



# Knowsley

Budget and Performance  
Report 2003/2004



KNOWSLEY  
COUNCIL  
WOMINI



[www.knowsley.gov.uk](http://www.knowsley.gov.uk)

Knowsl@ Council

Knowing the value of  
excellent service

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The information in this booklet is also available  
on the Council's website at

**<http://www.knowsley.gov.uk>**

The website contains an extensive range of information  
relating to the Authority and its services.

For the financial year 2003/04, the Council has set a budget, which strikes a balance between an affordable level of Council Tax and the need to invest in and improve the key services that the Council provides. This budget allows the Authority to invest in priority areas while continuing to have the lowest Council Tax on Merseyside.

Through effective financial planning and improved links between performance and spending, the Council has been able to invest in all its key service areas as part of the 2003/04 Budget. The Authority has allocated more money to schools to help continue the improvement in raising attainment standards. In addition, the Budget provides for additional spending on Social Services and extra resources to help the child protection service. In consultation with the Knowsley Partnership, the Council will be making available substantial sums of money across the Borough to help tackle the causes and effects of deprivation. Altogether, the Budget will give the Authority the ability to invest £44m worth of new spending aimed at improving the quality, efficiency and performance of its services and facilities for everyone who lives or works in Knowsley. This will lead to further improvements in other key service areas including; community safety, employment opportunities, the environment and leisure services

The Council Tax for 2003/04 is £628.50 (excluding Parish Councils) at Band "A", which is the relevant band for the majority of households in Knowsley. At 2.44%, the Council Tax increase over last year is the lowest increase in Merseyside and one of the lowest in the Country. The Police and Fire precepts have increased by 7.15% and 18.41% respectively, and when added to Knowsley's increase give an overall increase in Council Tax bills of 3.5%. As always, the Council will strive to maximise the funds available for service provision by committing itself to collecting the Council Tax in full.

Pages 15 to 22 of this booklet explain how your Council Tax Demand has been calculated. Subject to your circumstances, you may be entitled to Council Tax Benefit, which would reduce the amount you must pay. In some instances, the reduction can be a full 100% of the Council Tax Demand. If you need assistance or advice with regard to benefits, please contact staff at the One Stop Shops or Contact Centre listed on page 5 of this booklet.

**STEVE HOUSTON**

**Director of Finance & Information Society Technologies**

# Knowsley's Budget 2002-03

(includes Police & Fire Precepts)

	Gross Expenditure £m	Income £m	Net Expenditure £m	Per Head of Population £
<b>SERVICES PROVIDED DIRECTLY BY THIS COUNCIL</b>				
Central Services	24.491	11.573	12.918	
Cultural, Environmental & Planning Services	50.196	18.691	31.505	
Education Services	117.815	19.027	98.788	
Highways, Roads & Transport Services	11.099	0.040	11.059	
Housing Services	30.848	26.978	3.870	
Social Services	46.146	11.542	34.604	
<b>Total Portfolio Requirements</b>	<b>280.595</b>	<b>87.851</b>	<b>192.744</b>	
<b>PROVISIONS AND FUNDS</b>				
Capital Financing Transactions			Cr 22.315	
Provision for Pay and Prices			7.369	
Funds and Reserves			0.332	
Provision for New Initiatives / "Seedcorn Fund"			0.600	
<b>COST OF SERVICES PROVIDED DIRECTLY BY THIS COUNCIL</b>			<b>178.730</b>	
<b>SERVICES PROVIDED BY CHARGING AND LEVYING BODIES FOR WHICH THIS COUNCIL IS CHARGED</b>				
Coroners Service			0.115	
Flood Defence			0.520	
Waste Disposal			3.028	
Passenger Transport			9.146	
<b>TOTAL BUDGET REQUIREMENT FOR BOROUGH PURPOSES</b>			<b>191.539</b>	<b>1251.128</b>
LESS : Revenue Support Grant			Cr 108.139	Cr 706.361
: Business Rates			Cr 45.472	Cr 297.022
<b>NET BOROUGH REQUIREMENT TO BE FINANCED FROM COUNCIL TAX</b>			<b>37.928</b>	<b>247.745</b>
<b>POLICE PRECEPT</b>			3.905	
<b>FIRE AND CIVIL DEFENCE PRECEPT</b>			1.726	
<b>TOTAL TO BE FINANCED BY COUNCIL TAX</b>			<b>43.559</b>	<b>284.526</b>

The above excludes gross expenditure on the Housing Revenue Account of £12.968m (based on 3.5 months in the financial year before the transfer of the housing stock) which is financed mostly by rents, interest receivable and subsidy from the Government.

# Knowsley's Budget 2003-04

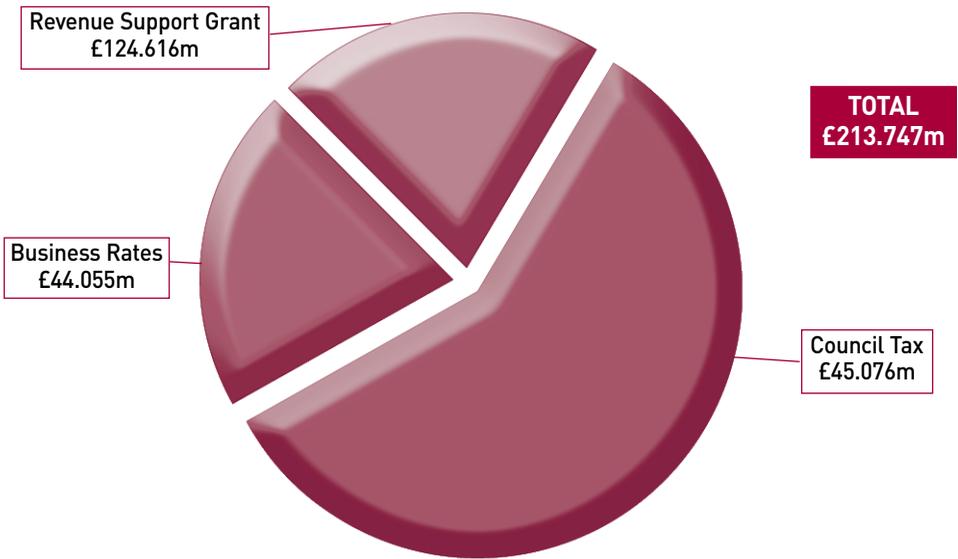
[includes Police & Fire Precepts]

