



Harborough District Council,

Hinckley and Bosworth Borough Council,

North West Leicestershire District Council,

Working in Partnership to provide better services...

Meeting	Joint Committee
Time/Date	4.30 pm on Thursday, 26 APRIL 2018
Location	The Partridge Suite, Atkins Building, Lower Bond Street, Hinckley
Officer to contact	Democratic Services (01530 454512)

All persons present are reminded that the meeting may be recorded and by attending this meeting you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to the Chairman if you intend to film or record this meeting.

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

AGENDA

Item		Pages
1. APOLOGIES FOR ABSENCE		
	To receive and note any apologies for absence.	
2. DECLARATIONS OF INTEREST		
	Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest.	
3. MINUTES		
	To confirm and sign the minutes of the meeting held on 25 January 2018	3 - 6

Item	Pages
4. PARTNERSHIP CONSTITUTION	
Report of the Monitoring Officer	7 - 20
5. FINANCIAL PERFORMANCE TO FEBRUARY 2018	
Report of the Section 151 Officer	21 - 24
6. PERFORMANCE SUMMARY REPORT FEBRUARY 2018	
Report of the Head of Partnership	25 - 36
7. FORWARD PLAN	
To note the Joint Committee's Forward Plan	37 - 38
8. DATE OF THE NEXT MEETING	
4.30pm Thursday, 28 June 2018 at The Symington Building, Harborough	

Circulation:

Councillor R Allen
Councillor R D Bayliss
Councillor R Hadkiss (Deputy Chairman)
Councillor J Hallam
Councillor M Hall (Chairman)
Councillor T J Pendleton

MINUTES of a meeting of THE LEICESTERSHIRE PARTNERSHIP REVENUES AND BENEFITS JOINT COMMITTEE held in the Board Room, Council Offices, Whitwick Road, Coalville on THURSDAY, 25 JANUARY 2018

Present: Councillor M Hall (Hinckley and Bosworth) (Chairman)

Councillors R Allen (Hinckley and Bosworth), R D Bayliss (North West Leicestershire), R Hadkiss (Harborough) and J Hallam (Harborough)

Officers: Mrs C Hammond, Ms B Jolly (HDC), Mrs J Kenny (HBBC), Mr C Lambert (NWLDC), Mrs S O'Hanlon (Leicestershire Partnership - Revenues & Benefits) and Mr A Wilson (HBBC)

In attendance:

35. APOLOGIES FOR ABSENCE

Apologies were received from Councillor T J Pendleton.

36. DECLARATIONS OF INTEREST

There were no interests declared.

37. MINUTES

Consideration was given to the minutes of the meeting held on 30 November 2017.

By affirmation of the meeting it was

RESOLVED THAT:

The minutes of the meeting held on the 30 November 2017 be approved and signed as a correct record.

38. PERFORMANCE SUMMARY REPORT TO DECEMBER 2017

Mrs S O'Hanlon presented the report to Members. She advised Members that in relation to processing new claims for Benefits all three authorities were in a good position and in relation to changes all three authorities below target, but was confident that target would be reached by the end of the year. She informed Members that the partnership was seeing many changes being logged through the DWP, adding considerably to the workload. With regard to Universal Credit she stated that with effect from the 1st January live service had ceased which meant that anyone receiving Universal Credit from the live service would continue, but any new claimants would have to also claim Housing Benefit until such time they were live with full service.. In relation to Council Tax collection all three authorities were slightly behind projected collection figures but work had commenced in earnest on recovery and it was anticipated that all three authorities would be back on track. She highlighted all three authorities were either on or above target on business rates. She stated that the staff were busy working on collating the information to complete the NNDR1 which was due by 31st January and the Section 151 Officers from all three Council's had meet with the people who provide the appeals data and plenty of information had been sought.

In response to a question from Councillor M Hall in relation to Council Tax collection, Mr A Wilson advised Members that Council Tax had been raised at a meeting the previous week and it was mentioned that LCC still felt that collection rates were an issue and that the districts needed to demonstrate that the collection was the best it could be. He stated the LCC were happier with the forecasting.

In response to a question from Councillor M Hall in relation to how soon were new properties billed, Mrs S O'Hanlon stated that the partnership was very quick and work well will each authority to ensure they receive planning permission when granted and to ensure all information relating to all properties was up to date, the partnership worked closely with other services within the authorities.

By affirmation of the meeting it was

RESOLVED THAT:

The Performance Summary Report to December 2017 be noted.

39. UNIVERSAL CREDIT - UPDATE

Mrs S O'Hanlon presented the report to Members. She advised Members that not a lot had changed. As already advised NWL would be going live on 7th February and that the big thing to remember was that the DWP are going live not the local authority. Within the payments would be a housing cost element. She stated that when claimants present to customer services if it is a Universal Claim they should be referred to the DWP and they should not get the same level of response. She informed Members that until a resident's postcode went live they would still be eligible for Housing Benefit. Members were advised that even though two authorities were live, all postcodes within those authorities are not live, and that in turn added issues with payments and staff. She highlighted that there was now a free phone number and that it appeared that there was not as many residents presenting with queries as expected and it could be that they were self-helping or falling out of the system. She advised Members that close control was being kept on the work that was being done and regular meetings were still being held and that there were changes on the horizon as detailed in the report.

In response to a question from Councillor M Hall in relation to issues of rent arrears from delays in receiving payments, officers provided the following responses:-

Mrs J Kenny advised that HBBC had seen an increase in rent arrears but it had been hard to analyse the impact on rental income.

Mr C Lambert advised that even though NWL were not yet live with Universal Credit feedback from East Midlands Housing was that there was a 14% increase in arrears and using the projections so that NWL could ensure it was doing all it could to prepare in advance.

Ms B Jolly advised that feedback from their registered housing providers for HDC was the same as NWL, as HDC did not have housing stock.

In response to a question from Councillor R Allen about support for residents who were unable to claim on line, Mrs J Kenny stated that the Citizens Advice Bureau would be able to support and at HBBC, Customer Services were able to provide support on the self-help machines at the hub.

By affirmation of the meeting it was

RESOLVED THAT:

The content of the report be noted.

40. FINANCIAL PERFORMANCE TO DECEMBER 2017

Mr A Wilson presented the report to Members. He advised that the budget was currently showing an underspend of £70k, and that the key variances were the FERIS underspend of £56k due to the posts being filled part-time rather than full-time and that salaries were underspent by £39k due to some posts being vacant for much of the year.

In relation to a question from Councillor J Hallam over the impact on workloads that filling posts for FERIS, Mrs S O'Hanlon reminded Members that the FERIS was superseded by another initiative

Councillor J Hallam queried how overpayments had been made.

Mrs S O'Hanlon advised Members that there were a number of reasons for overpayment including fraud, incorrect information provided or forgetting to advise of changes. She stated that reviews would be carried out on those that were in receipt of pension or statement of earnings.

In response to a question from Councillor R Hadkiss, Mrs S O'Hanlon advised that the underspend of the salaries was due to a number of changes within the roles required and movement around the service areas to accommodate the work. She also highlighted that there was an underspend within Benefits and that it had been decided to keep it in the budget until Universal Credit had bedded in and the impact fully understood.

By affirmation of the meeting it was

RESOLVED THAT:

The Financial Performance of the Partnership be noted.

41. 2018/2019 PROPOSED BUDGET

Mr A Wilson presented the report to Members. He advised that provision had been made for a 2% pay award and that in relation to general inflation no provision had been made for other than contractual increases at 3.9%. He informed Members that the contributions for the 2018/19 year would fall on the general fund expenditure of the partners however once the accounts had been finalised at the end of the year should there be any savings Members may wish to review the final position. He highlighted the cost pressures that contributed to the increase in contributions.

In response to a question from Councillor M Hall, Mr A Wilson advised there was currently some salary savings and if in the same position the following year it would be reported as such. Though, also mentioned given the increase in the Council Tax base work is ongoing with regard to the pressures and requirements in the Council Tax team linked to Cllr Halls previous comment about how quickly new properties are billed for Council Tax.

