

EFFICIENCY AND PRODUCTIVITY MEASURE DETAIL

SERVICE AREA	Corporate Support
MEASURE	CS 1: Cost of council tax collection per property
SUMMARY DEFINITION	This measures the total cost of collecting council tax divided by the total number of properties required to pay the tax
RATIONALE FOR MEASURE	<ul style="list-style-type: none"> • High cost base • Of concern to the public • Opportunity for shared service • An SPI
DETAILED DEFINITION (with inclusions and exclusions)	<p>Performance against SPI CM 5 should be used to report against this measure applying the following Audit Scotland SPI Guidance:</p> <p>‘Cost’ includes billing, collection and debt recovery administration for both council tax and water charges less intervention income and recoveries received from the public water authorities.</p> <p>The cost of collecting council tax should be reduced by any intervention income received by the Council. Intervention income is the warrant surcharge element of debt that has been collected by the Council without having been passed to the Sheriff Officer. The income is credited to the Finance service within the Consolidated Revenue Account.</p> <p><i>Exclude</i> costs associated with (and income from) non-domestic rates and residual Community Charge collection and from the administration of Council Tax benefits.</p> <p>The Best Value Accounting Code of Practice (BVACOP) defines the total cost of an activity as all the costs which are attributable to undertaking that activity. Any discount for prompt/lump sum payment, is a direct cost of collecting council tax and is to be included in the cost for the purposes of the PI.</p> <p>Councils should follow the CIPFA guidance, as endorsed by LASAAC and apportion overhead costs when determining the cost. The indicator should be calculated using capital charges in accordance with the Best Value Accounting Code of Practice. If difficulty is experienced apportioning capital charges for the indicator, a reasonable basis of apportionment should be agreed with the auditor.</p> <p>‘Dwellings’ are those on the council’s valuation list at 31 March at the end of the reporting year excluding those annotated as separate garages, car ports, car parking spaces and domestic</p>

	storage premises.			
FORMULA	N = A/B where A = cost of collecting council tax B = total number of dwellings			
UNIT OF MEASURE	£	DECIMAL PLACES	None	
MEASUREMENT PERIOD	Full year	DATA SOURCE	Council's accounting records and Council Tax system	
DATA AVAILABILITY AND QUALITY	Data available from SPI CM 5			
QUALITY CHECK MEASURES	SPI CM 6: Current year income: a) The income due from Council Tax for the year, net of reliefs and rebates b) The percentage of a) that was received during the year.			
DRILL DOWN MEASURES	1. Fees or income negotiated with water authorities to recover the cost of collection for water and sewerage charges 2. Number of enforcement actions			
REPORTING YEAR	06/07	Yes	07/08	Yes
PROPOSED FUTURE MEASURE (where applicable)	None However as the existing SPI concentrates only on "in year" collection, it may need to be reviewed to take into account the cost attributable to the collection of outstanding prior year balances			