

**RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER**

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).  
 The form must be completed and passed to the Chief Officer for Legal, Performance and Democratic Services no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Chief Officer for Legal, Performance and Democratic Services has confirmed the decision has not been called in.

**1. Description of decision**

To approve that an estimated net surplus at 31 March 2024 in relation to the Council Tax element of the Collection Fund of £1.305 million for 2023/2024 be shared between the Council, the Police & Crime Commissioner for Bedfordshire and the Bedfordshire Fire & Rescue Authority in proportion to their 2023/2024 precepts on the Collection Fund.

**2. Date of decision**

10 January 2024

**3. Reasons for decision**

The Council is required to assess the estimated Collection Fund position at 31 March 2024 for the 2024/2025 Revenue Budget for Bedford Borough Council and its major preceptors under the Local Government Finance Act 1992.

**4. Alternatives considered and rejected**

No alternatives have been considered as it is a legal requirement.

**5. How decision is to be funded**

The report sets out the additional funds to be distributed to the preceptors. There is no cost arising from the decision.

**6. Conflicts of interest**

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).
N/A			

The Mayor has been consulted on this decision

9 January 2024  
*Tom Wright*

Signed *Graine S. Coombes*

Date: 10 January 2024

Name of Decision Taker: *GRAINE S. COOMBES*

**This is a public document. A copy of it must be given to the Chief Officer for Legal, Performance and Democratic Services as soon as it is completed.**

Date decision published: .....10 January 2024.....

Date decision can be implemented if not called in: .....22 January 2024.....

(Decision to be made exempt from call in.....NO.....)

**BEDFORD BOROUGH COUNCIL – PORTFOLIO HOLDER DECISION**

**DATE – 10 JANUARY 2024**

**REPORT BY THE PORTFOLIO HOLDER FOR FINANCE AND THE ASSISTANT CHIEF EXECUTIVE (CHIEF FINANCE OFFICER)**

**SUBJECT: COLLECTION FUND – ESTIMATED COUNCIL TAX POSITION**

**1. EXECUTIVE SUMMARY**

To determine the estimated Collection Fund position at 31 March 2024.

**2. RECOMMENDATION**

To approve that an estimated net surplus at 31 March 2024 in relation to the Council Tax element of the Collection Fund of £1.305 million for 2023/2024 be shared between the Council, the Police & Crime Commissioner for Bedfordshire and the Bedfordshire Fire & Rescue Authority in proportion to their 2023/2024 precepts on the Collection Fund.

**3. REASON FOR RECOMMENDATION**

The Council is required to assess the estimated Collection Fund position at 31 March 2024 for the 2024/2025 Revenue Budget for Bedford Borough Council and its major preceptors under the Local Government Finance Act 1992.

**4. KEY IMPLICATIONS**

(a) Legal Issues

The Local Government Finance Act 1992 requires the Council to determine the estimated surplus or deficit on the Collection Fund at 31 March in respect of Council Tax prior to 15 January preceding the financial year for which budget calculations are to be made, in order that the precepting authorities can be notified and take their share of the surplus or deficit into account before finalising their precepts for 2024/2025.

(b) Policy

There are no specific policy issues arising directly from the report.

(c) Resource Implications

The Council's share of the Collection Fund surplus is forecast at £1.084 million.

(d) Risk Implications

In the event that the anticipated rate of collection of Council Tax is not achieved, the Collection Fund could fall into deficit. The position cannot be rectified until the following financial year when each of the precepting authorities would be required to take this adjustment into account when determining their precepts for the following financial year.

(e) Environmental implications and contribution to achieving a net zero carbon Council by 2030

There are no environmental implications arising directly from the report.

(f) Equalities Impact

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

A relevance test for equality has been completed. The equality test determined that the activity has no relevance to Bedford Borough Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. An equality analysis is not needed.

## 5. DETAILS

The Local Government Finance Act 1992 requires the Council to determine the estimated surplus/deficit on the Collection Fund as at 31 March in respect of Council Tax prior to 15 January. This enables the precepting authorities to consider their share of any surplus or deficit before finalising their precepts for 2024/2025.

The table below identifies the impact of the adjustment made for the actual surplus as of 31 March 2023, being the difference between the estimated and actual surplus shares relating to the 2022/2023 financial year. This is supplemented by the estimated surplus on the Collection Fund relating to Council Tax as of 31 March 2024, and sets out the surplus shares across precepting bodies in accordance with current regulations:

<b>Estimated Surplus Calculation</b>	<b>£</b>		<b>£</b>
<b>Balance in the Collection Fund relating to Council Tax as at 31 March 2023 after allowing for bad debts</b>			<b>1,952,817</b>
Less: Surplus paid in 2023/2024 (based on forecast made in previous year) *			
Bedford Borough Council	1,260,878		
The Police & Crime Commissioner for Bedfordshire	174,621		
Bedfordshire Fire & Rescue Authority	75,746		
			<u>1,511,245</u>
<b>Surplus of Actual Balance Against Estimate</b>			<b>441,572</b>
<b>Add: Estimated Surplus/(Deficit) in 2023/2024</b>			<b>863,349</b>
<b>Estimated Surplus/(Deficit) at 31 March 2024 for Distribution (see below)</b>			<b>1,304,921</b>
<b>Share of Estimated Surplus/(Deficit) Calculation</b>	<b>2023/2024 Precept</b>	<b>%</b>	<b>Share of Surplus</b>
	<b>£</b>		<b>£</b>
Bedford Borough Council (including Parishes)	110,577,011	83.05%	1,083,737
The Police & Crime Commissioner for Bedfordshire	15,741,256	11.82%	154,242
Bedfordshire Fire & Rescue Authority	6,834,386	5.13%	66,942

\*The net surplus for 2023/2024 includes the final year of the deficit spreading arrangement arising from the 2020/2021 financial year

## 6. **ALTERNATIVES CONSIDERED AND REJECTED**

- 6.1 This is a legislative requirement as per the Local Government Finance Act 1992.
- 6.2 Scenarios were developed for consideration to evaluate the impact of the levels of dwellings growth and economic forecasts to assess the impact on council tax support.

## 7. **SUMMARY OF CONSULTATIONS AND OUTCOME**

The following Council Units or Officers and/or other organisations have been consulted in preparing this report:

- Chief Executive
- Assistant Chief Executive (Chief Finance Officer)
- Relevant Managers

No adverse comments have been received.

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*File Reference:* N/A

*Previous Relevant Minutes:* Executive, 4 January 2023, 55

*Background Papers:* None

*Appendices:* None