaper title and per hereditament, and up to state aid limits.

9.8 The relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988).

## **10 2017 Budget Changes**

10.1 As part of the Spring 2017 Budget, the Chancellor announced three new discretionary rate reliefs to be implemented for business ratepayers with effect from 1st April 2017:

- Supporting Small Business Relief (SSBR)
- Supporting Pubs Relief (SPR)
- Local Discretionary Rate Relief (LDRR)

10.2 The three new reliefs have been implemented under Section 47 of the Local Government Finance Act as a discretionary award made by Billing Authorities. The Government will fully reimburse all amounts awarded under SSBR and SPR by a Section 31 grant. However, LDRR is being funded through a £300m fund allocated to each Authority through a formula-based grant, and Government has tasked all Authorities with putting together their own schemes of LDRR.

### *Supporting Small Business Relief (SSBR)*

10.3 This relief is a discretionary relief made available to those ratepayers facing large increases as a result of a loss of Small Business Rate Relief or Rural Rate Relief.

10.4 The transitional relief scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing very large percentage increases in bills from 1st April 2017.

10.5 Government announced that Authorities could award the relief under their Discretionary Rate Relief (DRR) powers and that it would also reimburse Billing Authorities and major precepting authorities (the County Council and Fire authorities) within the Business Rates Retention (BRR) system for the local share of the relief. The reimbursement would be provided through a grant made under Section 31 of the Local Government Act 2003.

10.6 Government has also stated its intention to reimburse billing authorities and major precepting authorities for the actual cost of providing this relief and are undertaking a new burdens assessment of the IT and administrative costs associated with this scheme.

10.7 SSBR will be available from 2017/18 to 2021/22 where the increase in the RV for these ratepayers is the greater of either:

- a percentage increase per annum of 5%, 7.5%, 10%, 15% and 15%, or
- a cash value of £600 per year.

- 10.8 In the first year of the scheme this means that all ratepayers losing some or all of their SBRR or RRR will see the increase in their bill capped at £600. The cash minimum increase is £600 per year thereafter. Those businesses who were previously receiving SBRR in 2016/2017 but whose RV is more than 51,000 from 1st April 2017 also come into the SSBR scheme.
- 10.9 This relief, as with other discretionary relief, is subject to State Aid law. Ratepayers entitled to mandatory relief (such Charities and Community Amateur Sports Clubs) or Section 44A relief (apportionment of RV for partly occupied properties) are not entitled to SSBR. However, ratepayers entitled to SSBR can still apply for other DRR once the SSB has been awarded.

*Supporting Pubs Relief (SPR)*

- 10.10 The Supporting Pubs Relief scheme is to be awarded to pubs that have a rateable value of below 100,000. Under the scheme, eligible pubs will receive a £1,000 discount on their bill for 2017/18. Authorities will be compensated for awarding the relief via their DRR schemes under a S31 grant.
- 10.11 Hereditaments which are excluded from this relief include restaurants, cafes, nightclubs, hotels, snack bars, guesthouses, boarding houses, sporting venues, music venues, festival sites, theatres, museums, exhibition halls, cinemas, concert halls, casinos.
- 10.12 Eligible pubs can also qualify for SSBR (as above). Where qualification exists, SSBR must be awarded before other discretionary reliefs.

*Local Discretionary Rate Relief (LDRR)*

- 10.13 The Government also announced that they would allocate a £300m pot to Authorities in order to award a discretionary relief to other businesses affected by the 2017 revaluation – the scheme would be in place for a period of 4 years at a reducing rate over the 4 years. The Government has confirmed that High Peak B.C. will receive the following allocation of funding, under section 31 of the Local Government Act, for each year of the scheme:-

| <b>Local Discretionary Rate Relief</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/20</b> | <b>2020/21</b> |
|--|----------------|----------------|----------------|----------------|
| Government Funding                     | £358,867       | £174,307       | £71,773        | £10,253        |

- 10.14 Each authority is required to develop their own discretionary scheme, ensuring that major precepting authorities are consulted before awards are made.
- 10.15 The Council's Local Discretionary Rate Relief will need to be developed after relevant criteria have been identified. The criteria would need to include the following, but is not exhaustive:
- The ratepayer is in occupation on 31st March 2017 and 1st April 2017;
  - There has been an increase in net business rates payable from 2016 to 2017, arising as a direct result of the 2017 Revaluation;

- The ratepayer's account is not subject to Empty Property Rates (i.e. the property is occupied and not empty);
- The ratepayer is not in receipt of mandatory relief
- A maximum rateable value in order to target small and medium businesses
- Relief to be targeted to local businesses and not those businesses that are national or multi-national in nature.
- Relief not being awarded to local authorities or government agencies
- The relief is subject to state aid limits

10.16 In addition to the criteria above, the Council, will in exceptional circumstances, consider applications on a case by case basis where ratepayers can demonstrate they are experiencing severe hardship due to the 2017 revaluation.