Mrs J Kenny advised Members that staffing had been managed naturally when staff had decided to move on posts had not been filled rather than making redundancies.

Mr A Wilson advised that the budget included 2% vacancy factor therefore some savings had been built in.

Councillor J Hallam queried the increase in the budget for electricity and decrease for gas, and the increase of the virtual mail room.

Mr A Wilson stated that the budget was a reflection on the bills that had been received for the previous year but he would double check. In relation to the mail room it was due to inflation and postal increases.

It was moved by Councillor R Allen, seconded by Councillor R Hadkiss and

RESOLVED THAT:

The 2018/19 Budget Proposals for the Partnership be approved.

42. SERVICE PLAN 2018/2019

Mrs S O'Hanlon presented the Service Plan to Members. She advised Members that the plan detailed the key projects and performance indicators for the forthcoming year. She highlighted that the key projects for the year were an upgrade to the software which would provide one login per member of staff for all systems that access was required for, Re-tender for the mailing services and making all services available for customers to self-service which could lead to efficiencies and less room for inputting errors. She reminded that all three authorities offered on-line billing. In relation to the performance indicators, Members were advised that there was not too much and recommended the PI's contained were approved.

By affirmation of the meeting it was

RESOLVED THAT:

The Service Plan 2018/2019 be noted.

43. FORWARD PLAN

Mrs S O'Hanlon presented the forward plan to Members.

By affirmation of the meeting it was

RESOLVED THAT:

The Forward Plan be noted.

44. DATES OF FUTURE MEETINGS

Members noted the date and venue of future meetings.

The meeting commenced at 4.30 pm

The Chairman closed the meeting at 5.15 pm



Leicestershire Partnership Revenues & Benefits

Partnership
Constitution

1. PURPOSE OF THE REPORT

- 1.1 To inform the Joint Committee of the draft deed of variation to the Partnership Agreement which also comprises the Constitution.

2. RECOMMENDATION

- 2.1 That the draft deed of variation for the Partnership be approved. It will then become effective from 1 May 2018.

3. BACKGROUND

- 3.1 The original Partnership Agreement had a term of five years which has since been extended for a further five years and there have to date been two variations to the Agreement.
- 3.2 Difficulties in arranging the Annual Meeting last year were compounded by the restrictive nature of the Constitution. As a result, it was agreed for further changes to be made:
- 3.3 The key changes are summarised below:
 - Removal of the reference to an Operations Board (this has been fulfilled by the management Board for some time);
 - More flexibility over timing of the Annual Meeting;
 - Changes to the constitution allowed at Annual Council.
- 3.4 If agreed by members if the Joint Committee, these changes will be reflected through a variation to the original agreement, comprising the Constitution.

CONSTITUTION OF THE JOINT COMMITTEE

1 NAME

- 1.1 The Joint Committee shall be known as the Leicestershire Partnership - Revenue and Benefits (LPRB.).

2 INTERPRETATION

- 2.1 Unless expressly stated otherwise the expressions within this Schedule 2 will have the same meaning as in the main body of this Agreement

3 OBJECTIVES

- 3.1 The purpose of the Councils in establishing the Joint Committee is to facilitate an effective joint approach between the Councils in delivering the Project and the Joint Committee Services.

4 MEMBERSHIP OF LPRB

- 4.1 The Joint Committee shall comprise of nine Members, three being appointed by the Executive of the Council of Harborough, three being appointed by the Executive of the Council of Hinckley & Bosworth and three being appointed by the Executive of the Council of North West Leicestershire.
- 4.2 The Executive of each Council shall appoint its Members to the Joint Committee by giving notice in writing to the Secretary.
- 4.3 Each Executive may nominate one or more substitute Members to attend any meeting in place of an appointed Member from that Executive, subject to notice being given to the Secretary of the Joint Committee before the start of the meeting.
- 4.4 Each Member of the Joint Committee shall be appointed to the Joint Committee for the period of the Agreement, subject to the following:
- 4.4.1 each of the Executives may remove any of its appointed members ~~or substitute members~~ of the Joint Committee and appoint a different Member ~~or substitute~~ to the Joint Committee by giving written notice to the Secretary within 5 days of the change occurring;
- 4.4.2 a Member shall cease to be a member of the Joint Committee if he or she ceases to be a Member of the Council appointing him or her.
- 4.5 Any casual vacancies howsoever arising shall be filled by the Council from which the vacancy arises by notice in writing sent to the Secretary of the Joint Committee.

- 4.6 The proceedings of the Joint Committee shall not be invalidated by any vacancy among Joint Committee Members, nor by any defect in the appointment or qualification of any Joint Committee Member.
- 4.7 Each member of the Joint Committee shall act in the overall interests of the Joint Committee.
- 4.8 Each member of the Joint Committee shall comply with the Members' Code of Conduct and relevant training programmes of their Council when acting as a Member of the Joint Committee.

5 ANNUAL GENERAL MEETINGS OF THE JOINT COMMITTEE

- 5.1 The Joint Committee shall hold an Annual General Meeting to carry out the following business:
 - 5.1.1 to elect the Chair of the Joint Committee when the post is vacant;
 - 5.1.2 to elect the Vice Chair of the Joint Committee when the post is vacant;
 - 5.1.3 to determine the date, time and venue of meetings of the Joint Committee for the following year; and
 - 5.1.4 to determine the delegation of duties to officers.
- 5.2 The Joint Committee shall hold its first Annual General Meeting in 2011 within 30 working days of the start date of the Agreement. In 2012 and in every future year when the Joint Committee exists, the Joint Committee shall hold its Annual General Meeting in June wherever possible but no later than end July.

6 ORDINARY MEETINGS OF THE JOINT COMMITTEE

- 6.1 The Joint Committee shall hold ordinary meetings quarterly unless otherwise determined by the Joint Committee and may hold extraordinary meetings in between quarterly meetings.

7 CONVENING MEETINGS

- 7.1 The Secretary to the Joint Committee must call an extraordinary meeting of the Joint Committee by giving at least ten working days' written notice to all Members of the Joint Committee for the purposes of resolving urgent matters arising between the quarterly meetings of the Joint Committee, if a request to do has been made by any Joint Committee Member. The period of notice can be reduced if all members of the Joint Committee agree to a shorter period. Notice of such a meeting must be provided to the Treasurer and Monitoring Officer.
- 7.2 The Secretary to the Joint Committee shall send to all Members of the Joint Committee copies of the agenda for each meeting of the Joint Committee no later than five clear Working Days before the date of the relevant meeting. This shall not apply to extraordinary meetings of the Joint Committee where a shorter notice period has been agreed by all Members under paragraph 7.1 of this constitution, in which case the Secretary shall send to all Members of the

Joint Committee printed copies of the agenda as soon as reasonably practicable and shall make copies available at the meetings.

8 QUORUM

- 8.1 No business may be transacted at a Joint Committee Meeting unless a quorum is present. A meeting of the Joint Committee shall require a quorum of 3 Members who are entitled to attend and vote, with at least 1 member from each of the Councils.
- 8.2 If at the expiration of 15 minutes after the time specified for a meeting a quorum is not present then no meeting shall take place until the day and time fixed for the next ordinary meeting unless an extraordinary meeting is, in the meantime, convened for the purpose in pursuance of paragraph 7.1.
- 8.3 If, during any meeting of the Joint Committee the Chair, after counting the number present declares that there is not a quorum present the meeting shall stand adjourned until the next ordinary meeting unless an extraordinary meeting is convened for that purpose in pursuance of paragraph 7.1 of this constitution

9 CONDUCT OF MEETINGS

- 9.1 The order of business shall be indicated in the agenda for the meeting and shall be in accordance with the procedure rules adopted by the Joint Committee.
- 9.2 A Member when speaking shall address the Chair. If two or more Members wish to speak, the Chair shall call on one to speak. While a Member is speaking other Members shall remain silent.
- 9.3 A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order.
- 9.4 Only one amendment to a proposal may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, providing that the Chair may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Joint Committee's business.
- 9.5 If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- 9.6 When a motion is under debate by the Joint Committee no other motion shall be moved except the following:
 - 9.6.1 to amend the motion;
 - 9.6.2 to adjourn the meeting;
 - 9.6.3 to adjourn the debate;
 - 9.6.4 to proceed to the next business;

