

Chief Executive's Report to the
Members of
Westmeath County Council on the
variation in Basic Rate of Local
Property Tax for
2018

Under the
Local Property Tax
(Local Adjustment Factor)
Regulations 2014

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

1. Background

- 1.1 Under section 20 of the Finance (Local Property Tax) Act 2012, a local authority may as a reserved function resolve to vary the basic rate of the Local Property Tax within its functional area by a maximum of +/- 15%. The purpose of this document is to assist members in the decision making process.
- 1.2 This power is available to local authorities under section 20 of the Finance (Local Property Tax) Act 2012 the relevant sections of which came into operation on 1 July 2014.
- 1.3 The statutory deadline for passing a resolution to set a local adjustment factor is 30 September 2017. Furthermore the Revenue Commissioners have written to us and require that they must be notified no later than 5pm on 29 September 2017 of the details of any decision made to vary the basic rate of LPT.
- 1.4 Section 20 of the 2012 Act requires that, in varying the rate, a local authority must take account of its financial position, and have regard to:
- 1.4.1 The local authority's **estimation of the income** it will receive **and the expenditure** it will incur in the period for which the varied rate is to have effect;
 - 1.4.2 The **financial position** of the local authority, including the amounts standing as its accumulated assets and liabilities not less than one month before the date on which it is proposed to pass the resolution; and
 - 1.4.3 The local authority's **estimation of the financial effect** of the varied rate on the economy of its functional area, including on those persons who will be liable to pay local property tax.
 - 1.4.4 **Feedback** from any **consultation** held.
- 1.5 It is important to note that a local authority may not set a local adjustment factor unless it has considered all of the relevant documents as set out in 1.4 above. These matters are set out in the appendix of this report.
- 1.6 The Chief Executive met with the Corporate Policy Group (CPG) on 13 September 2017 to discuss the overall budget strategy including LPT and feedback from public consultation. This document formed the basis of that discussion.
- 1.7 Information in relation to the matters which a local authority must take into account must be provided to the elected members at least **3 days before** the day on which they will meet to consider setting a local adjustment.
- 1.8 At the meeting, the members may decide to set a local adjustment factor by resolution, not to vary the basic rate, or to consider the matter further at a later meeting.

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

2. Decision Making Process – Steps Involved

2.1 Table 1 below sets out the steps involved in the decision making process for the variation of the basic rate of LPT together with indicative timelines.

Table 1

End July – Early September	Notices of public consultation of LPT are published, advising that the local authority will be considering whether to vary the basic rate of LPT in September; 30 day period of consultation to commence during which written submissions will be accepted from the public;
Early September	Report of feedback on public consultation is prepared;
Early-Mid September	Chief Executive meets with the Corporate Policy Group discuss the overall budget strategy including LPT and feedback from public consultation;
Mid-End September	The members receive information for the council meeting setting out the matters to which they must have regard in making a decision on LPT;
Mid-End September	Council meeting to make decision on variation of Local Property Tax is held;
30 September (at the latest)	Revenue commissioners are notified of any resolution passed; Minister for Housing, Planning and Local Government (DHPLG) is notified of any resolution passed;
14 days after passing of the resolution passed (at the latest)	Public notice of decision is published.

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

3. Key Considerations & Recommendations

Overview

In considering a variation in the basic rate of LPT matters which the members of Westmeath County Council should take into account include:

- 3.1 Although service provision has been maintained in the very challenging circumstances of recent years, demand is growing and there are significant needs in the community requiring ongoing attention.
- 3.2 The level of general purpose grant from central government has remained static since 2012.
- 3.3 The ongoing process of rates harmonisation and rates revaluation restricts our ability to generate additional income from this source via a rate increase.
- 3.4 We have very limited opportunities to grow existing income streams and develop new ones.
- 3.5 As we continue to emerge from economic recession, combined with an improving fiscal position for central Government, it is important that the county is positioned to benefit from this changed environment by being able to lever funding as opportunities arise.
- 3.6 We have significant loan repayment and capital provision commitments arising from past and ongoing investment in infrastructure throughout the county.
- 3.7 Through prudent financial management over many years our financial deficit has been eliminated. We must work to ensure that this situation does not reoccur.
- 3.8 The proportional financial impact of any variation on the provision of services vis-à-vis the financial impact on the property owner.
- 3.8.1 I have set out the financial impact of any variation in table 2 below and please note that the numbers are rounded and are shown on a per annum basis:

Table 2

Change in LPT Basic Rate	Maximum Impact on 93% of Property Owners	Impact on Income of Westmeath County Council
3%	€ 9 p.a.	€ 192,000 p.a.
10%	€ 31 p.a.	€ 639,000 p.a.
15%	€ 47 p.a.	€ 959,000 p.a.

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

Variation in the Basic Rate of LPT

- 3.9 The information in relation to the matters which the members of a local authority must take into account when they meet to consider setting a local adjustment factor is set out in the appendix of this report. **In this regard I particularly draw your attention to the narrative at 4.1 and 4.2 in the appendix.**
- 3.10 We have been notified by the DHPLG, based on preliminary statistics provided to them by the Revenue Commissioners, that the latest estimate of annual income from LPT in County Westmeath is **€6,390,965**.
- 3.11 We have been further notified by the DHPLG of a provisional LPT allocation of **€11,205,507** for 2018, the same allocation as 2017.
- 3.12 As 80% of LPT income generated in Westmeath amounts to **€5,112,772** we receive a subsidy **€6,092,735** from the Equalisation Fund to address the funding gap. This calculation is set out in detail in Table 9 in this report.
- 3.13 It is important to note that if Westmeath County Council decides to reduce the basic rate of LPT it will lose 100% of any such variation i.e. no additional funding will be provided from the Equalisation Fund in the event of a Council decision to vary the basic rate of LPT downwards. Likewise the Council will retain 100% of the additional income which would arise from a decision to increase the basic rate.
- 3.14 A reduction in the basic rate of LPT will impact negatively on the service delivery plans of Westmeath County Council. For example:
- A **3%** reduction in the basic rate of LPT amounts to a reduction of income to Westmeath County Council of **€192,000**.
 - A **3%** reduction in the basic rate of LPT amounts to a reduction in the charge to property owners as set out in Table 3 below:

Table 3

LPT Band	LPT Charge	3% Change	% of Property Owners Affected
0 - 100,000	€ 90 p.a.	€ 2.70 p.a.	38.9%
100,001 - 150,000	€ 225 p.a.	€ 6.75 p.a.	36.8%
150,001 - 200,000	€ 315 p.a.	€ 9.45 p.a.	17.7%
Greater than 200,001	€ 405+ p.a.	€ 12.15+ p.a.	6.6%
			100.0%

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

Recommendation

- 3.15 In order to maintain the current funding available to the Municipal Districts via the General Municipal Allocation (GMA) it is recommended that the basic rate of LPT is not subjected to any reduction in 2018.
- 3.16 In addition to the General Municipal Allocation (GMA) there are a growing number of local initiatives and opportunities which are subject to the discretion of members e.g. CLÁR, Town & Village Renewal and Outdoor Recreation Infrastructure. The scope for growing these initiatives, both in terms of their number and size, is greatly enhanced by increasing the amount of local funding available.
- 3.17 It is important that the Council is in a position to maximise the opportunities available to it at a local level. It is therefore recommended **the basic rate of LPT is increased by 10% for 2018.** This increase will generate estimated additional income of €639,000 in 2018. The impact on property owners is set out in Table 4 below:

Table 4

LPT Band	LPT Charge	10% Increase	% of Property Owners Affected
0 - 100,000	€ 90 p.a.	€ 9.00 p.a.	38.9%
100,001 - 150,000	€ 225 p.a.	€ 22.50 p.a.	36.8%
150,001 - 200,000	€ 315 p.a.	€ 31.50 p.a.	17.7%
Greater than 200,001	€ 405+ p.a.	€ 40.50+ p.a.	6.6%

- 3.18 I believe that this recommendation will allow the members, working at Municipal District and Council level, to better position the county to benefit from the changing economic environment and to assist in providing and enhancing service provision in areas such as:
- Community Grants;
 - Economic Development;
 - Environmental Initiatives;
 - Event Promotion & Development;
 - Housing Services;
 - Libraries, Culture & Arts;
 - Recreation & Amenities;
 - Roads Services;
 - Tourism Development;