	Gross Expenditure £m	Income £m	Net Expenditure £m	Per Head of Population £
<b>SERVICES PROVIDED DIRECTLY BY THIS COUNCIL</b>				
Central Services	41.836	25.946	15.890	
Cultural, Environmental & Planning Services	41.858	15.284	26.574	
Education Services	124.266	21.482	102.784	
Highways, Roads & Transport Services	12.207	0.092	12.115	
Housing Services	62.977	56.718	6.259	
Social Services	49.688	10.764	38.924	
<b>Total Portfolio Requirements</b>	<b>332.832</b>	<b>130.286</b>	<b>202.546</b>	
<b>PROVISIONS AND FUNDS</b>				
Capital Financing Transactions			Cr 13.778	
Provision for Pay and Prices			4.412	
Funds and Reserves			0.354	
Efficiency Plan - Cash Saving			Cr 0.500	
Performance Improvement Fund			0.600	
<b>COST OF SERVICES PROVIDED DIRECTLY BY THIS COUNCIL</b>			<b>193.634</b>	
<b>SERVICES PROVIDED BY CHARGING AND LEVYING BODIES FOR WHICH THIS COUNCIL IS CHARGED</b>				
Coroners Service			0.120	
Flood Defence			0.551	
Waste Disposal			3.347	
Passenger Transport			9.867	
<b>TOTAL BUDGET REQUIREMENT FOR BOROUGH PURPOSES</b>			<b>207.519</b>	<b>1379.093</b>
LESS : Revenue Support Grant			Cr 124.616	Cr 828.151
: Business Rates			Cr 44.055	Cr 292.773
<b>NET BOROUGH REQUIREMENT TO BE FINANCED FROM COUNCIL TAX</b>			<b>38.848</b>	<b>258.169</b>
<b>POLICE PRECEPT</b>			4.184	
<b>FIRE AND CIVIL DEFENCE PRECEPT</b>			2.044	
<b>TOTAL TO BE FINANCED BY COUNCIL TAX</b>			<b>45.076</b>	<b>299.558</b>

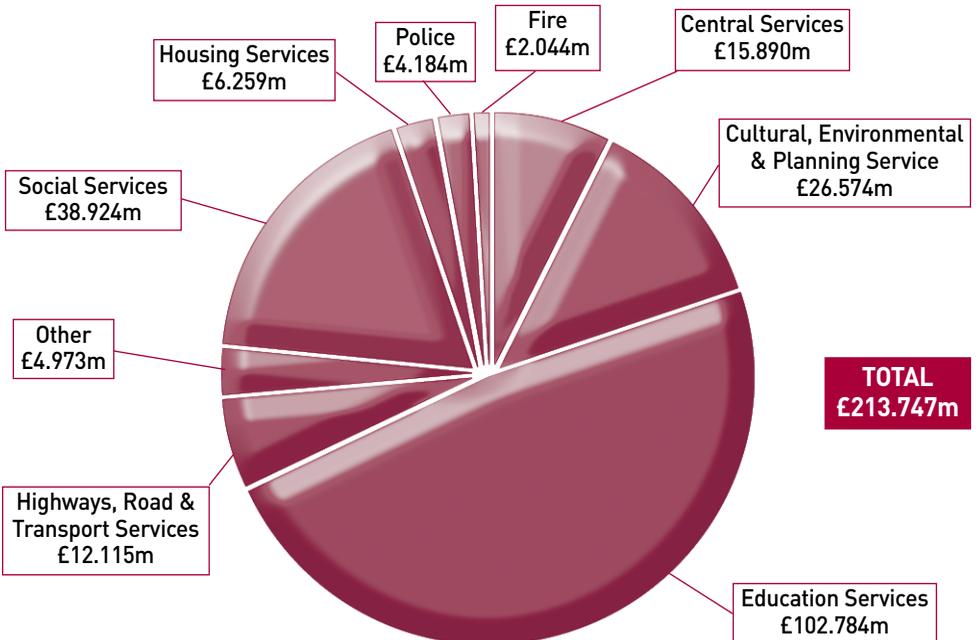
The above excludes Parish Precepts which total £0.847m, which are levied differently on designated areas of the Borough, as set out on Page 16. Gross expenditure includes capital charges and other indirect portfolio expenditure.

# Pie Charts

## Where the Council gets its money from



## How the Council spends its money



## Working for Knowsley

The number of people employed by the Council is expected to rise by 176 from 3100 in 2002/03 to 3276 full time equivalents (excluding teachers) in 2003/04.

## Outstanding Loans & Borrowing

Loans outstanding at 31st March 2002 were £220.422m.

## Capital Investment

The Council plans to spend £38.485m in the coming year on capital schemes; major projects; housing improvements; improving roads; improving schools; and the purchase of vehicles and equipment.

Transport	9.446m
Education and Lifelong Learning	16.068m
Health and Social Services	0.149m
Housing Improvement Programme	2.979m
Environmental, Protection & Cultural Services	9.843m
	<hr/>
	38.485m

## Assistance with Council Tax or Benefit Enquiries

The One Stop Shops listed below will be pleased to assist personal or telephone callers with Council Tax enquiries or advice on how you may seek help under the Benefit Scheme.

		Telephone (Minicom)
Halewood:	Halewood One Stop Shop Raven Court, Leathers Lane	0151 443 2004 (0151 443 4444)
Huyton:	Huyton One Stop Shop Municipal Buildings, Archway Road	0151 443 3543 (0151 443 4444)
Kirkby:	Kirkby One Stop Shop Municipal Buildings, Cherryfield Drive	0151 443 4248 (0151 443 4444)
Prescot:	Prescot One Stop Shop Prescot Shopping Centre, Aspinall Street	0151 443 4676 (0151 443 4444)

For enquiries regarding Council services please ring 0151 489 6000.

Information on council tax exemptions, discounts and benefits can be found from page 15 onwards.

# Charges and Levies

## Charges and Levies

These relate to amounts on your bill which Knowsley is required to pay to other organisations which provide services to Merseyside residents.

## Coroners Service

The day to day cost of running the Coroners Service is estimated at £0.552m for 2003/04. This is apportioned between the Councils of Knowsley, Sefton, and St. Helens on the basis of population resulting in a charge to this Council of £0.136m compared to £0.115m in 2002/03.

## Transferred Debt

Included within Capital Financing Transactions is the charge to Knowsley of £1.128m in respect of debt incurred by Lancashire and Merseyside County Councils prior to local government re-organisation. The debt relates to expenditure on buildings and highways.

