



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, 27 JUNE 2019
Location	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.	APPOINTMENT OF CHAIRMAN	
	To appoint the Chairman for the ensuing municipal year.	
2.	APPOINTMENT OF DEPUTY CHAIRMAN	
	To appoint the Deputy Chairman for the ensuing municipal year.	
3.	APOLOGIES FOR ABSENCE	
	To receive and note any apologies for absence.	

Item	Pages
4. 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.	
5. MINUTES	
To confirm and sign the minutes of the meeting held on 25 April 2019	3 - 6
6. INTRODUCTION TO THE PARTNERSHIP	
Presentation by the Head of Partnership	
7. FINANCIAL PERFORMANCE TO MARCH 2019	
Report of the Section 151 Officer	7 - 14
8. PERFORMANCE SUMMARY REPORT MARCH 2019	
Report of the Head of Partnership	15 - 28
9. SCHEDULE OF MEETINGS 2019/2020	
Report of the Democratic Support Officer	29 - 32
10. FORWARD PLAN	
To note the Joint Committee's Forward Plan	33 - 34

Circulation:

Councillor R Ashman
Councillor R D Bayliss
Councillor D Bill
Councillor P Dann
Councillor J Hallam
Councillor K Lynch

MINUTES of a meeting of THE LEICESTERSHIRE PARTNERSHIP REVENUES AND BENEFITS JOINT COMMITTEE held in the Board Room, Council Offices, Coalville on THURSDAY, 25 APRIL 2019

Present: Councillor R Hadkiss (Harborough) (Chair)

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

Officers: Mrs C Hammond, Ms B Jolly (HDC), Mrs S O'Hanlon (Leicestershire Partnership - Revenues & Benefits), Mr T Shardlow (NWLDC) and Mr A Wilson (HBBC)

31. APOLOGIES FOR ABSENCE

Apologies were received from Councillors C Ladkin and T J Pendleton.

32. DECLARATIONS OF INTEREST

There were no interests declared.

33. MINUTES

Consideration was given to the minutes of the meeting held on the 24 January 2019.

It was moved by Councillor R Hadkiss, seconded by Councillor R D Bayliss and

RESOLVED THAT:

The minutes of the meeting held on the 24 January 2018 be confirmed as a correct record and signed by the Chairman.

34. PERFORMANCE SUMMARY REPORT MARCH 2019

Mrs S O'Hanlon presented the report to Members. She advised that the year-end performance report would go to the annual meeting in June, however the information was ready and it may be a different membership of the committee, Management Board wanted all the latest detail to be reported to appraise Members of a very pleasing outturn for all three authorities with all of the key processing targets. She informed Members that all three authorities had met their respective targets to be below the threshold for LA error, which was always a hot topic during the year, but again the forecast was correct.

She drew Members attention to the note with regard to benefits of which they no doubt would have seen in the press with regard to fraud. One of the primary drivers around Universal Credit (UC) was that it would "dramatically reduce the chances of fraud entering the system (Lord Freud May 2012). She highlighted that the latest statistics showed that the identified fraud rate for UC was 5.3% against 4.5% for Housing Benefit., assuming that it is identified fraud.

It is worth noting nationally that the value of official error for UC is £80m against a spend of £3.3bn compared to HB error value is £90m against spend of £22.3bn

She highlighted the performance against the targets as detailed below:

Council Tax

HDC	Target 98.6%	Outturn 98.6%
HBBC	Target 98.0%	Outturn 98.1%
NWLDC	Target 97.6	Outturn 97.8% - note this isn't actually detailed on the performance report

Business Rates

HDC	Target 99.2%	Actual 99.3%
HBBC	Target 98.3	Actual 99.2" (worth noting exceeded by 0.9%)
NWLDC	Target 99%	Actual 99.1%

Should note NW very close due to one large write off.

In response to a question from Councillor R D Bayliss, Mrs S O'Hanlon said that it would be possible to calculate the target should the write off for NWL have effected it.

Councillor R Hadkiss was pleased that it was the second year running that targets had been achieved which he felt was outstanding. He noted that in the last quarter HDC had to write off a large amount that could have affected the targets but the staff had still achieved.