The purpose of this report is to assist members with the decision making process which is set down for consideration at the monthly Council meeting scheduled for **18 September 2017.**



Pat Gallagher,
Chief Executive

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

Appendix

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

4. Estimation of Income and Expenditure for the period for which the varied rate is to have effect

Estimated Income & Expenditure for 2018

4.1 Section 20¹ (2A) (a) of the Act provides that a local authority shall have regard to “the local authority’s estimation of the income it will receive and the expenditure it will incur in the period for which the varied rate will have effect.”

4.1.1 In considering any variation in the basic rate of Local Property Tax members must be cognisant of the current levels and types of income, and the level of expenditure that is currently being met, including those elements of expenditure which are strategic, non-discretionary and cannot be altered in the short term.

4.1.2 The timing of the requirement to prepare an estimate of income and expenditure falls in advance of the budget meeting. I have therefore prepared an estimation based on the current year, adjusting for the impact of any additional information known at this time.

4.1.3 This estimation of income and expenditure is set out below in Table 5 in the prescribed format:

Table 5

	Current local financial year budget: 2017	Next local financial year budget: 2018
INCOME	€m	€m
Commercial rates	16.0	16.0
Local Property Tax	11.2	11.2
Grants & subsidies	20.4	21.6
Other income	20.9	21.3
<i>Total Income</i>	<i>68.5</i>	<i>70.1</i>
EXPENDITURE	€m	€m
Payroll expenses	25.1	26.1
Loan interest and principal repaid	3.0	3.0
Social benefits ² (transfer payments to households)	6.5	7.0
Capital grants paid	2.0	2.0
Other expenditure	31.9	32.0
<i>Total Expenditure</i>	<i>68.5</i>	<i>70.1</i>

¹ In this document the Local Government Reform Act 2014 is “The Act” referred to unless otherwise stated.

² The expenditure comprises homeless services, community employment scheme, and rental of private sector accommodation.

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

Budget Strategy

- 4.2 There are a number of significant matters which the Members of Westmeath County Council should be cognisant of as part of the decision to vary the basic rate of LPT and in advance of Municipal District and Council Budget Meetings.

Government General Purpose Grants

- 4.2.1 The government general purpose grant has remained static since 2012. Since 2014 it is received in the form of an allocation of local property tax.
- 4.2.2 As already indicated in this report (3.9 to 3.12 above) this Council is significantly reliant on the equalisation fund.
- 4.2.3 This means that there is no opportunity, for the foreseeable future, for additional income which would result from an increase in the number of properties in the county.
- 4.2.4 The number of properties is 35,100. This number would need to more than double before the benefit of additional income would accrue to this Council.

Harmonisation of Rates

- 4.2.5 As Members are aware section 29 the Local Government Reform Act (LGFA) 2014 provides for the harmonisation of commercial rates between former town council rating authorities and the new restructured county rating authority.
- 4.2.6 Significant progress was made in the harmonisation process in recent years:
- The County rate was harmonised at 54.54 in Budget 2017;
 - 50% of the harmonisation required for the Town rate was achieved in Budget 2016 and Budget 2017;
 - We are on target to achieve a harmonised ARV of 54.54 within the term of the existing Council.

Rates on Vacant Premises

- 4.2.7 The current rate of refund in Westmeath County Council is 100%. We estimate that for every 10% reduction in this rate of refund additional income of approximately €250,000 could be generated annually. The collection of this additional income from the owners of such vacant properties would present a particular challenge.

National Revaluation Programme of Rated Properties

- 4.2.8 A national revaluation programme is currently being conducted by the Commissioner of Valuation. As part of that process the revaluation has just been completed in Westmeath. The new valuation list will be published on 15 September 2017 and the new valuations will take effect from 1st January 2018 and will form the basis for commercial rates in 2018 and subsequent years.