- 9.6.5 that the question be now put;
 - 9.6.6 by the Chair that a Member do leave the meeting;
 - 9.6.7 a motion under Section 100(A)(4) of the Local Government Act 1972 to exclude the public;
 - 9.6.8 to postpone consideration of the item.
- 9.7 A Member may move without comment at the conclusion of a speech of another Member, "That the Committee proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Committee do now adjourn", on the seconding of which the Chair shall proceed as follows:
- 9.7.1 on a motion to proceed to next business; unless in his opinion the matter before the meeting has been insufficiently discussed put to the vote the motion to proceed to the next business;
 - 9.7.2 on a motion that the question be now put; unless in his opinion the matter before the meeting has been insufficiently discussed he shall first put to the vote the motion that the question be now put;
 - 9.7.3 on a motion to adjourn the debate or the meeting; if in his opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion put the adjournment motion to the vote.
- 9.8 Any motion moved under paragraph 9.6 must be seconded but it need not be reduced to writing. The mover may speak upon it but the seconder shall not be permitted to speak beyond formally seconding it. Upon any such motion being made, the mover of the substantive motion under debate at the time such motion is made may (without prejudice to his or her ultimate right of reply if the motion be not carried) be heard in reply for a period not exceeding five minutes, immediately after which the question shall be put without further debate.
- 9.9 If any motion mover under paragraph 9.6 is lost it shall not be competent to move a motion in the same or similar terms within a period of 30 minutes thereafter.
- 9.10 If a motion to adjourn the meeting is carried, the business on the agenda undisposed of shall be printed on the agenda of the next ordinary meeting or of such meeting as shall be specified.
- 9.11 If a motion to adjourn the debate is carried, the discussion shall be resumed at the next ordinary meeting, when the Member who moved the adjournment of the debate shall be entitled to speak first.
- 9.12 If a motion "that the question now be put" is carried, the motion or amendment under debate shall, subject to the right of reply of the mover of an original motion, be forthwith put.

- 9.13 When a motion to proceed to the next business is carried the question under discussion shall be considered as dropped.
- 9.14 A motion or amendment may be withdrawn by the mover with the consent of his or her seconder and of the Joint Committee, which consent shall be signified without debate, and no Member may speak upon it after the mover has asked permission for its withdrawal unless such permission shall have been refused.
- 9.15 Paragraphs 9.8 to 9.14 and 9.16 to 9.17 of this constitution may be suspended so far as regards any business at the meeting.
- 9.16 The following rules shall apply to the conduct of debate at meetings.
- 9.16.1 Members arriving after a meeting has commenced or departing before a meeting has concluded shall show due respect to the Chair.
- 9.16.2 No speech shall exceed ten minutes in the case of a mover of a motion or five minutes in any other case except by consent of the Chair.
- 9.16.3 A Member who speaks shall direct his remarks strictly to the motion under discussion or to a personal explanation or a question of order. A point of order shall relate only to an alleged breach of a requirement of this constitution and the Member shall immediately specify the requirement and the way it has been broken. No Member may impute improper motives or use offensive expressions in reference to any Member.
- 9.16.4 The ruling of the Chair on a point of order or the admissibility of a personal explanation shall be final and shall not be open to discussion.
- 9.16.5 A member shall not address the meeting more than once on the same motion or amendment except upon a point of order or to offer a personal explanation. The mover of an original motion may, however, reply but he or she shall confine himself or herself strictly to answering points raised by previous speakers and shall not introduce a new matter into debate. After the reply the question shall be put forthwith.
- 9.16.6 The Chair shall call the attention of the Member to continued irrelevance, tedious repetition, unbecoming language or any breach of order on the part of a Member and shall direct such a Member, if speaking, to discontinue his or her speech or, in the event of disregard of the authority of the Chair, to retire for the remainder of the meeting.
- 9.17 Where there are more than two persons nominated for any position to be filled by the Joint Committee and, on a vote being taken, no person receives more than half the votes cast, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of the votes cast is given in favour of one person.

- 9.18 If a Member of the Joint Committee has any personal interest in any contract, proposed contract or other matter, and is present at a meeting at which the contract, proposed contract or other matter is the subject of consideration, he or she shall, at the meeting and as soon as practicable after its commencement, disclose the fact and if the interest is also a prejudicial interest shall not take part in the consideration or discussion of the contract, proposed contract or other matter or vote on any question with respect to it but shall withdraw from the meeting whilst it is being discussed and voted on.
- 9.19 No Member may at a meeting raise any matter of which prior notice has not been given to the Chair and the matter shall not, in any event be introduced unless the Members on being informed of it agree. If the Members do agree the matter may be raised only in the form of a question which, on an oral answer being given, shall be regarded as disposed of at that meeting and no decision binding the Joint Committee on any course of action shall be taken on any matter so raised.
- 9.20 The ruling of the Chair shall not be open for discussion.
- 9.21 Any member of the Councils who is not a Member of the Joint Committee is entitled to attend the Joint Committee but he/she shall not be entitled to vote, shall not take part in the consideration or discussion of any business, save by leave of the Chair and comments will be recorded only on the direction of the Chair.
- 9.22 Meetings of the Joint Committee will be open to the public except to the extent that they are excluded under paragraph 9.23.
- 9.23 The public may be excluded from a meeting of the Joint Committee during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information as defined in section 100 A (3) of the Local Government Act 1972 or exempt information as defined in section 100I of the Local Government Act 1972 would be disclosed to them.
- 9.24 Any meeting of the Joint Committee which has sat continuously for three hours shall stand adjourned unless the majority of the Members present, by vote, determine to continue to sit.
- 9.25 The Chair may, at any time, if he or she thinks it desirable in the interest of order, adjourn a meeting for a time to be named by him or her.
- 9.26 The Secretary to the Joint Committee shall arrange for written minutes to be taken of each meeting of the Joint Committee. The Secretary shall circulate the minutes to Members of the Joint Committee no later than 14 Working Days after the date of the relevant meeting and shall present them to the Joint Committee at its next meeting for approval as a correct record. If the Joint Committee confirms that the minutes contain an accurate record of the previous meeting, those minutes shall be signed by the Chair.

10 VOTING AT MEETINGS

- 10.1 Each Member shall have one vote. Each Member may arrange for his/her vote to be exercised by any Member or substitute Member whom his/her Council

appoints to the Joint Committee or nominates as a substitute. For the avoidance of doubt no officer shall be allowed to exercise a vote.

- 10.2 Subject to the provisions of any enactment, all matters other than a question of whether to admit a Local Authority as a new Party to the Agreement or a request for a change to the Joint Committee's constitution or a proposal to vary the terms of the Shared Services Arrangement coming or arising before the Joint Committee shall be decided by a majority of the Members of the Joint Committee who are entitled to vote immediately present and voting thereon. A decision to admit a Local Authority as a new Party to the Shared Services Arrangement, to vary the terms of the Shared Services Arrangement or to change the constitution of the Joint Committee shall require unanimous agreement of all Members.
- 10.3 Subject to the provisions of any enactment, in the case of an equality of votes the Chair shall have a second or casting vote but before exercising this, the Chair shall consider whether it is appropriate to defer the matter to the next meeting of the Joint Committee.
- 10.4 Any Member of the Joint Committee may request the Joint Committee to record the votes of individual Members of the Joint Committee on a matter for decision.