Councillor R D Bayliss noted that if the amounts had to be written off due to the company not being able to pay it was no fault of the partnership and Members recognised that.

Officers highlighted that early indications showed that the three authorities were, in relation to Council Tax, the only ones with in Leicestershire that had increased/maintained their target figures and where the top three for Business Rates.

Councillor R Hadkiss asked that the thanks of the Committee be passed on to the staff for all their hard work

RESOLVED THAT:

The Performance Summary Report March 2018 be noted.

35. APPROVAL OF PERFORMANCE TARGETS

Mrs S O'Hanlon presented the report to Members. She reminded Members that they had considered the Service Plan at the last meeting and that they were now being asked to approve the proposed targets for the 2019/20 year.

The proposed targets were as detailed below:

Housing Benefit

- Process of new claims would be reduced from 19 days to 17 days.
- Process of change of circumstance would be reduced from 9 days down to 7 days.

Council Tax Collection Rate

- NWLDC would change from to 97.6% to 97.8%
- HBBC would change from 98% to 98.1%
- HDC would maintain at 98.6%

NNDR Collection Rate

- NWLDC would maintain at 99%
- HBBC would change from 98.3% to 98.8%
- HDC would maintain at 99.2%.

Mrs B Jolly advised Members that the Partnership already had the highest targets in County.

Mrs S O'Hanlon advised that officers had plotted year on year target trend when looking to revise the targets and had done a piece of work around claims.

Councillor R D Bayliss was pleased with the targets and was confident that they could be met.

Councillor R Hadkiss was pleased to see that the claim processing targets were being lowered.

Officers noted that all three had met the targets and that the new ones were realistic.

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

RESOLVED THAT:

The performance targets for 2019/20 be approved.

36. FINANCIAL PERFORMANCE TO FEBRUARY 2019

Mr A Wilson presented the report to Members. He advised that as of the end of February the net underspend was £77,309, of which the main variances were an underspend on the FERIS, as the posts were filled on a part time basis and an underspend on salaries, due to vacant posts for much of the year.

He highlighted that the table at 3.7 explained where the savings had been created and that the year-end projected a saving of £165,000. He noted that officers were trying to fill the vacant posts and therefore the year-end position may change. He advised that the outturn would be brought to a future meeting where the use of any additional underspend could be considered.

Councillor R Hadkiss agreed that it made sense to look at the year-end figures and make a decision then the use of the money.

RESOLVED THAT:

The financial performance of the Partnership be noted.

37. FORWARD PLAN

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

RESOLVED THAT:

The Forward Plan be noted.

The meeting commenced at 3.00 pm

The Chairman closed the meeting at 3.26 pm

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Leicestershire Partnership Revenues & Benefits

Financial Performance to March 2019

Joint Committee

1. PURPOSE OF THE REPORT

1.1 To inform the Management Board of the financial performance of the Partnership for the period April – March 2019, and update the Board on the review of recharges

2. RECOMMENDATION

2.1.1 That the Joint Committee:

- a) The financial performance of the Partnership be noted,
- b) Approve the preferred option of increasing there transfer to the ICT earmarked reserve by £35,000 to £135,000 to cover ICT costs expected in future year, and
- c) Approve the level redistribution of year-end savings back to partner bodies as note in table 4 below (Option B).

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 for 2018/19 approved an expenditure budget of £3,595,010 for the partnership, to be funded by £3,563,840 of contribution income from the partners and £31,170 from other bodies. It has since been agreed to use reserves of £44,496 to reduce the level of contributions needed in year from partners. (See table 1 below).

Table 1 Expenditure / Income Type	2018/19 Budget	2018/19 Budget (Revised)
	£	£
Total Expenditure	3,595,010	3,595,010
Partner Contributions	(3,563,840)	(3,519,344)
Contributions from Other Bodies	(31,170)	(31,170)
Contributions from Reserves	0	(44,496)
Total Funding	(3,595,010)	(3,595,010)

As at 31st March 2019, the Partnership had a net underspend of £309,124 including FERIS carryforwards of £46,226, which leaves £264,975 of savings. This increases the overall savings of the partnership since 2011/12 to £1.1m (See appendix 4).