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

- 4.2.9** Any occupier dissatisfied with the valuation fixed on the property or any of the details contained in the Valuation Certificate has a right of appeal to the Valuation Tribunal, an independent body established to determine such appeals. Appeals to the Valuation Tribunal must be made no later than 12 October 2017.

Financial Emergency Measures in the Public Interest (FEMPI)

- 4.2.10 The Financial Emergency Measures in the Public Interest Act 2016 enacted on 27 November 2015 gave legal effect to the provisions of Lansdowne Road Agreement. This has been followed by the Public Service Stability Agreement 2018-2020 negotiated earlier this year.
- 4.2.11 While the changes to the Pension Related Deduction have been addressed for 2017 (and future years) we still await confirmation from DHPLG in relation to compensation in respect of the other elements for 2018. This compensation, which we estimate at **€800,000**, is critical to this Council in enabling it to bring forward a balance budget for 2018.

Insurances

- 4.2.12 Increases in insurances for 2017 averaged 9.9% across the portfolio and amounted to **€210,500**. We understand that an average increase of 7.5% will apply for 2018. This rate of increase in costs of insurances presents a significant challenge for the Council.
- 4.2.13 At the present time it is unclear as to what dividend policy will be pursued by IPB for 2018.
- 4.2.14 Unfortunately it is clear that there are continued challenges in the wider external market with claims frequency and average costs continuing to increase significantly. In the wider market insurance premiums across all major lines of business have seen significant increases in the past 24 to 36 months.
- 4.2.15 Generally insurance claims, their associated legal and other costs and the level of awards is not sustainable in the medium to long term.

Legacy Issues Associated with the Economic Collapse

- 4.2.16 The Council continues to deal with legacy issues associated with the collapse of the economy including, for example:
- Repayments on loans for housing land - **€154,000** per annum
 - Funding of deficits on historic housing projects - **€75,000** per annum

Local Government Reform

- 4.2.17 The Council continues to deal with the impact of local government reform including, for example:
- LPT on social housing - **€160,000** per annum
 - Rates³ on Irish Water assets - **€69,000** per annum

³ Compensation has been received in 2017. We await confirmation in respect of 2018 and future years.

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

5. Financial Position of the Local Authority

- 5.1 Section 20 (2A) (b) of the Act provides that a local authority shall have regard to “the financial position of the local authority, including the amounts standing as its accumulated assets and liabilities not less than one month before the date on which it is proposed to pass the resolution”.
- 5.2 The statement of financial position relates to the current year. In considering the capacity of the local authority to balance its budget, to collect the income due to it, and to meet the costs of servicing its borrowings, the members must consider the overall financial position.
- 5.3 The legislation requires that this report should provide financial information to members as at a date at least one month before the meeting. The most recently completed quarter end information has been used i.e. position as at 30 June 2017.
- 5.4 The financial position of the local authority is set out below in Table 6 in the prescribed format. The financial information presented is a sub-set of the Balance sheet, and the individual lines should not be added together:

Table 6

	As At 30 June 2016 € m	As At 30 June 2017 € m
ASSETS:		
Current assets (including cash and investments)	33.2	34.0
Loans receivable	24.6	24.0
LIABILITIES:		
Current liabilities (including overdraft)	28.9	24.5
General revenue reserve (Deficit) / Surplus	0.3	0.3
Loans payable		
- Voluntary housing/mortgage loans	24.5	23.5
- Non mortgage loans	57.3	55.6
INDICATORS:	Ratio	Ratio
Ratio of loans payable to revenue income	1.26	1.15
Ratio of current assets to current liabilities	1.15	1.38

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

6. Estimation of Financial Effect

6.1 Section 20 (2A) (c) of the Act provides that a local authority shall have regard to “the local authority’s estimation of the financial effect of the varied rate on the economy of its functional area, including on those persons who will be liable to pay local property tax.”

6.2 Any variation in the Local Property Tax rate will have an impact including on the local authority, on those paying LPT, and on those receiving council services. The effect of a variation on all stakeholders must be considered. I have attempted to set out this impact in the remainder of this section.

6.3 The number of properties currently registered for LPT in County Westmeath is 35,100⁴.

6.4 We have been notified by the DHPCLG, based on preliminary statistics provided to them by the Revenue Commissioners, that the latest estimate of annual income from LPT in County Westmeath is €6,390,965⁵.