11 CHAIR AND VICE CHAIR OF THE JOINT COMMITTEE

- 11.1 The Joint Committee shall appoint a Chair of the Joint Committee at every Annual General Meeting, who shall not be from the same council as the previous Chair.
- 11.2 The Joint Committee shall appoint a Vice Chair of the Joint Committee at every Annual General Meeting, who shall not be from the same council or the previous Vice Chair.
- 11.3 The Chair and Vice Chair shall be appointed from the Members of the Joint Committee and shall at no time be from the same council.
- 11.4 The Chair and Vice Chair shall vacate their office as Chair or Vice Chair as applicable if he or she ceases to be an elected member of the Council which appointed him or her to the Joint Committee; or that Council terminates his or her appointment as a Member of the Joint Committee, or if his or her appointment as a Member of the Joint Committee expires and he or she is not re-appointed as a Member of the Joint Committee with immediate effect.
- 11.5 If there is a vacancy in the office of Chair or Vice Chair between the date of the Annual General Meetings of the Joint Committee, the Joint Committee shall appoint a Chair or Vice Chair as applicable at the next meeting of the Joint Committee.
- 11.6 If there is a quorum of members present but neither the Chair nor the Vice-Chair is present, the Members present shall designate one Member to preside as Chair for that meeting.
- 11.7 The Chair and Vice Chair may resign from their positions at any time, without necessarily resigning as Joint Committee Members.

- 11.8 The Chair and Vice-Chair may be removed during their term of office only at a Joint Committee Meeting with a majority of the total number of Joint Committee Members at the time in favour. The Chair or the Vice-Chair (as the case may be) must be given an opportunity to say why he/she should not be removed.
- 11.9 If the Chair or Vice-Chair is removed or resigns from their terms of office under paragraphs 11.7 or 11.8 the Joint Committee shall appoint a new Chair or Vice-Chair for the remainder of the Municipal Year providing that the appointment shall be made from the same Council's Joint Committee Members as the previous Chair or Vice-Chair.
- 11.10 The Chair is to chair all Joint Committee Meetings at which he/she is present unless he/she does not wish, or is not able, to do so.
- 11.11 If the Chair is not present within 5 (five) minutes after the starting time of a Joint Committee Meeting or if the Chair is unwilling or unable to chair a Joint Committee Meeting, then the Vice-Chair must chair that Joint Committee Meeting unless he/she is unwilling or unable to do so.
- 11.12 If both the Chair and the Vice-Chair are not present within 5 (five) minutes after the start time of a Joint Committee Meeting or both are unwilling or unable to chair the Joint Committee Meeting then the Joint Committee must elect 1 (one) of the Joint Committee Members who is present to chair the Joint Committee Meeting.
- 11.13 The responsibilities of the Chair are to:
- 11.13.1 act as an ambassador for the Joint Committee and to represent the views of the Joint Committee to the general public and other organisations;
 - 11.13.2 ensure that Joint Committee Meetings are conducted efficiently;
 - 11.13.3 give all Joint Committee Members an opportunity to express their views;
 - 11.13.4 establish a constructive working relationship with, and to provide support for, any officers of the Councils to whom the Joint Committee has delegated its functions;
 - 11.13.5 encourage the Joint Committee to delegate sufficient authority to officers of the Councils to enable the Joint Committee Services to be carried on effectively between Joint Committee meetings; and
 - 11.13.6 ensure that the Joint Committee monitors the use of delegated powers.
- 11.14 The role of the Vice-Chair is to deputise for the Chair during any period of his absence and, for that period, his/her functions shall be the same as those of the Chair.
- 11.15 Except to the extent that this Agreement provides otherwise neither the Chair nor the Vice-Chair has any authority beyond that of any other Joint Committee Member.

12 POWERS DELEGATED TO THE JOINT COMMITTEE

- 12.1 The Executives of each of the Councils has, subject to paragraph 12.2 delegated to the Joint Committee all executive functions and powers of that authority as may be necessary, calculated to facilitate, incidental or conducive to the discharge of the functions of the Joint Committee, including the function of:
- 12.1.1 developing, approving and keeping under review long term strategies setting out the future direction of the LPRB;
 - 12.1.2 performing and developing the Joint Committee Services;
 - 12.1.3 setting progress and performance goals for the Joint Committee Services;
 - 12.1.4 reviewing the progress and performance of the Joint Committee Services;
 - 12.1.5 approving, modifying or amending the terms of reference of the Joint Committee;
 - 12.1.6 receiving, considering and adopting or rejecting recommendations of from the Management Board;
 - 12.1.7 ratifying and amending the operational policies of the Joint Committee;
 - 12.1.8 approving, modifying or amending the draft annual business plan and annual budget produced by the Management Board;
 - 12.1.9 adopting this constitution and then considering, approving and keeping under review at the Annual General Meeting the constitution, including its standing orders, financial procedure rules and the officer delegation scheme and to carry out such actions as are required by these rules;
 - 12.1.10 receiving audit reports;
 - 12.1.11 promoting the achievement of best value in the provision of Joint Committee Services;
 - 12.1.12 providing member councils with an annual report on LPRB's activities;
 - 12.1.13 undertaking other functions as are reasonably necessary to further any of the purposes of the Joint Committee or the Joint Committee Services;
 - 12.1.14 approving the retention of any savings / underspends into a reserve. Those arising from income generation to be put into an earmarked development reserve.

- 12.2 The following functions are reserved to the appointing authorities and shall not be within the powers of the Joint Committee:
- 12.2.1 all non-executive functions of any of the Councils;
 - 12.2.2 any decision which is contrary to or not wholly in accordance with the Budget approved by each appointing Council for the Joint Committee, or is contrary to an approved policy or strategy of any of the appointing Councils;
 - 12.2.3 any decision in respect of which the Chief Executive of either appointing Council has notified the Secretary to the Joint Committee in writing of the Council's formal objection to the proposed decision.

13 ROLE OF THE MANAGEMENT BOARD

- 13.1 A Management Board comprising a Senior Manager (Head of Service and above) from each Council, with the Head of Partnership and support from Finance meeting quarterly, to:
- 13.1.1 ensure Joint Committee Services are delivered in accordance with the progress and performance goals set by the Joint Committee;
 - 13.1.2 ensure that the Joint Committee Services are delivered equitably between the Councils;
 - 13.1.3 recommend operational policy to the Joint Committee;
 - 13.1.4 recommend the proper level of resources required to perform the Joint Committee Services to the Joint Committee
 - 13.1.5 ensure that Joint Committee Services are delivered in accordance with the Joint Committee's policies;
 - 13.1.6 on or before 30 November, starting in 2011, prepare/update a draft business plan for the Joint Committee for the following financial years;
 - 13.1.7 on or before 30 November, starting in 2011, prepare a draft annual budget for the Joint Committee for the following financial year;
 - 13.1.8 ensure that the Joint Committee Services are performed within the budget and notify the Joint Committee should the approved budget be insufficient to meet the costs of providing the Joint Committee Services, with recommendations for meeting any shortfall;
 - 13.1.9 to recommend to the Councils that each recruit to fill vacant posts within the agreed staffing structure and budget;
 - 13.1.10 approve the use of reserves;
 - 13.1.11 monitor the day to day performance of the Joint Committee Services on behalf of Councils;
 - 13.1.12 carry out such research and duties as the Joint Committee may require from time to time.

~~14~~ **ROLE OF THE OPERATIONS GROUP**

~~14.1~~ An Operations Group, comprising such professional and practitioner officers as determined by the Management Board, meeting as required, to:

~~14.1.1~~ monitor the day to day performance of the Joint Committee Services on behalf of Councils;

~~14.1.2~~ report quarterly to each Council on the performance of the Joint Committee

~~14.1.3~~ carry out such research and duties as the Management Board may require from time to time

14.14 CHANGES TO THE CONSTITUTION

~~15.4~~14.1 No change may be made to the constitution of the Joint Committee unless it has been agreed unanimously at a meeting of the Joint Committee.

~~15.2~~14.2 Each of the Councils may request a change to the constitution of the Joint Committee by sending to the Secretary to the Joint Committee:

~~15.2.1~~14.2.1 Details in writing of the proposed change to the constitution;

~~15.2.2~~14.2.2 A request in writing for the Secretary to include the proposed change to the agenda for the next meeting of the Joint Committee.