## Flood Defence

The Environment Agency maintains approximately 6,000 kilometres of rivers and over 200 kilometres of sea and estuary defences. Within the North West, improvement works are undertaken to help prevent homes and property being flooded from rivers and the sea. A sophisticated round-the-clock flood warning system monitors conditions and issues flood warnings during severe weather conditions. An extra £1.3m is planned to be spent in the region during 2003/04 on flood defences carrying out studies for new schemes on the Rivers Mersey, Douglas, Ribble and Lune and continuing to expand and improve our flood warning service.

The service is estimated to cost £28.623m in 2003/04 compared to £26.876m in 2002/03. The cost is apportioned between authorities in the North West on the basis of the number of Band 'D' properties. The charge to Knowsley for 2003/04 is £0.551m compared to £0.520m in 2002/03.

## Waste Disposal

The Merseyside Waste Disposal Authority arranges for the disposal of household and commercial waste collected by your council. It also provides Waste Reception Centres for local residents, promotes recycling initiatives and has a strategic objective of reducing the amount of waste being generated.

# Charges and Levies

The Merseyside Waste Disposal Authority directs the District Waste Collection Authorities where to deliver household and commercial wastes, having arranged contracts for that purpose. It also arranges for the provision of Waste Reception Centres, promotes recycling initiatives and has a strategic objective of reducing the amount of waste being generated.

The Authority produces a Best Value Performance Plan (BVPP) each year. This sets out the principal objectives of the Authority and details current performance, future targets and how services will be reviewed. A copy of the BVPP 2003/04 will be available from the Authority from 30th June 2003. In the coming year, the Authority will be working with your council to develop waste management options to increase household waste recycling from an estimated 5.75% in 2002/03 to 10% in 2003/04.

The Revenue Budget for 2003/04 reflects the full cost of waste disposal in Merseyside.

## MERSEYSIDE WASTE DISPOSAL AUTHORITY REVENUE BUDGET 2003/04

2002/03 Estimate £m		2003/04 Estimate £m
23.100	Gross Expenditure (base)	25.500
10.200	Landfill Tax	11.100
<hr/>		<hr/>
33.300		36.600
<hr/>		<hr/>
Cr 1.100	Less Income and Recharges	Cr 1.300
<hr/>		<hr/>
32.200		35.300
<hr/>		<hr/>
Cr 1.700	Less Transfer of Revenue Balances	Cr 1.500
<hr/>		<hr/>
30.500	Net Expenditure (The Levy)	33.800
<hr/>		<hr/>

Knowsley will be levied £3.347m compared to £3.028m in 2002/03.

For enquiries please contact:

**Merseyside Waste Disposal Authority**  
2nd Floor, North House, 17 North John Street, Liverpool L2 5QY  
Telephone: 0151 255 1444

# Merseyside Passenger Transport Authority

The Authority's Levy on District Councils in 2003/04 has increased by a total of £5.448m compared with the previous year. Although the increase averages 6.5%, it ranges from 4.6% to 8.4% for individual Districts due to changes in the local population base used to apportion the Levy.

The Levy rise reflects inflation, and additional financing and operating costs in respect of a variety of new capital projects undertaken in partnership with District Councils and other organisations as part of Merseyside's Local Transport Plan.

Merseytravel has accommodated the extra costs of providing supported bus services and a new statutory obligation to provide travel concessions for males aged 60/64 by a package of savings and the full use of working balances. Scope has been found within the Budget for a small volume of operating improvements, funded by a more effective deployment of resources.

The Levy rise complies with a strategic objective of the Authority and matches the average increase in Formula Spending Shares of the District Councils. This increase will enable the Authority to continue its initiatives to improve public transport facilities throughout Merseyside.

The use of balances and rail grant totalling £77.766m reduces the total levy requirement to £89.283m.

# Merseyside Passenger Transport Authority

## MERSEYSIDE PASSENGER TRANSPORT AUTHORITY REVENUE BUDGET 2003/04

	2002/03			2003/04		
Gross Expend £m	Service Income £m	Net Cost £m		Gross Expend £m	Service Income £m	Net Cost £m
<b>Service Requirements</b>						
23.036	8.189	14.847	Bus Services	27.207	9.646	17.561
90.766	24.378	66.388	Rail Services	86.645	11.045	75.600
48.226	9.000	39.226	Travel Concessions	53.152	14.610	38.542
12.811	2.547	10.264	Facilities and Promotion	13.636	2.738	10.898
5.002	0.228	4.774	Corporate Policy & Planning	5.483	0.382	5.091
19.380	1.119	18.261	Funds Management	21.270	1.196	20.074
4.897	2.793	2.104	Mersey Ferries	5.017	2.771	2.246
28.461	31.424	Cr 2.963	Mersey Tunnels	29.470	32.433	Cr 2.963
<u>232.579</u>	<u>79.678</u>	<u>152.901</u>	<b>Total Spending</b>	<u>241.880</u>	<u>74.831</u>	<u>167.049</u>

### Note:

Knowsley's contribution to the total levy requirement is £9.867 (£9.146m in 2002/03) representing 11.05% of the total levy.

Merseytravel has a current establishment of 864 which is expected to increase by 3 during 2003/04.

**J. D. WILKINSON**

Director of Resources

Merseyside Passenger Transport Authority and Executive (Merseytravel)

24 Hatton Garden, Liverpool, L3 2AN.

Telephone: 0151 227 5181

# Merseyside Police Authority Precept

The Police Authority has set a Budget for 2003/2004 at £303,208,150. The precept, which provides the balance of funding not covered by Government Grant, is set at £42,252,100 equivalent to £101.54 at Band D, an increase of 7.15% (£6.78 p.a. at Band D or equivalent to £0.13 per week) over the current year's level.

This is the first year of the Government's Spending Review 2002 and the headline settlement figure for support to the Police Service in 2003/2004 is an increase of 6.2%. However, once account is taken of increases in Specific Grant funding and centrally provided services, the average increase given directly to Police Authorities is 3.7%. However, following the lobbying of the Government by the Authority, significant beneficial changes have been made to the new funding formula. In particular, the recognition of the demand and workload of Metropolitan Police Authorities has had a significant impact. In addition, the settlement finally recognises the fact that Merseyside has one of the lowest tax bases in the country, thereby limiting its ability to generate income through the council tax.