Table 2 (Includes c'fws)	Budget March 2019	Actual to March 2019	Variance to Date	Timing Differences	Variance after Timing Differences
INCOME	(£3,611,070)	(£3,650,094)	(£39,024)	£0	(£39,024)
EXPENDITURE	£3,611,070	£3,340,970	(£270,100)	£0	(£270,100)
Over / (Under) Spend	£0	(£309,124)	(£309,124)	£0	(£309,124)

3.4 The key variances to the end of March 2019 to bring to the attention of the Management Board are:

- Salaries are underspent by £171,000 at the year-end due to vacant posts for much of the year. This is higher than expected due to a lack of suitable agency staff available for hire in the last two months of the year. As reported in the January Joint Committee, £83,723 of savings have been made permanent by the removal of posts no longer required, but there were still £95,394 vacant posts that needed to be recruited to.

- FERIS is underspent by £46,000, as posts continue to be filled on a part-time, as opposed to full-time basis this is leading to an underspend. Any underspend will be carried forward as FERIS funding is ring fenced.
- Postage savings are £32,000, mainly due to a lower than expected annual billing costs.
- Training costs are down £11,000.
- Flexible working costs are down by £13,000 due to fewer home workers in year.
- Other various savings amount to £36,000, the largest being £11,000 for lower IRRV training.

3.5 As at 31 March 2019, the reserves position is higher than forecast when the budget was agreed by the Joint Committee, this due to the savings noted above. The difference is additional savings of £163,000 compared to the position expected in November 2018. The original budgeted position compared to the revised final position is at appendix 3

3.6 The tables below give the budgeted, actual and proposed position. Table 2 shows that the year end savings have increased the general reserves not set aside for carry forwards or earmarked reserves from £50,000 to £215,000, which is £165,000 higher than expected at the time the 2019/20 budget was set. The agreed budget used the expected year-end savings in November 2018. Table 3 suggests that an extra £35,000 is transferred to cover ICT costs. The £100,000 transferred in the original budget did not cover all the ICT costs expected over the next three years. The additional £35,000 will enable these costs to be covered based on current expectations (Appendix 2).

3.7 This gives two options, to distribute all the savings or to set aside a further £35,000 to cover ICT costs. Table 4 below gives the figures for the amounts that could be taken by partners as a general fund saving in 2019/20 by reducing contributions in year.

Table 1 Reserves (As per budget)	General	Earmarked		Total
		ICT cost	FERIS	
Reserves 1/4/2019	150,000	106,400	51,000	207,400
Expected use in 2019/20				
Earmarked Transfer	-100,000	100,000		0
Capital costs use		-153,400		-153,400
Revenue use		-13,250		-13,250
Expected year end position 2019/20	50,000	39,750	51,000	154,000

Table 2 Reserves (As per actual)	General	Earmarked		Total
		ICT cost	FERIS	
Reserves 1/4/2019	309,517	106,400	46,000	461,917
Expected use in 2019/20				
Carryforwards	-3,600			
Earmarked Transfer	-100,000	100,000		0
Capital costs use		-153,400		-153,400
Revenue use		-13,250		-13,250
Expected year end position 2019/20	205,917	39,750	46,000	291,667

Above £50k Balance

155,917

Table 3 Reserves Proposed)	General	Earmarked		Total
		ICT cost	FERIS	
Reserves 1/4/2019	309,517	106,400	46,000	461,917
Expected use in 2019/20				
Carryforwards	-3,600			
Earmarked Transfer	-135,000	135,000		0
Capital costs use		-153,400		-153,400
Revenue use		-13,250		-13,250
Expected year end position 2019/20	170,917	74,750	46,000	291,667

Above £50k Balance

120,917

Table 4	HBBC	HDC	NWLDC
Share of Savings	37.32%	28.87%	33.81%
Option A £155,917 returned	58,188	45,013	52,716
Option B £120,917 returned	45,126	34,909	40,882