~~15.3~~ When the Secretary to the Joint Committee receives a request for a change to the constitution of the Joint Committee, he or she shall add this to the agenda for the next meeting of the Joint Committee, ~~unless the next meeting is the Annual General Meeting. If the next meeting is the Annual General Meeting the Secretary to the Joint Committee shall add the request to the agenda for the next meeting after the Annual General Meeting.~~

14.3

~~15.4~~14.4 If the Joint Committee agrees to a change to the constitution of the Joint Committee, the change shall take effect immediately after it has been agreed. The Secretary to the Joint Committee shall prepare a new version of the constitution as soon as reasonably practicable after the change has been agreed and shall circulate this to each Council. The costs associated with preparing and circulating the new version of the constitution shall be shared equally between the Councils.

14.15 STANDING ORDERS

~~16.4~~15.1 The Joint Committee shall develop standing orders for the proper conduct and management of the Joint Committee.

~~16.2~~15.2 The Joint Committee must adopt such means as they think sufficient to bring standing orders to the notice of officers of the councils assisting the Joint Committee in undertaking the Joint Committee services.

~~16.3~~15.3 Standing Orders are binding on all Joint Committee Members.

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Leicestershire Partnership Revenues & Benefits

Financial Performance to February 2018

Joint Committee

1. PURPOSE OF THE REPORT

- 1.1 To inform the Joint Committee of the financial performance of the Partnership for the period April - February 2018.

2. RECOMMENDATION

- a) That the financial performance of the Partnership be noted.

3. INFORMATION

Budget Position

- 3.1. The financial position of the Partnership has been outlined in **Appendix 1** to this report. The key headlines have been detailed below for information.
- 3.2. The Joint Committee approved a budget for the Partnership for 2017/2018 that indicated that £3,459,650 would be spent on the Partnership, matched by income from the partners and use of reserves. This has since been agreed that reserves of £105,250 will be used to reduce the level of contributions needed in year from partners.
- 3.3. As at February 2018, the Partnership had underspent against the profiled budget by £203,590. In addition there were £232,024 of timing differences associated with expenditure to the end of February 2018, which will be billed to partners following the quarter end reconciliation, leaving a net underspend of £95,311.

	Budget to Feb 2018	Actual to Feb 2018	Variance to Date	Timing Differences	Variance after Timing Differences
INCOME	(£2,732,640)	(£2,749,803)	(£17,163)	£0	(£17,163)
EXPENDITURE	£3,079,940	£2,769,768	(£310,172)	£232,024	(£78,148)
Net Expenditure Over / (Under) Spend	£347,300	£19,965	(£327,335)	£232,024	(£95,311)

- 3.4 The key variances to the end of February 2018 bring to the attention of the Management Board are:
- FERIS is underspent by £56,000, mainly due posts being filled on a part-time basis, rather than fulltime due to the nature of the work.
 - Salaries is underspent by £47,000 due to vacant posts for much of the year.
 - The car allowance budget is also underspend by £6,000, due to a reduction in amount of travel being done.
- 3.5 There is a direct link between partner contributions and expenditure incurred and therefore partner contributions have been adjusted by £40,000 to reflect the actual expenditure to date.
- 3.6 As at 31 February 2018, the Partnership is forecasting saving of £50,000 for salary savings at the year-end, excluding any FERIS underspends.

Liability Orders

- 4.1 It has been noticed that charges for liability order court payments have been based on budget and not actual costs, which are meant to be recharged as needed to partners. This has led to a cumulative position of amounts owing or owed to partners based on the difference between actual and budget dating back to 2013/14. The position is noted in the table below, a negative figure indicates amounts owing to the partnership:

	Amount due to or (from)
Hinckley and Bosworth BC	(11,692)
Harborough District Council	23,990
North West Leicestershire DC	(1,478)
	10,819.30

- 4.2 An amendment will be made for the final quarter of 2017/18 to adjust for the differences noted.

Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 28th February 2018

Expenditure / Income Type	2017/18 Latest Budget to Date	Actual to Date	Timing Differences	Variance after Timing Differences	2017/18 Total Estimate (Original)	2017/18 Total Estimate (Revised)
	£	£	£	£	£	£
Employees	2,334,046	2,052,871	229,611	51,563	2,551,100	2,558,100
Premises Related Expenditure	73,741	71,218	0	2,523	81,050	81,050
Transport Related Expenditure	25,669	17,609	2,142	5,918	28,000	28,000
Supplies & Services	623,083	605,260	271	17,553	768,300	776,800
Central & Administrative Exp	23,401	22,810	0	591	31,200	31,200
Revenue Income	-2,686,489	-2,647,251	0	-39,238	-3,459,650	-3,354,400
Approved Cfws	0	0	0	0	0	-72,118
Transfer from Reserves	-96,479	-96,479	0	0	0	-105,250
				0		
Other Expenditure - FERIS	50,328	37,089		13,239	0	56,618
Other Income - FERIS	0	-43,161		43,161	0	0
Sum:	347,300	19,965	232,024	95,311	0	0

Timing Differences

	HDC	NWLDC	HBBC	Total
Salaries - February 2018	95,768	133,843		229,611
Mileage & Disturbance Costs - February 2018	948	1,194		2,142
Supplies & Services - February 2018	435	-164		271
	97,150	134,873	0	232,024

Explanations

	Variance at 28/02/18 (Over) / Under Spend £	Forecast variance (Over) / Under Spend £	Explanation £5k+
Salaries	47,000	50,000	Underspend is due to a number of vacant posts, some of which have been vacant since the start of the year but interviews are currently taking place.
Training	5,000		Training delayed.
Premises Related Expenditure	3,000		Variance > £5k
Car Allowances	6,000		Reduction in amount of travel being done
Flexible working costs	5,000		Variance > £5k
Postages	1,000		Variance > £5k
Computer Software Maintenance & Upgrade	5,000		Variance > £5k
Computer Consumables	2,000		Variance > £5k
Printing & Stationery	2,000		Variance > £5k
Liability Expenses	-5,000		Additional Court costs incurred off set against additional each of the partners will receive within the General Fund
Remote Access	3,000		Budget to cover the cost of Key Fobs which are renewed every 3 years, budget has been calculated to run across the 3 year period and therefore any underspend will need to be carried forward to 2018/19
Minor Variances	5,000		Variance > £5k
Central & Administrative Exp	1,000		Variance > £5k
Contributions	-40,000		There is a direct link between partner contributions and expenditure incurred and therefore partner contributions have been adjusted to reflect the actual expenditure to date.
Net Other Expenditure & Income - FERIS	56,000		Fraud and Error Reduction Incentive Scheme (FERIS) this is a ring fenced grant. £43K grant has been received so far during 2017/18. A budget of £57k has been bfwd from 2016/17
	96,000	50,000	



25

Revenue and Benefit Service

Performance Summary Report

February 2018

Caseload Analysis

Caseload Data																	
Position at:	01/04/2011	01/04/2012	In Year Movement	01/04/2013	In Year Movement	01/04/2014	In Year Movement	01/04/2015	In Year Movement	01/04/2016	In Year Movement	01/04/2017	In Year Movement	2017/18		Overall Movement	
														Latest Data	In Year Movement		%
Council Tax Dwellings																	
HBBC	46,172	46,505	333	46,788	283	47,405	617	48,135	730	48,810	675	49,488	678	49,858	370	3,686	7.4%
HDC	35,923	35,965	42	36,494	529	37,048	554	37,312	264	37,899	587	38,505	606	38,990	485	3,067	7.9%
NWLDC	40,026	40,271	245	40,833	562	41,292	459	41,761	469	42,405	644	43,204	799	44,059	855	4,033	9.2%
Totals	122,121	122,741		124,115		125,745		127,208		129,114		131,197	Current Total:	132,907	Movement	10,786	
NDR Rated Assessments																	
HBBC	2,876	2,867	-9	2,932	65	2,968	36	2,985	17	3,067	99	3,082	15	3,164	82	288	9.1%
HDC	2,616	2,730	114	2,762	32	2,835	73	2,894	59	2,909	74	2,949	40	3,036	87	420	13.8%
NWLDC	3,182	3,170	-12	3,175	5	3,210	35	3,223	13	3,249	39	3,287	38	3,425	138	243	7.1%
Totals	8,674	8,767		8,869		9,013		9,102		9,225		9,318	Current Total:	9,625	Movement	951	
HB/CTLS Live Caseload																	
HBBC	7,100	7,579	479	7,555	-24	7,161	-394	6,832	-329	6,459	-702	6,280	-282	5,806	-474	-1,294	-22.3%
										Current Caseload Analysis			Joint HB/CTS				
													HB only		3,092		
													CTS only		2,217		
HDC	4,189	4,246	57	4,345	99	4,274	-71	4,086	-188	3,689	-585	3,599	-169	3,396	-203	-793	-23.4%
										Current Caseload Analysis			Joint HB/CTS				
													HB only		1,883		
													CTS only		1,187		
NWLDC	7,187	7,287	100	7,213	-74	6,770	-443	6,550	-220	6,145	-625	5,955	-329	5,729	-226	-1,458	-25.4%
										Current Caseload Analysis			Joint HB/CTS				
													HB only		3,772		
													CTS only		1,491		
Totals	18,476	19,112		19,113		18,205		17,468		16,293		15,834	Current Total:	14,931	Movement	-3,545	