6.5 Preliminary statistics recently received in relation to LPT property bands specific to Westmeath have indicated that the 93.8% of properties in the County are valued at €200,000 or less.

6.6 These statistics can further inform the discussion on any change of the LPT basic rate by determining the impact of a 1%, 3% and 15% variation in the LPT rates applicable in the County as set out in Table 7 below. Please note the calculations have been rounded to the nearest euro.

Table 7

LPT 2017 Valuation Bands	0 - 100,000	100,001-150,000	150,001-200,000	Over 200,000
<i>Westmeath</i>	<i>38.9%</i>	<i>36.8%</i>	<i>17.7%</i>	<i>6.6%</i>
1% Change	€1	€2	€3	€4 +
10% Change	€9	€22	€31	€40 +
15% Change	€14	€34	€47	€61 +

6.7 In the event of a variation of 15% in the LPT basic rate 38.9% of properties in County Westmeath would see a change in the LPT charge of **€14**; a further 36.8% would see a change of **€34**; a further 17.7% would see a change of **€47** per annum. This accounts for 93.4% of all properties registered in Westmeath. The remainder (6.6%) would see a change of at least **€61**.

⁴ As issued by the Revenue Commissioners as at 30 June 2017

⁵ Circular Fin 05/2017 21 July 2017

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

6.8 Similarly the calculation of the impact of a variation of the basic rate of LPT on the income of Westmeath County Council is set out in Table 8 below:

Table 8

Preliminary LPT Allocation 2018 for Westmeath County Council	€6,390,965
1% Change	€63,910
3% Change	€191,729
15% Change	€958,645

6.9 Circular Fin 5/2017, which issued on 21 July 2017, states that Westmeath County Council will retain 80% of the LPT collected in the county. This equates to **€5,112,772**.

6.10 Westmeath is one of the counties where 80% of LPT income is less than the income received from the General Purposes Grant in 2014. Westmeath will therefore receive an allocation of **€6,092,735** from the Equalisation Fund to address this funding gap.

6.11 Appendix A of circular Fin 5/2017 sets out this calculation and it is regenerated in Table 9 hereunder for members' information:

Table 9

<u>Appendix A</u>	
Westmeath County Council - 2018 LPT Allocation (Pending any decision to vary the basic rate)	
	€
LPT 100%	<u>6,390,965</u>
LPT 20% towards Equalisation funding	<u>1,278,193</u>
2018 Baseline	11,205,507
LPT Retained Locally (80%)	<u>5,112,772</u>
2018 Shortfall (LPT Retained Locally – 2018 Baseline)	-6,092,735
Distribution of Equalisation funding	6,092,735
Total LPT Funding to be provided in 2018	<u>11,205,507</u>
Value of potential increase or decrease in 2018 LPT Allocation for every 1% of variation implemented	+/- 63,910

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

6.12 It is important to note that if a local authority decides to vary the basic rate of LPT it will lose or retain 100% of any such variation i.e. no additional funding will be provided from the Equalisation Fund in the event of a Council decision to vary the basic rate of LPT downwards.

6.13 Set out in Table 10 below, for information purposes, is the impact on each LPT Property Bands:

Table 10

LPT Bands and Charges				
LPT Band	LPT Charge €	1% Change €	3% Change €	15% Change €
0 - 100,000	90	0.90	2.70	13.50
100,001 - 150,000	225	2.25	6.75	33.75
150,001 - 200,000	315	3.15	9.45	47.25
200,001 - 250,000	405	4.05	12.15	60.75
250,001 - 300,000	495	4.95	14.85	74.25
300,001 - 350,000	585	5.85	17.55	87.75
350,001 - 400,000	675	6.75	20.25	101.25
400,001 - 450,000	765	7.65	22.95	114.75
450,001 - 500,000	855	8.55	25.65	128.25
500,001 - 550,000	945	9.45	28.35	141.75
550,001 - 600,000	1,035	10.35	31.05	155.25
600,001 - 650,000	1,125	11.25	33.75	168.75
650,001 - 700,000	1,215	12.15	36.45	182.25
700,001 - 750,000	1,305	13.05	39.15	195.75
750,001 - 800,000	1,395	13.95	41.85	209.25
800,001 - 850,000	1,485	14.85	44.55	222.75
850,001 - 900,000	1,575	15.75	47.25	236.25
950,001 - 1,000,000	1,665	16.65	49.95	249.75
Greater than €1m	1,755	17.55	52.65	263.25