The full impact of these changes have not been felt by this and other Authorities due to the "Floor and Ceilings" methodology, which the Government has maintained in order to cushion the most detrimental impact on predominantly Rural Police Forces. Consequently, Merseyside's General Grant increase is at the level set for the ceiling, i.e. 4.9%. The actual impact of the formula changes without the ceiling would have resulted in a grant increase of 5.85%, i.e. an additional £2.2m. The net increase for this Authority at only 4.9% is insufficient to meet the needs of inflation, particularly pay and pensions, and the cost of the Police Reform programme.

To enable a balanced budget to be achieved, the Chief Constable has identified savings of some £2.652m. This, together with the precept increase, will enable the Chief Constable to both preserve core services and invest in service developments. In particular this budget will enable him to increase operational police posts by 77 in support of the Force's key priorities of increasing public satisfaction, reducing crime and supporting Neighbourhood Policing.

**STEVE HOUSTON**

Treasurer

Merseyside Police Authority  
PO Box 101a, West House, Mercury Court, Liverpool  
Telephone: 0151 236 4748

# Merseyside Police Authority Precept

## MERSEYSIDE POLICE AUTHORITY REVENUE BUDGET 2003/04

2002/03 £m		Per Head of 2003/04 £m	Population £
	<b>STRATEGIC DEVELOPMENT</b>		
	Strategic Development	5.342	3.92
	<b>ADMINISTRATIVE SUPPORT</b>		
	Personnel and Development	7.911	5.81
	Finance	10.966	8.05
	Corporate Services	14.184	10.42
	<b>OPERATIONS</b>		
	Basic Area Operations	113.133	83.08
	Call Management and Response	15.571	11.43
	Grant Aided Initiatives	2.769	2.03
	Middle Market Drugs Unit	2.137	1.57
	Special Constabulary	0.126	0.09
	Community Relations	0.627	0.46
	<b>OPERATIONAL SUPPORT</b>		
	Operational Support	41.095	30.18
	Crime and Intelligence	13.794	10.13
	Force Crime Operations	14.376	10.56
	<b>OPERATIONAL CONTINGENCY FUND</b>		
	Operational Contingency Fund	0.623	0.46
	<b>POLICE SUPPORT SERVICES UNIT</b>		
	PSSU Administration and Finance	1.638	1.20
	<b>NON RECHARGEABLE FINANCING ITEMS AND LEVIES</b>		
	Police Pensions	62.947	46.23
	Forcewide Services	2.566	1.88
	Capital Charges	3.790	2.78
	Contingency for Pay and Price Increases	6.800	4.99
	Provision for Police Reform Pay and Conditions	5.176	3.80
	Income	Cr 13.876	Cr 10.19
	<b>NET EXPENDITURE</b>	<b>311.694</b>	<b>228.91</b>
	Transfer from Asset Management Revenue Account	Cr 5.097	Cr 3.74
	Interest and Investment Income	Cr 0.450	Cr 0.33
	<b>NET OPERATING EXPENDITURE APPROPRIATIONS</b>	<b>306.147</b>	<b>224.83</b>
	Contributions to/(from) Capital Reserves		
	- Financing of Capital Expenditure	1.450	1.06
	- Adj. to provision for repayment of external loans	Cr 4.389	Cr 3.22
	Contribution from the Robbery Initiative Reserve	Cr 0.896	Cr 0.66
	Contribution from General Balances	Cr 0.300	Cr 0.22
<b>279.740</b>	<b>TOTAL NET EXPENDITURE</b>	<b>302.012</b>	<b>221.80</b>
Cr 126.336	Less: Specific Home Office Revenue Grants: General Grants	Cr 134.477	Cr 98.76
Cr 11.156	Specific Grants	Cr 19.149	Cr 14.06
Cr 67.822	Revenue Support Grant	Cr 86.617	Cr 63.61
Cr 34.954	Business Support Grant	Cr 19.436	Cr 14.27
Cr 0.148	Surplus on Collection Fund	Cr 0.081	Cr 0.06
<b>39.323</b>	<b>TOTAL PRECEPT REQUIREMENT</b>	<b>42.252</b>	<b>31.03</b>

Note: Knowsley's contribution to total precept requirements is £4.184m representing 9.9% of the total precept. Loans outstanding at 31st March 2003 are estimated to be £23.630m. The budget allows the Chief Constable a staffing level of 4,268 officers and 1,843 civilians in 2003/04.

# Merseyside Fire and Civil Defence Authority Precept

The Authority has set a budget of £69.669m for 2003/04. This represents an increase of £4.7m or 7.2% compared to the budget for 2002/03. Allowing for the expected impact of pay awards and price increases has added expenditure of £2.1m. Unavoidable increases in expenditure of £2.2m include the full year impact of recruiting 80 new firefighters (£0.6m), increases in pension costs (£0.7m) and Employer's National Insurance contributions (£0.4m). To offset these increases in expenditure efficiency savings of £0.6m have been identified and revenue reserves of £1.0m have been used to cushion the impact.

The budget makes significant provision for the Authority's world leading Community Fire Safety Work, carrying out home fire risk assessments, fitting free smoke alarms and working with the community to reduce the incidence of death and injury from fire.

To get a home fire risk assessment either ring Fire Service Direct on 0800 731 5958, visit our website at [www.merseyfire.gov.uk](http://www.merseyfire.gov.uk) or call your community fire station.

This year the formula used to award grant was changed. Standard Spending Assessments were replaced with Formula Spending Shares. Merseyside received £61.551m for 2003/04. The government support we received was £48.996m, an increase of 3.1%.

The Authority has issued a precept on the five Merseyside District Councils of £20.636m, which is equivalent to a Council Tax of £49.59 for a Band D property. This is an increase of 18.41% compared to the 2002/03 Band D Council Tax of £41.88.

A summary of the Authority's performance can be found at [www.merseyfire.gov.uk](http://www.merseyfire.gov.uk) as well as in libraries, doctors and dentists waiting rooms or by contacting the Best Value Officer on 0151 296 4404.

# Merseyside Fire and Civil Defence Authority Precept

## MERSEYSIDE FIRE AND CIVIL DEFENCE REVENUE BUDGET 2003/04

2002/03 Estimate £m		2003/04 Estimate £m	Per head of population £
71.608	Total Expenditure	74.818	
Cr 5.623	Less Income	Cr 5.193	
<b>65.985</b>	<b>NET EXPENDITURE</b>	<b>69.625</b>	
Cr 1.000	Contribution (from) / to Reserves	0.044	
<b>64.985</b>	<b>BUDGET REQUIREMENT</b>	<b>69.669</b>	<b>51.16</b>
Cr 32.650	Revenue Support Grant	Cr 35.176	Cr 25.83
Cr 14.887	Non-Domestic Grant	Cr 13.821	Cr 10.15
Cr 0.068	Collection Fund Surpluses	Cr 0.036	Cr 0.03
<b>17.380</b>	<b>PRECEPT REQUIREMENT</b>	<b>20.636</b>	<b>15.15</b>

## STAFFING

2002/03 Estimate		2003/04 Estimate
1347	Firefighter	1367
52	Control Room Staff	54
292	APT&C Staff	300
<b>1691</b>	<b>TOTAL EMPLOYEES</b>	<b>1721</b>

### Note:

Knowsley's contribution to expenditure financed by precept is £2.044m which represents 10% of the total precept. Loans outstanding at 31st March 2002 were £25.341m.

