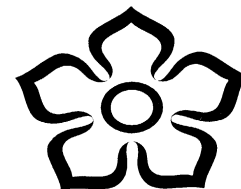


Please ask for:
Direct Line:
E mail:

Date 6th August 2015



Leicester
City Council

Financial Services

(Revenues and Benefits Service)
York House,
91 Granby Street,
Leicester LE1 6FB

Justices' Clerk
Leicester Magistrates' Court
15 Pocklingtons Walk
Leicester
LE1 6BT

Costs Application – Council Tax and Non-Domestic Rates Liability Orders

I am writing further to Leicester's review of the costs level in relation to the issue Council Tax and Business Rates summonses and the granting of liability orders. The relevant statutory provisions are contained within Regulations 34(5)(b) and 34(7)(b) of the Council Tax (Administration and Enforcement) Regulations 1992 (S.I.1992/613) and Regulation 6 of the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 (S.I. 1989/1058). A summary Schedule of Costs for a liability order application is set out on the back of this letter, with the detail attached. This will be reviewed annually. It provides the Court with sufficient information to reach proper judicial determination on whether the costs claimed represent costs reasonably incurred by this Authority in obtaining a liability order. The Schedule is provided having regard to the principles highlighted by the High Court in R (Nicolson) v Tottenham Magistrates & London Borough of Haringey (2015) EWHC 1252.

The total costs per liability order application is £69, with £51 incurred upon the issue of a summons and £18 upon granting of a liability order. It also includes the £3.00 payable to the Court for the issue of a summons. The change will be effective for all summonses issued from 1st September 2015.

Each Leicestershire Authority has or will be contacting you directly with their own Schedule of Costs. Our own details will be available to the officer representing the Authority at each hearing, should a defence arise on this particular matter. It can also be viewed by the Bench Chairman at any point.

Yours sincerely,

Revenues & Benefits Manager

Summons Cost Calculation 2015/16		
Activity	Cost (£)	Comments
Stationery and postage	28,065.62	Final / reminder notices for relevant cases and summonses
System related costs	80,241.00	
Court fees	101,442.00	
Staff costs relating to setting up IT job schedules and monitoring output	37,208.38	
Management costs (time based)	26,456.76	
Staff cost (time based) relating to complaint printing, signing and monitoring of cases	5,269.02	
Staff costs for dealing with all forms of customer contact (officers and team leaders time)	1,122,263.55	Estimated time based cost for all forms of customer contact (telephone, face to face, email, complaints, website and correspondence) from the start of the process.
Total cost	1,400,946.33	Average 27 hearings per year
Estimated number of summonsed accounts	27,442	Based on previous years' figures
Cost per case	£51	£51.05
Liability Order Cost Calculation 2015/16		
Activity	Cost (£)	Comments
System related costs	2,416.95	
Staff cost relating to monitoring of cases, attending the hearings and updating system records	45,087.46	
Management costs (time based)	12,699.24	
Customer contact (officers and team leaders time)	345,297.34	Estimated time based cost for all forms of customer contact (telephone, face to face, email, complaints, website and correspondence) after the issue of summonses.
Total cost	405,500.99	Average 27 hearings per year
Estimated number of summonsed accounts	22,547	Based on previous years' figures
Cost per case	£18	£17.98
Total cost per liability order application	£69	£69.04