10.17 As with all reliefs, the amount of relief awarded under this proposed scheme will be recalculated where a change of circumstances occurs (such as, if the ratepayer vacates the property) to reflect the calculation of relief on a daily basis, as with the calculation of the ratepayer's liability.

10.18 The proposed scheme will allow the Council to review and amend the amount of relief during the course of the year to reflect changing circumstances.

## **11. Consultation**

11.1 The Council is currently consulting with the major preceptors in relation to the Local Discretionary Rate Relief scheme and will take their comments into account when determining the eligibility criteria. This is an essential part of the scheme and is in line with the grant determination issued by the Department of Communities and Local Government (DCLG)

11.2 The grant determination states that a condition of the fund is that consultation is undertaken with 'relevant authorities'. Relevant Authorities for the purpose of this scheme means any major precepting Authority. Therefore, the Council is consulting with Derbyshire County Council, Derbyshire Police & Crime Commissioner and Derbyshire Fire & Rescue Service

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## CORPORATE

Chairman: Councillor Barrow  
 Vice Chairman: Councillor Douglas  
 Lead Officer: A Stokes

| Date      | Items   | Contact Officer | Purpose/Method of Consideration |
|-----------|---|-----------------|---------------------------------|
| 9-Oct-17  | Woods Mill (Part 2)   | A Stokes        |                                 |
|           | Disposal of Swineshaw (Part 2 )                                   | J Higgins       |                                 |
|           | Appointment of Structural Engineer (Part 2 )                      | J Higgins       |                                 |
|           | Business Rates Relief Update Report                               | C Hazledene     |                                 |
|           | Annual Safeguarding Report  | M Trillo        |                                 |
|           | Select Committee Work Programme                                   |                 |                                 |
| 4-Dec-17  | Medium Term Financial Plan Update                                 | A Stokes        |                                 |
|           | 2 <sup>nd</sup> Quarter Performance and Financial Review 2017/18  | A Stokes        |                                 |
|           | Renewal of the Gas Servicing Contract                             |                 |                                 |
| 12-Feb-18 | Third Quarter Performance and Financial Review 2017/18            | A Stokes        |                                 |
|           | Budget and Medium Term Financial Plan 2018/19                     | A Stokes        |                                 |
|           | Select Committee Work Programme                                   |                 |                                 |
|           |   |                 |                                 |
| 23-Apr-18 | Performance Annual Report   | V Higgins       |                                 |
|           | Select Committee Work Programme                                   |                 |                                 |
|           |   |                 |                                 |
| June-18   | Appointment of Chairman & Vice-Chairman                           |                 |                                 |
|           | Performance Targets and Indicators                                | V Higgins       |                                 |
|           | Fourth Quarter Performance and Financial Review (Outturn) 2017/18 | A Stokes        |                                 |
|           | Select Committee Work Programme                                   |                 |                                 |
|           |   |                 |                                 |

**CORPORATE**

|           |  |                         |  |
|-----------|--|-------------------------|--|
| July-17   | First Quarter Performance and Financial Review (Outturn) 2018/19 | C Hazledene / V Higgins |  |
|           | Select Committee Work Programme                                  |                         |  |
| To add in | Temporary Agency Services  | A Stokes                |  |
|           | Safeguarding Annual Report                                       | M Trillo                |  |
|           | Derbys & Notts Arrangements                                      |                         |  |