A

Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 31st March 2019

Expenditure / Income Type	2018/19 Latest Budget to Date	Actual to Date	Timing Differences	Variance after Timing Differences	2018/19 Total Estimate (Original)	2018/19 Total Estimate (Revised)
	£	£	£	£	£	£
Employees	2,677,560	2,496,509	0	181,051	2,672,160	2,677,560
Premises Related Expenditure	83,510	85,526	0	-2,016	83,510	83,510
Transport Related Expenditure	24,000	17,384	0	6,616	24,000	24,000
Supplies & Services	794,800	710,807	0	83,993	784,140	794,800
Central & Administrative Exp	31,200	30,744	0	456	31,200	31,200
Revenue Income	-3,550,514	-3,543,311	0	-7,203	-3,595,010	-3,550,514
Approved Cfwd's	-76,310	-76,310	0	0	0	-76,310
Transfer from Reserves	-44,496	-44,496	0	0	0	-44,496
				0		
Other Expenditure - FERIS	60,250	28,106		32,144	0	60,250
Other Income - FERIS	0	-14,083		14,083	0	0
				0	0	0
Sum:	0	-309,124	0	309,124	0	0

Carry Forwards

49,607

Total Underspend/ Contribution to reserves

259,517

Explanations

	Variance at 28/02/19 (Over) / Under Spend £	Explanation £5k+
Salaries	171,000	Underspend is due to a number of vacant posts, the forecasted YE underspend has increased since January as it intended that around £60k would be used to fund agency staff however they have been unable to recruit these staff
Training	11,000	Underspend due to there being no new IRRV entrants requiring training during the year
Other Employee Costs	-1,000	Variance > £5k
Premises Related Expenditure	-2,000	Variance > £5k
Car Allowances	7,000	Mileage claims lower than anticipated
Computer Consumables	5,000	Variance > £5k
Flexible working costs	13,000	Underspend due to fewer homeworkers during the year, however there will be a number of new ones very soon following the completion of 6 month probationary period
Legal Fees	4,000	Variance > £5k
Liability Expenses	14,000	The Courts have reduced the summons cost fee per case
Postage	32,000	Annual Billing costs lower than anticipated
Subscriptions	4,000	Variance > £5k
Remote Access	3,000	Variance > £5k - Budget to be carried forward
Legal Fees	5,000	Variance > £5k
Minor Variances	4,000	Other minor variances
Central & Administrative Exp	0	Variance > £5k
Miscellaneous Income	7,000	Additional Income receive
Contributions	-14,000	Reduced due to Court Costs being lower than anticipated
Net Other Expenditure & Income - FERIS	46,000	Budget to be CFWD
	309,000	

Appendix 2

	2019/20	2020/21	2021/22	Total
ICT Support cost	£13,250	£23,532	£24,003	£60,785

Capital Costs	2019/20	2020/21	2021/22	Total
Rolling Server	10,000			10,000
Server Network	6,000		6,500	12,500
Citrix Upgrade	20,000			20,000
Mobile Working Devices		20,000		20,000
Security Infrastructure	11,000			11,000
Total	47,000	20,000	6,500	73,500

Earmarked Reserve IT b/f.	£
Small IT kit replacements and software	22,080
Upgraded Digital e-claim and e-change in circumstances.	48,478
Discount and Exemptions online* As	25,842
GDPR integration This is mandatory to	10,000
Total	106,400

Total	240,685
Used 2019/20	-166,650
Use 2020/21	-74035
	<u>0</u>

Appendix 3: Original Reserves position in approved Budget compared to final position