### PHILIP KELLY

Treasurer to the Fire Authority

Fire Service Headquarters

Bridle Road, Bootle, Liverpool L30 4YD

Telephone: 0151 296 4000 (for enquiries on the Fire Authority)

Telephone: 0151 296 4204 (for finance enquiries)

# Parish Councils

The six Parish Councils within the Knowsley Borough 'precept' for their own budget requirements. If you live in a Parish you will contribute according to your property valuation the fourth element shown on your account. A summary of the Parish precepts is shown at page 16.

The estimated gross expenditure for those Parishes/Town Councils issuing a precept in excess of £100,000 is:

	2002/03	2003/04
	£m	£m
Halewood	0.327	0.350
Whiston	0.190	0.198
Knowsley	0.225	0.232
Prescot	0.411	0.438

**Halewood:** The Town Council operates two community centres (Arncliffe Centre and Hollies Hall), and is responsible for most of the parks, pitches, open spaces and playgrounds in the town. It also maintains an overview of a number of facets of life in the Parish, including environmental, planning and highway issues, and inter-agency liaison. The Town Council has continued to invest in major capital expenditure for the benefit of the residents within the Township, but has nevertheless still managed to reduce the total precept for 2003/04 by 18% compared to last year.

**Whiston:** The Town Council has been able to keep the precept to an acceptable level whilst continuing to support projects which will benefit the community of Whiston. The three community centres operated by the Council (Dragon Lane, Lickers Lane and Robert Foulkes) are being used extensively which is reflected in an increase in income. In 2002/03 over 66,000 people have used the centres.

**Knowsley:** The Council by prudent financial management has been able to keep the precept increase to 4% despite the need for additional resources for capital works. The Council continues to provide leisure facilities within the area, and also works closely in partnership with the borough Council by providing additional funding for youth and play work provision within the parish.

**Prescot:** The Town Council has been able to keep the precept to a minimum whilst continuing to substantially support the ongoing maintenance and running costs of Prescot Leisure Centre. The Town Council also manage a playground and football pitches at King George Vth Playing Field, Wood Lane and a playground, pitch and putt and bowling green at Eaton Street.

# Council Tax Demand Notice Explanatory Notes

THE FOLLOWING NOTES FORM PART OF YOUR COUNCIL TAX DEMAND AND SHOULD BE READ CAREFULLY

## Council Tax Valuation Bands

Most dwellings will be subject to Council Tax. There will be one bill per dwelling, whether it is a house, bungalow, flat, maisonette, mobile home or houseboat, and whether it is owned or rented.

Each dwelling has been allocated to one of eight bands according to its open market capital value at 1 April 1991:

Valuation Band	Range of values
A	Up to and including £40,000
B	£40,001 - £52,000
C	£52,001 - £68,000
D	£68,001 - £88,000
E	£88,001 - £120,000
F	£120,001 - £160,000
G	£160,001 - £320,000
H	More than £320,000

Your Council Tax bill states which band applies to your dwelling. Valuations have been completed by the District Valuer (address given on page 22).

## Your Council Tax Account

The account you have received includes a charge for at least three services:

- Knowsley Services - pages 5 to 9
- Police - pages 10 and 11
- Fire and Civil Defence - pages 12 and 13

Some parts of the Borough fall within one of six Parish/Town Councils. These are discussed on page 14.

# Council Tax Demand Notice

## Explanatory Notes

The actual amount billed will vary dependant upon which of the eight valuation bands has been allocated to your dwelling, as follows:

	Net Requirement £m	Property Bands								% Change
		A £	B £	C £	D £	E £	F £	G £	H £	
Knowsley	38.848	628.50	733.25	838.00	942.75	1152.25	1361.75	1571.25	1885.50	2.4%
Police	4.184	67.69	78.98	90.26	101.54	124.10	146.67	169.23	203.08	7.15%
Fire	2.044	33.06	38.57	44.08	49.59	60.61	71.63	82.65	99.18	18.41%
<b>TOTALS</b>	<b>45.076</b>	<b>729.25</b>	<b>850.80</b>	<b>972.34</b>	<b>1093.88</b>	<b>1336.96</b>	<b>1580.05</b>	<b>1823.13</b>	<b>2187.76</b>	<b>3.5%</b>

In addition residents who live in parishes will have to contribute towards the cost of their Parish Council. These additional costs are as follows:

	Total Precept £m	Property Bands								% Change
		A £	B £	C £	D £	E £	F £	G £	H £	
Cronton	0.01	12.24	14.29	16.33	18.37	22.45	26.53	30.61	36.74	-5%
Halewood	0.278	32.51	37.93	43.34	48.76	59.60	70.43	81.27	97.52	-18%
Knowsley	0.221	45.34	52.90	60.46	68.02	83.13	98.25	113.36	136.04	4.1%
Prescot	0.157	32.26	37.64	43.02	48.40	59.15	69.91	80.66	96.80	6.6%
Tarbock	0.004	3.42	3.99	4.56	5.13	6.28	7.42	8.56	10.26	-2.8%
Whiston	0.178	31.87	37.18	42.49	47.80	58.42	69.04	79.66	95.60	2.2%
<b>Total Parish</b>	<b>0.848</b>									

## Exempt Dwellings

There are certain classes of dwellings that are exempt from Council Tax. They are:

- **Unoccupied Categories**

- an unoccupied and unfurnished dwelling that has been so for less than 6 months. (Class C)
- an unoccupied dwelling that requires or is undergoing structural alteration or major repair work to make it habitable; or such alterations or works have been completed for less than 6 months. Following legislative changes, from April 2000 this exemption is time limited to a maximum of 12 months. Those properties which have been exempt under this class for 12 months or more at 1st April 2000, will now be subject to a 50% charge. (Class A)
- a dwelling that has been unoccupied for up to 6 months and is owned by a charity. (Class B)
- an unoccupied dwelling left empty by a person who has gone to prison (except those in prison for non payment of Council Tax or a fine). (Class D)
- an unoccupied dwelling left empty by a person who is now resident in a hospital or a nursing home. (Class E)
- an unoccupied dwelling where the last occupier has died and the personal representative is waiting for a grant of probate or letters of administration or less than 6 months have elapsed since such a grant was made. (Class F)
- a dwelling, the occupation of which is prohibited by law. (Class G)
- an unoccupied dwelling waiting to be occupied by a minister of religion. (Class H)
- an unoccupied dwelling where a person has moved out to receive personal care. (Class I)
- an unoccupied dwelling where a person has moved to provide personal care to another person. (Class J)
- an unoccupied dwelling which was last occupied solely by students. (Class K)
- an unoccupied dwelling which has been repossessed by a mortgagee. (Class L)

# Council Tax Demand Notice

## Explanatory Notes

- an unoccupied dwelling that forms part of another dwelling and which may not be let separately. (Class T)
  - an unoccupied dwelling which is the responsibility of a bankrupt's trustee. (Class Q)
  - an unoccupied caravan pitch or boat mooring. (Class R)
- **Occupied Categories**
    - a hall of residence provided predominantly for students. (Class M)
    - a dwelling wholly occupied by students. (Class N)
    - forces barracks, married quarters and accommodation for visiting forces. (Classes O and P)
    - a dwelling occupied only by a person or persons under the age of 18. (Class S)
    - a dwelling occupied by a severely mentally impaired person or persons. (Class U)
    - a dwelling occupied only by diplomats or their non British spouse. (Class V)
    - a dwelling that is a separate unit within a property and is occupied by a dependant relative of the tax payer of that property. (Class W)

If you consider that your property falls into one of the above categories and should be exempt, please contact the Council Tax Office for an application form.

## Discounts

### Single Person and Unoccupied Property Discounts

Your Council Tax bill comprises two elements, 50% property element and 50% personal element. A full Council Tax bill assumes that there are at least two qualifying adults resident in the household.

Where only one adult lives in a dwelling, and it is their main or sole residence, the Council Tax bill is reduced by 25%, this is known as single person discount.

If a dwelling is no-one's main residence, then the owner is entitled to a 50% discount. This can apply to empty and unoccupied dwellings and second homes.

## Status Discounts (Disregards)

Certain people will not be counted when looking at the number of adults resident in a dwelling. This means that it is possible to qualify for a discount where there are two or more adult residents.

These disregarded adults can be classified as follows:

- full time students, student nurses, apprentices and Youth Training trainees.
- patients resident in hospital.
- people who are being looked after in care homes.
- people who are mentally impaired.
- people staying in certain hostels and night shelters.
- 18 and 19 year olds who are at or who have just left school after completing a qualifying course of education.
- careworkers working for low pay, usually for charities.
- people caring for someone with a disability who is not a spouse, partner or child under 18.
- members of visiting forces and certain international institutions.
- members of religious communities (monks and nuns).
- people in prison (except those in prison for non-payment of Council Tax or a fine).
- spouses of students who are not of British citizenship and who are prevented by the terms of their stay in the United Kingdom from taking paid employment or from claiming benefit.
- Diplomats and their non British spouse.

If you think you may be entitled to a discount and none is shown on your bill, please make your application in writing to the Council Tax Office.

# Council Tax Demand Notice

## Explanatory Notes

If your bill has been reduced by a discount, the code adjacent to the discount on your bill will indicate which of the following circumstances apply:

**25% discount single occupancy** - one adult occupier only **or** two or more occupiers but only one person is not disregarded.

**50% discount zero occupancy** - property which has been empty more than six months **or** is no ones sole or main residence **or** where all occupiers are disregarded.

**50% discount second home** - property is unoccupied but still furnished.

If your bill indicates that a discount has been allowed, you must tell the Council of any change of circumstances which affects your entitlement. If you fail to do so you may be required to pay a penalty.

### People with Disabilities

If you or someone who lives with you, is disabled, you may qualify for a reduction in the amount of Council Tax payable. These reductions take the form of charging Council Tax at a rate one valuation band lower than the banding shown in the valuation list for the property concerned.

The person liable to pay the Council Tax is eligible for this reduction if the dwelling meets certain conditions. These are:

- a disabled person must be resident in the dwelling, **and**
- the dwelling contains a room **other than** a bathroom, kitchen or lavatory which is predominantly used by and is required for meeting the needs of the disabled person, **or**
- the dwelling contains an **additional** kitchen or bathroom which is required for meeting the needs of the disabled person, **or**
- there is sufficient floor space in the dwelling to permit the use of a wheelchair, and the disabled person needs the use of a wheelchair within the dwelling.

# Council Tax Demand Notice Explanatory Notes

From April 2000, if you live in a Band A property, you may now qualify for reduction. The amount of the reduction in these cases will be 1/9th of the Band D charge for your area.

If you require more information or an application form for disabled reductions, please contact the Council Tax Office.

## Benefits

You can get help with paying your Council Tax if you are in receipt of Income Support, Job Seekers Allowance or you have a low income. If you already receive Council Tax Benefit, this will be shown on your bill. If you wish to apply for Council Tax Benefit you must fill in a Council Tax Benefit application form (available from the One Stop Shops, see page 5 for details).

If a person lives in a property banded F - H, any entitlement to Council Tax Benefit will be restricted to the amount payable if that person resided in a band E property. There is transitional protection for claimants in band F - H properties who were in receipt of benefit at 31 March 1998. That transitional protection will apply until the claimant either moves address or has a break in their benefit claim for more than 12 weeks.

## Second Adult Rebate

Even if the Council Tax Payer does not qualify for benefit based on their own income, Benefit may be awarded on the basis of other people living in the dwelling. In order to qualify, the liable person has to be a single person (unless the claimant or partner is disregarded for discount purposes). The liable person must share the property on a non commercial basis with a person or persons who are getting Income Support, Job Seekers Allowance or have a low income. The income of the liable person is not relevant in this situation.

If you wish to apply for Second Adult Rebate, application forms are available in all One Stop Shops, (see page 5 for details).

# Council Tax Demand Notice

## Explanatory Notes

### Appeals

#### Valuation Matters

There is no longer a general right of appeal against the valuation band allocated to your property.