Dashboard Performance Summaries for each Council follows below:

HBBC													2017/18	Year-End 2017/18 Target	2016/17 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative		
In month: Right Time (days)	10.5	9.4	12.6	12.0	12.0	12.2	11.1	9.6	9.8	9.1	2.7		10.1	11	
<i>Position for 2016/17</i>	8.5	9.5	12.2	12.4	10.5	9.7	10.5	9.8	11.1	10.8	2.8	9.9			9.8
In month: New Claims (Days)	20.2	21.4	23.3	21.7	19.5	18.4	15.5	16.4	11.2	14.3	13.8		17.9	19	
<i>Position for 2016/17</i>	15.9	24.2	22.1	23.0	19.2	16.9	16.1	16.6	16.3	14.5	16.3	17.8			18.3
In month: Change Events (Days)	9.6	8.5	11.2	11.0	10.9	11.3	10.5	8.7	9.6	8.5	2.3		8.0	9	
<i>Position for 2016/17</i>	7.1	7.4	10.7	10.5	8.6	8.2	9.4	8.6	10.3	10.1	2.3	8.7			7.2
Right Time profiled in month target 16/17	14.1	14.8	14.7	11.0	10.9	10.2	10.8	9.3	10.4	9.8	3.4	10.9			
New Claims profiled in month target 16/17	19.0	24.0	22.0	22.9	18.4	16.8	16.7	14.4	15.0	16.2	17.5	18.9			
Change Events profiled in month target 16/17	13.5	13.7	13.2	9.8	9.8	9.1	10.0	8.2	9.0	8.6	2.5	9.4			
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.9%	20.3%	29.5%	38.7%	47.9%	57.2%	66.6%	75.8%	84.9%	94.0%	96.4%		96.4%	98.0%	
This years profiled target	11.0%	20.0%	29.3%	38.4%	47.9%	57.1%	66.3%	75.9%	85.1%	94.2%	96.4%	98.0%			
<i>Position for 2016/17</i>	11.0%	20.3%	29.4%	38.6%	48.0%	57.5%	66.5%	75.9%	85.1%	94.3%	96.5%	98.1%			
In Year Arrears Reduction (£)	£2.7m	£2.6m	£2.5m	£2.4m	£2.4m	£2.3m	£2.1m	£2.1m	£2.0m	£2.0m	£1.9m		£1.9m	INFO	
<i>Position for: 2015/16</i>	£2.7m	£2.5m	£2.5m	£2.3m	£2.2m	£2.1m	£2.2m	£2.1m	£2.0m	£1.9m	£1.8m	£1.8m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	11.0%	20.6%	29.9%	39.3%	48.3%	57.3%	66.5%	75.9%	85.3%	94.2%	96.6%		96.6%	98.3%	
This years profiled target	11.2%	20.0%	28.1%	37.1%	46.0%	55.0%	63.8%	73.0%	82.7%	92.0%	96.5%	98.3%			
<i>Position for 2016/17</i>	10.1%	19.0%	28.1%	37.1%	46.0%	55.7%	64.9%	74.1%	83.5%	92.9%	96.9%	98.9%			
Arrears Reduction (£m)	£0.56m	£0.37m	£0.34m	£0.43m	£0.31m	£0.30m	£0.26m	£0.25m	£0.23m	£0.30m	£0.30m		£0.30m	INFO	
<i>Position for: 2016/17</i>	£1.4m	£0.7m	£0.6m	£0.5m	£0.5m	£0.5m	£0.5m	£0.4m	£0.4m	£0.3m	£0.2m	£0.2m			
HB DEBT RECOVERY	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding at year end (Academy)	£1.5m	£1.5m	£1.6m	£1.6m	£1.6m	£1.6m	£1.5m	£1.6m	£1.6m	£1.6m	£1.5m		£1.5m	INFO	
<i>Position for 2016/17</i>	£1.4m	£1.4m	£1.4m	£1.4m	£1.4m	£1.4m	£1.5m	£1.5m	£1.5m	£1.5m	£1.5m	£1.5m			
HB Overpayments Recovered	4%	7%	10%	14%	18%	21%	23%	26%	28%	30%	32%		32%	36%	
2017/18 profiled target	5%	8%	11%	13%	16%	19%	21%	22%	26%	27%	30%	36%			
<i>Position for 2016/17</i>	4%	7%	10%	12%	15%	18%	20%	21%	25%	26%	29%	31%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	1	2	0	1	0	0	0	0	1	4		9	6	
This years profiled target	0	0	0	1	1	1	1	1	0	1	0	0			
<i>Position for 2016/17</i>	2	1	0	1	1	3	1	2	0	0	0	2			

