

Local Government Finance Circular No. 10/2010

By email

To: Local Authority Directors of Finance

Copy to: Convention of Scottish Local Authorities (COSLA)

Our ref: B3952822
7 June 2010

Dear Director of Finance

NON DOMESTIC RATES INCOME DATA COLLECTION

1. The purpose of this Circular is twofold: first to inform local authorities about a change in the collection process for Non Domestic Rate Income (NDRI) returns; and second to ask you to help update our records on the contacts in each authority for NDRI returns.

2. From 1 July 2010 Finance and Sustainable Growth – Analytical Unit (FSG-AU), who currently undertake data collections for the vast majority of other local authority returns such as the POBEs and LFRs, will now also collect the regular NDRI returns from local authorities (for (i) the NDRI Provisional Contributable Amount (PCA); (ii) the NDRI Mid Year; (iii) the NDRI Provisional Notified Amount (PNA); and (iv) the NDRI Notified Amount/Audited returns). This should ensure greater consistency in the data collection process. The timetable issued earlier this year by the Scottish Government for these returns remains. You should now routinely send your NDRI returns to Kathleen Cameron (FSG-AU). Her contact details are Kathleen.Cameron@scotland.gsi.gov.uk or telephone to 01431 244 7212).

3. Policy responsibility for NDRI and the General Revenue Grant (GRG) payments will remain as at present. Below is a full list of the responsibilities and contacts for each area.

Contact	Responsibilities
FSG-AU: Hazel McShane 0131 244 0376; or Kathleen Cameron 0131 244 7212	<ul style="list-style-type: none">• NDRI Provisional Contributable Amount (PCA)• NDRI Mid Year• NDRI Provisional Notified Amount (PNA)• NDRI Notified Amount/Audited Returns
NDRI Policy: Marianne Cook 0131 244 5328	<ul style="list-style-type: none">• NDRI Policy
GRG: Bill Stitt 0131 244 7002	<ul style="list-style-type: none">• GRG Payments & Policy• Downward recalculation of NDRI

4. Turning now to our records on the officer contacts in each authority for NDRI returns, I would be grateful if you could complete the pro forma attached at Annex A and let Kathleen Cameron have this back by 30 June 2010. Her address is shown at the end of Annex A.

Enquiries relating to this Circular

5. If you have any specific enquiries relating to this Circular, these should in the first instance be emailed to Bill Stitt or Catherine McKenna who are co-ordinating this transition of responsibility. Their contact details are:

Bill.Stitt@scotland.gsi.gov.uk 0131 244 7004

Catherine.McKenna@scotland.gsi.gov.uk 0131 244 7007

6. This Circular is being sent electronically to Local Authority Directors of Finance and to COSLA. It will also be made available on the Local Government section of the Scottish Government website at:

<http://www.scotland.gov.uk/Topics/Government/local-government/17999/NDRI-collection>

Yours faithfully



David Henderson
Deputy Director

LOCAL AUTHORITY NAME: _____

Position	Name	Email Address	Telephone Number
Director of Finance			
Head of Revenue			
Policy Officer for:			
• NDRI Provisional Contributable Amount (PCA)			
• NDRI Mid Year			
• NDRI Provisional Notified Amount (PNA)			
• NDRI Notified Amount/ Audited Returns			

Please email completed forms by 30 June 2010 to: Kathleen.Cameron@scotland.gsi.gov.uk