The grounds for appeal against the banding of your property are:

- if you believe that the banding is incorrect because there has been a material increase or reduction in the dwellings value.
- if you start or stop using part of your dwelling for business purposes, or the balance between domestic and business elements change.
- if the Listing Officer has altered a list without a proposal having been made by a taxpayer.
- if you have become the new occupier of a property, you have six months to make an appeal, but only if the same appeal has not been previously lodged.

**Making an appeal does not allow you to withhold payment of tax owing in the meantime. If your appeal is successful you will be entitled to a refund of any overpaid tax. Appeals should be addressed to:**

The District Valuer and Valuation Officer, 72 Church Street, Liverpool, L1 3AY.  
(Telephone: 0151 802 1000).

#### Non Valuation Matters

You may appeal against the Authority's decision that a dwelling is a chargeable dwelling, that you are the liable person for Council Tax, that a dwelling is or is not exempt or decisions made in respect of the granting of a discount, disability reduction or Council Tax Benefit.

In the first instance such appeals should be made in writing to the Director of Finance, Municipal Buildings, Cherryfield Drive, Kirkby, Knowsley, Merseyside, L32 1TX.

# HOUSING BENEFIT AND COUNCIL TAX BENEFIT FRAUD HOTLINE



## IT'S TIME TO POINT THE FINGER

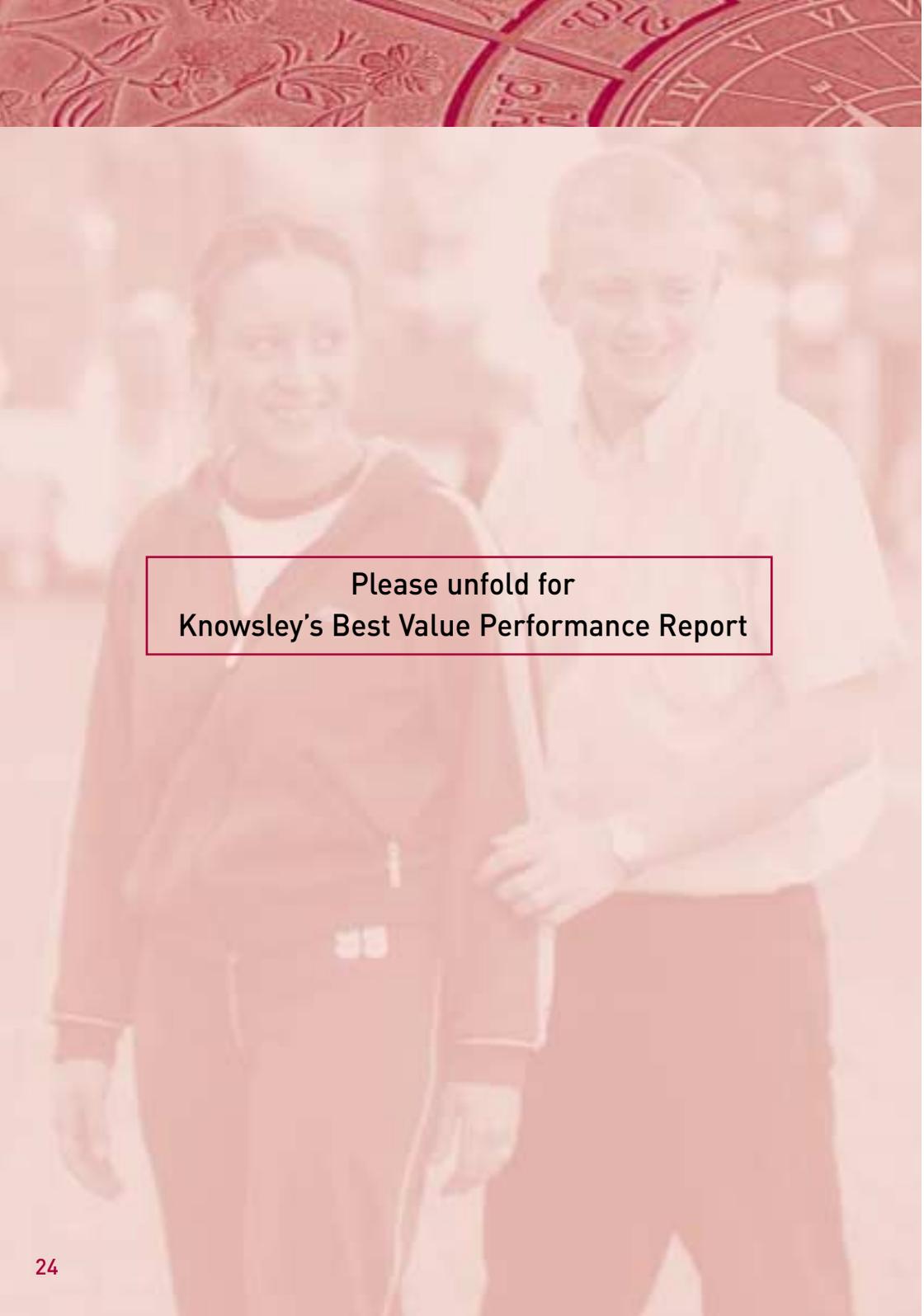
**Housing Benefit & Council Tax Benefit cheats – why should you meet the cost?**

Knowsley MBC is committed to protecting your money. Please ring the freephone number below to report in confidence those who claim benefit that they are not entitled to.