## COMMUNITY

Chairman: Councillor Young  
 Vice Chairman: Councillor Sizeland  
 Lead Officer: M Trillo

| Date        | Items   | Contact Officer          | Purpose/Method of Consideration |
|-------------|---|--------------------------|---------------------------------|
| 4-Oct-2017  | Update from Derbyshire Police   | Phil Booth               |                                 |
|             | Tameside and Glossop CCG – Intermediate Care Consultation/Urgent Care | Jess Williams            |                                 |
|             | Review of Enforcement of Environmental Crimes                         | Mark Trillo              |                                 |
|             | Work Programme  |                          |                                 |
| 29-Nov-2017 | Blythe House – Hospice at Home Programme                              | Ruth Brown               |                                 |
|             | Derbyshire Connect Services   | Chris Hegarty            |                                 |
|             | Tameside and Glossop CCG – Urgent Care consultation                   | Tameside and Glossop CCG |                                 |
|             | Work Programme  |                          |                                 |
| 7-Feb-2018  | Work Programme  |                          |                                 |
|             |   |                          |                                 |
| 18-Apr-2018 | Update from Police and Crime Commissioner                             | PCC Dhindsa              |                                 |
|             | Work Programme  |                          |                                 |
| June-2018   | Appointment of Chairman and Vice Chairman                             |                          |                                 |
|             | Work Programme  |                          |                                 |
| Aug-2017    | Work Programme  |                          |                                 |

## COMMUNITY

| COMMUNITY  |  |               |         |
|--|--|---------------|---------|
|  |  |               |         |
| To add<br>in/current<br>and planned<br>Sub-<br>Committees: | Update on Glossop Household Recycling Centre                     | C Brailsford  | DCC     |
|  | Review of Places for People Contract                             | K Parker      | 2016/17 |
|  | Community Rights   | M Forrester   |         |
|  | Update from EMAS & NWAS  | EMAS & NWAS   |         |
|  | Review of Cemetery Policy  | T Redfern     |         |
|  | Derbyshire Fire and Rescue Service (TBC)                         |               |         |
|  | Update on review of Disabled Facilities Grant                    | DCC           |         |
|  | Chartered Institute of Housing Review of Sheltered Accommodation | Mark Trillo   |         |
|  | Non-financial update from Housing Revenue Account Business Plan  | Helen Core    |         |
|  | Fairfield Road Update  | Mike Towers   |         |
|  | Adult Social Care Residential Care Policies and impact on HPBC   | DCC           |         |
|  | Monitoring of Alliance Environmental Services                    | Andrew Stokes |         |
|  |  |               |         |

## ECONOMY AND GROWTH

Chairman: Councillor A McKeown  
 Vice Chairman: Councillor Grooby  
 Lead Officer: Dai Lerner

| Date      | Items   | Contact Officer | Purpose/Method of Consideration |
|-----------|---|-----------------|---------------------------------|
| 28-Sep-17 | Terms of Reference Growth Strategy Working Group          | Pranali Parikh  |                                 |
|           | Accelerated housing delivery programme                    | Pranali Parikh  |                                 |
|           | Creative industries report                                | Kerry Towers    |                                 |
|           | Work Programme  |                 |                                 |
| 23-Nov-17 | Accelerated housing delivery programme – delivery options | Pranali Parikh  |                                 |
|           | Business support in the High Peak                         | Pranali Parikh  |                                 |
|           | Quarrying in the Peak District                            | Sarah Porru     |                                 |
|           | Local Plan – delivery report                              | Pranali Parikh  |                                 |
|           | Work programme  |                 |                                 |
|           | Crescent update   | Richard Tuffrey |                                 |
| 8-Feb-18  | Local Plan – delivery report                              | Pranali Parikh  |                                 |
|           | Design guidance   | Jo Brooks       |                                 |
|           | Work programme  |                 |                                 |
| 19-Apr-18 | Work Programme  |                 |                                 |
|           |   |                 |                                 |
| May-18    | Appointment of Chairman and Vice Chairman                 |                 |                                 |
|           | Work Programme  |                 |                                 |

## ECONOMY AND GROWTH

|           |   |   |  |
|-----------|---|---|--|
|           |   |   |  |
| Jul-17    | Local Plan – delivery report            | Hilary Senior                               |  |
|           | Work Programme                          |   |  |
| To add in | A628 and other infrastructure updates ? | Mark James/Partners to be invited to attend |  |
|           | Update/s on Peak Park Local Plan ?      |   |  |
|           | Greater Manchester Spatial Framework ?  |   |  |
|           | Update on IT Schemes ?                  |   |  |
|           |   |   |  |
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