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

7. Feedback from Consultation

- 7.1 Sections 20(6) (b) and (c) of the Act provides that the Minister may make regulations on the nature and extent of consultations that a local authority must undertake with other persons before setting a local adjustment factor.
- 7.2 The requirements in respect of a public consultation process are set out in Part 3 of the Regulations.
- 7.3 The members of the local authority must consider the feedback received from the public consultation as part of the decision-making process and a report must be prepared under the direction of the Chief Executive, to provide them with a summary of the written submissions received, for this purpose.
- 7.4 The public consultation process commenced with the notice, as set out in Figure 1 below, being published on our website together with an advertisement in two local newspapers.
- 7.5 Further information in relation to this notice, including “*Frequently Asked Questions*”, was also available on www.westmeathcoco.ie.

Figure 1

NOTICE OF CONSIDERATION OF SETTING A LOCAL ADJUSTMENT FACTOR

The Finance (Local Property Tax) Act 2012 (as amended), makes specific provision that elected members of a local authority may pass a formal resolution to vary the basic rate of the Local Property Tax for their administrative area by a percentage known as the **local adjustment factor**. At the meeting set by Westmeath County Council to consider this matter, the members may set a local adjustment factor within the range of +/- 15% of the basic rate, or, may decide not to adjust the basic rate.

Westmeath County Council will meet in **September 2017** to consider the setting of a local adjustment factor.

Westmeath County Council welcomes written submissions from the public on this matter specifically covering the potential effects of varying the basic rate of the Local Property Tax on businesses, individuals and on local authority services.

Submissions must be received by **4 August 2017** and be sent to:

Westmeath County Council,
LPT Submissions,
~~Áras An Chontae,~~
Mount Street,
Mullingar,
Co. Westmeath

or

Email: LPT@westmeathcoco.ie

Further information in relation to this notice is available on: www.westmeathcoco.ie

Signed: Pat Gallagher
Chief Executive

Dated: 19 June 2017

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

7.6 We sought written submissions from the public by:

- post or
- e-mail to lpt@westmeathcoco.ie,

specifically covering the potential effects of varying the basic rate of Local Property Tax on:

- businesses,
- individuals and
- on local authority services.

7.7 The deadline for receipt of submissions was **4 August 2017** and by that date **no submissions** were received. Neither were any received after this date.

Variation in Basic Rate of Local Property Tax

Report to Members of Westmeath County Council

8. Notification of a local adjustment factor

- 8.1 Section 20(6) (d) of the Act provides that the Minister can specify the persons who must be informed when a local adjustment factor is set.
- 8.2 Section 21 of the Finance (Local Property Tax) Act 2012, as amended, sets out the requirement whereby the local authority must notify the Revenue Commissioners of the local adjustment factor in the form and manner specified by them on or before 30 September in the year in which the resolution is passed.
- 8.3 Section 20(4) of the Act requires the local authority to notify the Minister for Housing, Planning, Community and Local Government in writing that it has passed a resolution to set a local adjustment factor and of the local adjustment factor itself.
- 8.4 The Regulations state that notification must be received by the Minister on or before 30 September in the year in which the resolution is passed using the prescribed format as set out in Schedule 4 of the Regulations.

Public Notification

- 8.5 Regulation 9 provides that, within 14 days of a local authority passing a resolution to vary the rate of local property tax in their functional area, the local authority shall publish a Statutory Notice of Variation of the Local Adjustment Factor for the inspection of the public:
- 8.5.1 (a) In at least one newspaper circulating in the area for which the local adjustment factor is to be made; and
- 8.5.2 (b) Published on the website of the local authority.
- 8.6 The notice, in the prescribed format, shall be signed by the Chief Executive.