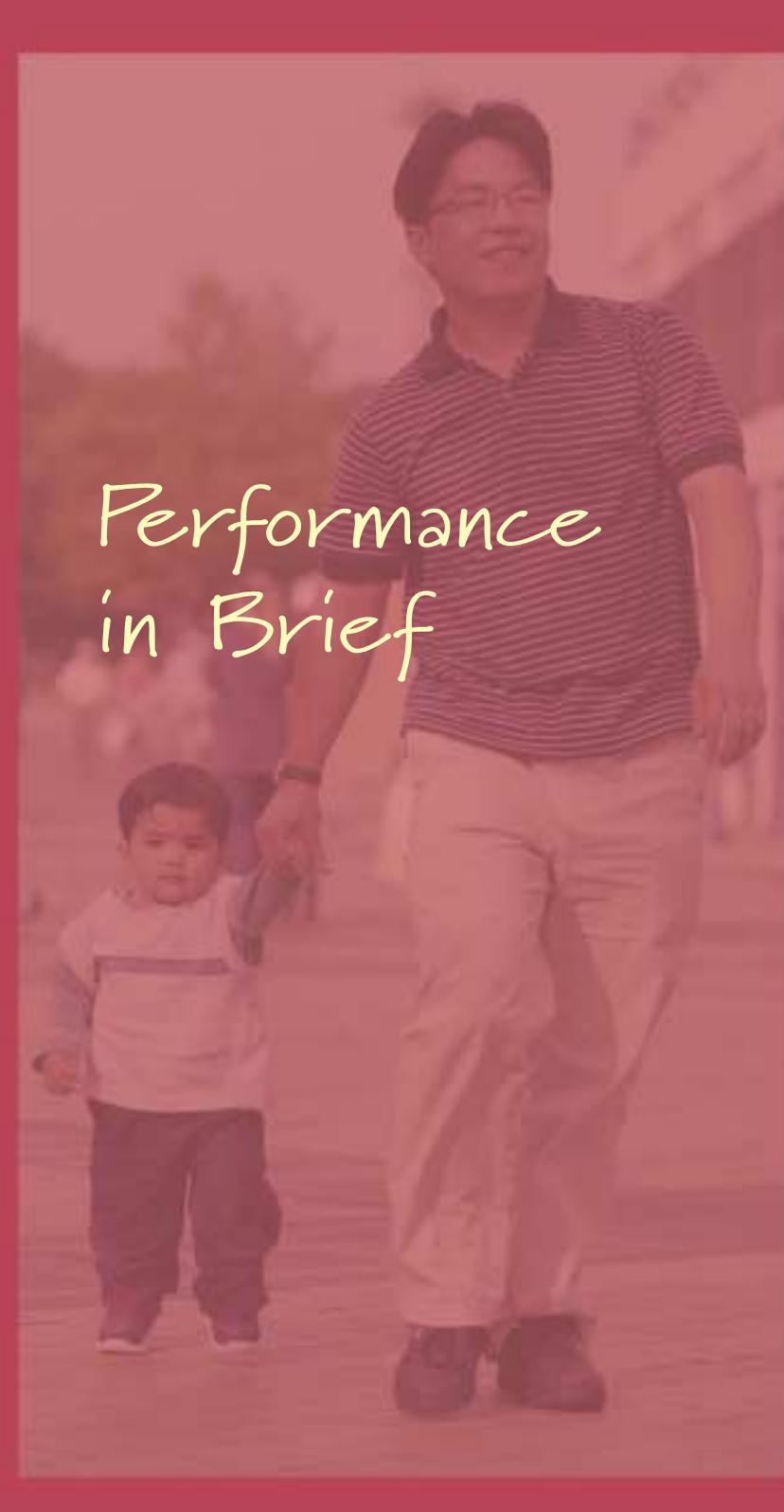
**0800 0730 532**  
24 hours a day, 7 days a week



*KNOWing the value of excellent service*



Please unfold for  
Knowsley's Best Value Performance Report



*Performance  
in Brief*

KNOWNSLEY



Knowsley Council

Knowing the value of  
excellent service

# Performance in Brief

## Putting People First

- We resolved 97% of enquiries to our One Stop Shops at the first visit, considerably exceeding our own performance target.
- The proportion of our disabled and ethnic minority employees has increased since last year but is still not representative of our communities and compares unfavourably with many other councils. Plans are currently being developed to ensure continued improvement of our performance in this area.
- The level of sick absence has reduced in Knowsley since last year from nearly 15 days per employee to less than 13 days.

## Achievement and Learning for All

- Over 30% of Knowsley pupils achieved 5 or more GCSEs at grade A\* - C. Our performance in this area continues to improve. However the number of pupils achieving at least 1 GCSE at grade G or above has fallen compared to last year.
- The number of pupils achieving key stage 2 level 4+ in Maths has improved since last year, however English results are slightly down. Overall our results compare well with other local authorities.
- We have managed to reduce the number of pupils permanently excluded from our schools from 0.77 per thousand last year to 0.66 per thousand this year.

# Performance in Brief

## Safe, clean, vibrant neighbourhoods

- We have reduced the number of missed bin collections from 500 per 100,000 last year to 386 per 100,000 this year, considerably exceeding our performance target.
- We have improved the proportion of household waste we recycle and compost but we still need to improve further. A number of recycling initiatives will commence in April which will significantly improve our performance in this area.
- 92% of you told us you were satisfied with our school crossing patrol service and 81% of you told us you were satisfied with our security service.

## Better Health and Healthy Living

- Last year we undertook a best value review of children looked after by the local authority. This has led to an increase in the number of children in care being placed with families or adopted.
- We have further increased the number of older people we help to live at home and the provision of intensive home care to the elderly. Our services to older people compare favourably with the best in the country.
- 90% of Social Service users told us that they were satisfied with the service they received.

# Performance in Brief

## Better work and leisure opportunities for everyone

- We created 293 jobs in Knowsley in the past year, considerably exceeding our target for job creation.
- We also safeguarded a further 253 jobs.
- We dealt with 810 business enquiries and provided financial assistance to 21 local businesses.
- We have done a lot of work to ensure that transport services in the borough support what we are trying to achieve. For example 18 of our schools are now working on travel plans to improve the safety of local children travelling to and from school.

## Excellent, accessible services

- We have increased the number of people voting in local elections from 18% to 24%.
- We have doubled the number of customer transactions that are available electronically from 25% to 50% and we are well on our way to achieving our target of 100%.
- We have reduced the number of days it takes us to process new benefit claims from 148 last year to 89 this year. We have plans in place to ensure that this improvement continues so that within the next few years our performance will compare with the very best.

# Performance in Brief

We try to ensure that all monies raised, whether through the council tax or other sources, are targeted precisely, spent effectively and produce performance that is continually improving.

To help us do this we are currently producing a corporate plan. The proposed vision of our corporate plan is

**“To be an excellent council -  
making people’s lives better”**

This vision will ensure we stay focused on the needs of our communities and concentrate efforts on what we want to achieve.

We cannot achieve our vision alone. We will need to rely on strong working relationships with our partners, such as the Police, Health and indeed the community itself to help us make Knowsley a better place.

The vision embraces our primary purpose and is at the heart of all we do. It will be supported by a set of Council Priorities that focus on the services you receive.

Some key information about our 2002/3 performance against each of these priorities is set out on the following pages.

Full details about all aspects of our performance, as well as information about our achievements and future commitments, will be provided in our Best Value Performance Plan to be published at the end of June.



**Knowsl@y Council**

*KNOWing the value of excellent service*

[www.knowsley.gov.uk](http://www.knowsley.gov.uk)



**2002-2003**  
*Fostering Business Growth*

**2001-2002**  
*Accessible Services  
Regenerating through  
Culture, Sport and Tourism*