HDC													2017/18	Year -End 2017/18 target	2016/17 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative		
In month: Right Time (days)	10.8	9.0	10.8	14.0	11.8	12.4	10.5	8.7	10.2	9.7	2.4		10.0	11	
<i>Position for 2016/17</i>	9.1	9.3	12.2	10.4	10.9	11.8	11.3	9.8	12.7	9.5	3.0	8.8			10.0
In month: New Claims (Days)	20.6	18.9	20.3	19.1	16.2	15.5	17.9	15.6	15.9	14.2	10.9		17.1	19	
<i>Position for 2016/17</i>	15.5	20.1	22.0	18.1	18.9	20.2	15.3	14.5	22.2	14.7	17.9	18.7			18.0
In month: Change Events (Days)	9.3	7.9	9.4	13.3	11.1	11.9	9.7	7.4	9.0	9.0	2.2		7.9	9	
<i>Position for 2016/17</i>	7.8	7.9	10.5	9.3	9.2	10.3	10.7	9.0	11.1	8.6	2.5	7.8			7.5
Right Time profiled in month target 17/18	9.8	11.1	11.9	10.1	10.2	10.8	12.0	10.8	9.6	9.5	3.0	8.0			
New Claims profiled in month target 17/18	20.6	22.6	20.9	18.0	16.7	18.9	19.3	19.3	19.1	19.2	19.1	19.0			
Change Events profiled in month target 17/18	8.3	9.5	10.2	8.8	8.9	9.4	10.8	8.9	8.5	8.2	3.0	9.0			
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	11.2%	20.5%	29.9%	39.0%	48.2%	57.6%	67.1%	76.3%	85.3%	94.5%	96.7%		96.7%	98.6%	
This years profiled target	11.3%	20.8%	29.9%	39.0%	48.3%	57.7%	67.2%	76.6%	85.7%	94.7%	96.8%	98.6%			
<i>Position for 2016/17</i>	11.3%	20.4%	29.9%	39.1%	48.4%	57.9%	67.2%	76.6%	85.7%	94.7%	96.8%	98.5%			
Arrears Reduction (£m)	£2.1m	£2.0m	£1.9m	£1.9m	£1.8m	£1.7m	£1.7m	£1.6m	£1.6m	£1.5m	£1.5m		£1.5m	INFO	
<i>Position for: 2016/17</i>	£2.2m	£2.2m	£2.1m	£2.0m	£1.9m	£1.9m	£1.9m	£1.8m	£1.7m	£1.6m	£1.5m	£1.5m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	9.7%	20.5%	28.7%	37.8%	46.8%	55.3%	65.7%	75.0%	84.2%	92.5%	96.6%		96.6%	99.2%	
2017/18 Target	10.6%	19.6%	28.7%	37.6%	46.5%	55.1%	64.0%	74.1%	82.6%	92.8%	96.9%	99.2%			
<i>Position for 2016/17</i>	10.4%	19.9%	28.7%	37.6%	46.7%	55.1%	64.0%	74.0%	82.6%	92.8%	96.9%	99.6%			
Arrears Reduction (£m)	£0.27m	£0.33m	£0.23m	£0.21m	£0.22m	£0.17m	£0.14m	£0.14m	£0.14m	£0.11m	£0.09m		£0.09m	INFO	
<i>Position for: 2016/17</i>	£0.4m	£0.3m	£0.3m	£0.3m	£0.2m	£0.2m	£0.3m	£0.2m	£0.2m	£0.1m	£0.1m	£0.1m			
HB DEBT RECOVERY	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding at year end (Academy)	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m		£1.0m	INFO	
<i>Position for 2015/16 (£m)</i>	£0.7m	£0.7m	£0.7m	£0.7m	£0.7m	£0.8m	£0.8m	£0.8m	£0.8m	£0.8m	£0.8m	£0.9m			
HB Overpayments Recovered	3%	6%	9%	12%	16%	18%	21%	24%	26%	29%	30%		30%	31%	
2016/17 profiled target	3%	5%	8%	10%	13%	16%	18%	21%	24%	24%	27%	31%			
<i>Position for 2015/16</i>	3%	5%	8%	10%	13%	15%	16%	19%	22%	24%	26%	29%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	0	0	0	1	1	0	0	1	0	0		3	6	
This years profiled target	0	0	0	1	1	1	1	1	0	1	0	0			
<i>Position for 2016/17</i>	1	0	0	4	0	4	1	1	1	1	2	2			

NWLDC													2017/18	Year End 2017/18 target	2016/17 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative		
In month: Right Time (days)	11.0	9.8	11.0	11.2	10.8	10.9	12.5	9.6	11.0	10.9	3.3		10.2	11	
<i>Position for 2016/17</i>	10.4	9.3	12.3	11.7	10.8	11.1	10.8	10.4	11.7	11.6	3.4	8.9			10.3
In month: New Claims (Days)	18.9	21.4	16.9	16.4	17.3	15.9	17.3	14.1	19.8	14.8	14.1		17.1	19	
<i>Position for 2016/17</i>	16.1	19.8	19.1	21.7	22.9	19.2	16.3	14.1	16.4	18.1	15.3	18.5			18.1
In month: Change Events (Days)	9.5	8.3	10.3	10.3	9.8	10.2	11.7	9.0	9.3	10.2	2.7		8.3	9	
<i>Position for 2016/17</i>	9.5	8.1	11.2	9.7	9.1	9.5	9.8	9.8	10.7	10.2	2.8	7.7			7.9
Right Time profiled in month target 16/17	14.9	15.5	15.1	11.5	10.6	9.9	11.1	8.6	10.1	10.2	3.0	8.3			
New Claims profiled in month target 16/17	21.0	23.0	25.1	20.4	20.3	14.6	16.2	13.7	15.9	16.5	15.4	18.5			
Change Events profiled in month target 16/17	13.6	14.3	13.3	10.3	9.1	9.2	10.0	7.7	8.6	8.9	2.4	6.6			
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.2%	19.5%	28.6%	37.7%	46.9%	55.9%	65.4%	74.6%	83.7%	93.0%	95.7%		95.7%	97.6%	
This years profiled target	10.4%	19.5%	28.8%	37.9%	47.2%	56.5%	65.5%	74.8%	84.1%	93.1%	95.7%	97.6%			
<i>Position for 2016/17</i>	10.2%	19.6%	28.9%	38.0%	47.3%	56.5%	65.5%	74.8%	84.1%	93.1%	95.7%	97.8%			
Arrears Reduction (£m)	£3.2m	£3.0m	£2.9m	£2.8m	£2.8m	£2.7m	£2.6m	£2.5m	£2.4m	£2.4m	£2.3m		£2.3m	INFO	
<i>Position for: 2016/17</i>	£3.2m	£3.1m	£2.9m	£2.8m	£2.7m	£2.6m	£2.6m	£2.5m	£2.4m	£2.4m	£2.2m	£2.1m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.0%	20.3%	29.0%	38.7%	48.5%	57.2%	66.2%	75.5%	84.4%	92.7%	96.1%		96.1%	99.0%	
This years profiled target	11.0%	19.0%	30.9%	39.2%	47.3%	56.4%	65.6%	74.2%	82.4%	90.7%	96.0%	99.0%			
<i>Position for 2016/17</i>	9.8%	20.1%	30.9%	39.2%	48.4%	57.1%	67.1%	76.0%	84.8%	91.6%	95.2%	99.3%			
Arrears Reduction (£m)	£0.68m	£0.52m	£0.53m	£0.40m	£0.40m	£0.44m	£0.57m	£0.55m	£0.36m	£0.46m	£0.42m		£0.42m	INFO	
<i>Position for: 2016/17</i>	£0.9m	£0.8m	£0.7m	£0.6m	£0.5m	£0.5m	£0.4m	£0.4m	£0.4m	£0.3m	£0.2m	£0.2m			
HB DEBT RECOVERY	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding at year end (Academy)	£1.5m	£1.5m	£1.5m	£1.5m	£1.5m	£1.4m	£1.5m	£1.5m	£1.5m	£1.4m	£1.4m		£1.4m	INFO	
<i>Position for 2016/17</i>	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.4m	£1.3m	£1.4m	£1.4m	£1.4m	£1.4m	£1.5m			
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments Recovered	4%	9%	13%	17%	20%	25%	28%	30%	33%	35%	38%		38%	34%	
2017/18 profiled target	4%	8%	11%	16%	19%	20%	23%	24%	26%	29%	31%	34%			
<i>Position for 2016/17</i>	5%	8%	12%	15%	18%	20%	23%	25%	27%	29%	31%	33%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	0	0	0	1	1	0	0	0	3	2		7	6	
This years profiled target	0	0	0	1	1	1	1	1	0	1	0	0			
<i>Position for 2016/17</i>	2	3	3	1	1	0	1	0	0	0	0	4			

DWP Housing Benefit Subsidy impact – ‘Local Authority Error/ Time Delay’

HBBC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£6,554	£13,027	£19,420	£25,040	£33,030	£39,263	£44,938	£50,176	£55,997	£61,819	£67,156	
Upper Threshold	£7,486	£14,655	£21,848	£28,170	£37,159	£44,171	£50,555	£56,448	£62,996	£69,547	£75,551	
Actual	£6,882	£8,139	£9,461	£19,017	£27,412	£33,515	£42,979	£45,201	£47,032	£49,510	£49,749	
Lower Tolerance	-£328	£4,887	£9,959	£6,023	£5,619	£5,748	£1,958	£4,975	£8,965	£12,309	£17,408	£0
Upper Tolerance	£604	£6,516	£12,387	£9,153	£9,747	£10,656	£7,575	£11,247	£15,964	£20,037	£25,802	£0
HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£3,888	£7,708	£12,220	£15,783	£21,501	£25,231	£29,026	£32,556	£36,087	£39,541	£43,319	
Upper Threshold	£4,374	£8,671	£13,748	£17,756	£24,188	£28,385	£32,654	£36,625	£40,597	£44,484	£48,733	
Actual	£916	£2,580	£3,879	£6,411	£7,164	£11,810	£16,174	£15,521	£17,611	£18,254	£18,835	
Lower Tolerance	£2,971	£5,128	£8,341	£9,372	£14,337	£13,421	£12,852	£17,034	£18,476	£21,288	£24,484	£0
Upper Tolerance	£3,457	£6,091	£9,869	£11,344	£17,025	£16,575	£16,480	£21,104	£22,986	£26,230	£29,899	£0
NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£6,906	£13,236	£20,315	£26,630	£36,152	£43,144	£49,204	£55,309	£60,885	£67,096	£73,442	
Upper threshold	£7,770	£14,891	£22,854	£29,959	£40,671	£48,537	£55,354	£62,222	£68,496	£75,483	£82,623	
Actual	£2,905	£5,593	£9,664	£11,880	£14,594	£33,463	£43,393	£38,456	£41,108	£43,622	£45,178	
Lower Tolerance	£4,002	£7,643	£10,651	£14,749	£21,558	£9,681	£5,811	£16,853	£19,777	£23,474	£28,265	£0
Upper Tolerance	£4,865	£9,298	£13,190	£18,078	£26,077	£15,074	£11,961	£23,767	£27,388	£31,861	£37,445	£0

Sickness

Sickness for January is given below:

(Data cannot be provided in time to meet report deadline and therefore reported 1 month in arrears)

HBBC	Annual Target 8 days		
	Month		
	January		Cumulative
Long Term	45 Days		72.00 Days
Short Term	25 Days		216.5 Days
Days lost	70 Days		288.5 Days
FTE Average	2.10 Days		8.67 Days
Profiled Target Average	0.67 Days		6.67 Days
HDC	Annual Target 9 days		
	Month		
	January		Cumulative
Long Term	Data currently not available		
Short Term			
Days lost			
FTE Average			
Profiled Target Average	0.75 Days		7.5 Days
NWLDC	Annual Target 8.5 days		
	Month		
	January		Cumulative
Long Term	0 Days		184.73 Days
Short Term	37.11 Days		171.42Days
Days lost	37.11 Days		356.15 Days
FTE Average	1.79 Days		14.69 Days
Profiled Target Average	0.71 Days		7.1 Days

Benefits Operational Team

(Housing Benefit, Council Tax Support and Fraud)

Processing

All three authorities are currently meeting target for new claims and change events. We are monitoring performance on a daily basis to ensure year end targets are met.

Subsidy thresholds

All 3 LA's are below the lower threshold, so currently full subsidy will be paid on the level of overpayments.

Verification of Earnings & Pension (VEP)

This is an extension of the RTI initiative which was rolled out to all LA's between April and November 2017 and intended to reduce the incidence of fraud and error within Housing Benefits. The service currently enables LA staff to use RTI data to verify claimant/partner earnings and pension's information on all new non-passported claims and certain reported changes in circumstances, which claimants are still under a duty to report.

From April 2018, the VEP service will provide alerts to assessors to prompt them to access the service where there is a change in a claimant's/partner's employment or pension. LAs will receive notification of starts in employment or changes to earnings and pensions that could impact on HB in payment in real time.

Under the most recent initiative the partnership received funding of £40,635 which was used to fund 1.5 temporary assessment staff who are employed specifically to review claims where there was a discrepancy between the information held by us and HMRC. These temporary contracts are due to end in July 2018 and it is intended that the VEP funding will be utilised in the same way once these contracts come to an end so as not to impact on the current assessment team.

The finer detail including funding amounts will be the subject of a further report to Management Board where approval will be sought to use the funding in the way prescribed by the DWP.

Revenues Operational Team

(Council Tax, Non Domestic Rates and Housing Benefit Overpayments)

Council Tax

The collection rates for council tax are all on track or within tolerance of the profiled targets. The focus in March will be on annual billing and recovery related activities, with in-tray items being strategically dealt with in order to maximise collection rates.

NNDR

The collection rates for HBBC and NWLDC are above the profiled targets. HDC is down against the target, however, as at the date of this commentary (13.3.18) HDC's collection rate has improved and they are now above 99%.

Annual Billing

Annual Billing processes were successfully undertaken in February. Frequently Asked Questions were prepared for use by the Customer Services and Council Tax Teams in readiness for the March dispatch of the annual bills. This information has also been uploaded to all three websites.

The Council Tax charges will be uploaded to all three websites and advertised in local newspapers and the HBBC Borough Bulletin in early March.

Social Media messages will be posted in March on Twitter and Facebook to ensure that residents receive regular updates and communication. Messages include: The dates the bills will be issued, promoting paperless billing and how to sign up to access their Council Tax, Benefits and NNDR records online via Capita's 'Self Serve' module. These communications are hoped to reduce the volume of customer contact.

A lessons learnt meeting will take place in March to discuss any issues or concerns raised about the 2018/19 annual billing processes.

Channel Shift Analysis

HDC				
Service Subscriptions	December	January	February	
Application	Total No of Subscriptions			Increase since previous month
Council Tax Online	1058	1165	1243	78
Housing Benefit Online	103	109	111	2
Landlord Online	38	38	40	2
Business Rates Online	38	39	39	0
Ebilling & Enotifications				
Application	Total No of Subscriptions			
Council Tax Online	264	301	328	27
Business Rates Online	18	18	18	0
Landlord Online	20	20	22	2
Housing Benefit Online	30	32	33	1

HBBC				
Service Subscriptions				
	December	January	February	
Application	Total No of Subscriptions			Increase since previous month
Council Tax Online	2300	2405	2478	73
Housing Benefit Online	125	135	141	6
Landlord Online	70	70	70	0
Business Rates Online	43	44	45	1
Ebilling & Enotifications				
Application	Total No of Subscriptions			
Council Tax Online	303	326	352	26
Business Rates Online	12	12	12	0
Landlord Online	10	10	10	0
Housing Benefit Online	32	33	33	0

NWL				
Service Subscriptions				
	December	January	February	
Application	Total No of Subscriptions			Increase since previous month
Council Tax Online	777	858	917	59
Housing Benefit Online	112	125	129	4
Landlord Online	33	34	39	5
Business Rates Online	17	18	18	0
Ebiling & Enotifications				
Application	Total No of Subscriptions			
Council Tax Online	265	317	366	49
Business Rates Online	7	7	7	0
Landlord Online	13	13	18	5
Housing Benefit Online	34	41	45	4

FORWARD PLAN FOR JOINT COMMITTEE 2017-2019

Decision	Date of Decision (approx)	Contacts
Financial Performance	26 April 2018	Ashley Wilson – Section 151 Officer
Performance Report	26 April 2018	Sally O’Hanlon – Head of Partnership
Schedule of meetings	28 June 2018	Clare Hammond – Democratic Support Officer
Year End Performance Report	28 June 2018	Sally O’Hanlon – Head of Partnership
Year End Financial Report	28 June 2018	Ashley Wilson – Section 151 Officer
July Performance Report	6 September 2018	Sally O’Hanlon – Head of Partnership
July Financial Performance Report	6 September 2018	Ashley Wilson – Section 151 Officer
⁶³ September Performance Report	22 November 2018	Sally O’Hanlon – Head of Partnership
September Financial Performance Report	22 November 2018	Ashley Wilson – Section 151 Officer
November Performance Report	24 January 2019	Sally O’Hanlon – Head of Partnership
November Financial Performance Report	24 January 2019	Ashley Wilson – Section 151 Officer
Internal Audit Report	24 January 2019	Internal Audit – presenter tbc
Budget Setting 2019/2020	24 January 2019	Ashley Wilson – Section 151 Officer
Service Plan 2019/2020	24 January 2019	Sally O’Hanlon – Head of Partnership
February Performance Report	25 April 2019	Sally O’Hanlon – Head of Partnership
February Financial Performance Report	25 April 2019	Ashley Wilson – Section 151 Officer

Decision	Date of Decision (approx)	Contacts
Schedule of meetings	27 June 2019	Clare Hammond – Democratic Support Officer
Year End Performance Report	27 June 2019	Sally O’Hanlon – Head of Partnership
Year End Financial Report	27 June 2019	Ashley Wilson – Section 151 Officer