Reserves	General	Earmarked		C'Fwds	Total	General	Earmarked		C'Fwds	Total
		ICT cost	FERIS				ICT cost	FERIS		
Carry forwards and reserves 1/4/2018	277,206				277,206	277,206				277,206
Use of Reserves 2018/19										
FERIS c/f	-60,250		60,250		0	-60,250		60,250		0
Carry forwards	-16,060			16,060	0	-16,060			16,060	0
Used for contributions reduction	-44,496				-44,496	-44,496				-44,496
Transferred to Earmarked reserve	-106,400	106,400			0	-106,400	106,400			0
FERIS -Grant			14,000		14,000			14,000		14,000
Use of Carry forwards				-16,060	-16,060				-16,060	-16,060
FERIS used			-23,250		-23,250			-28,024		-28,024
Estimated y/e savings	100,000				100,000	262,897				262,897
Reserves 1/4/2019	150,000	106,400	51,000	0	207,400	312,897	106,400	46,226	0	465,523
Expected use in 2019/20										
Earmarked Transfer	-100,000	100,000			0	-138,380	135,000		3380	0
Capital costs use		-153,400			-153,400		-153,400			-153,400
Revenue use		-13,250			-13,250		-13,250		-3,380	-16,630
Reduction in contributions						-129,975				-129,975
Expected year end position 2019/20	50,000	39,750	51,000	0	154,000	44,542	74,750	46,226	0	165,518

Appendix 4: Savings achieved

Year	Expenditure	Contributions	Use of Reserves	Other income	Savings achieved
2011/12	£3,375,720	(£3,375,720)			£166,779
2012/13	£3,424,470	(£3,424,470)			£52,627
2013/14	£3,540,290	(£3,540,290)			£68,028
2014/15	£3,616,240	(£3,589,240)		(£27,000)	£118,457
2015/16	£3,698,140	(£3,621,140)	(£50,000)	(£27,000)	£198,365
2016/17	£3,499,850	(£3,472,850)		(£27,000)	£97,485
2017/18	£3,459,650	(£3,429,650)		(£30,000)	£121,136
2018/19	£3,595,010	(£3,563,840)		(£31,170)	£264,975
2019/20	£3,668,030	(£3,619,030)		(£49,000)	£0
Total					<u>£1,087,852</u>

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Revenue and Benefit Service

Performance Summary Report

March 2019

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	01/04/2018	In Year Movement	2018/19		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	49,906	418	50,359	453	4,187	8.3%
HDC	35,923	35,965	42	36,494	529	37,048	554	37,312	264	37,899	587	38,505	606	39,089	584	39,739	650	3,816	9.6%
NWLDC	40,026	40,271	245	40,833	562	41,292	459	41,761	469	42,405	644	43,204	799	44,207	1,003	44,940	733	4,914	10.9%
Totals	122,121	122,741		124,115		125,745		127,208		129,114		131,197			Current Total:	135,038	Movement	12,917	
NDR Rated Assessments																			
HBBC	2,876	2,867	-9	2,932	65	2,968	36	2,985	17	3,067	99	3,082	15	3,162	80	3,181	19	305	9.6%
HDC	2,616	2,730	114	2,762	32	2,835	73	2,894	59	2,909	74	2,949	40	3,040	91	3,086	46	470	15.2%
NWLDC	3,182	3,170	-12	3,175	5	3,210	35	3,223	13	3,249	39	3,287	38	3,417	130	3,440	23	258	7.5%
Totals	8,674	8,767		8,869		9,013		9,102		9,225		9,318			Current Total:	9,707	Movement	1,033	
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	5,783		5,579	-204	-1,521	-27.3%
												Current Caseload Analysis	Joint HB/CTS	2,593					
													HB only	407					
													CTS only	2,579					
HDC	4,189	4,246	57	4,345	99	4,274	-71	4,086	-188	3,689	-585	3,599	-169	3,388		3,243	-145	-946	-29.2%
												Current Caseload Analysis	Joint HB/CTS	1,671					
													HB only	237					
													CTS only	1,335					
NWLDC	7,187	7,287	100	7,213	-74	6,770	-443	6,550	-220	6,145	-625	5,955	-329	5,696		5,413	-283	-1,774	-32.8%
												Current Caseload Analysis	Joint HB/CTS	3,091					
													HB only	321					
													CTS only	2,001					
Totals	18,476	19,112		19,113		18,205		17,468		16,293		15,834			Current Total:	14,235	Movement	-4,241	

Dashboard Performance Summaries for each Council follows below:

Harborough District Council													2018/19	Year -End 2018/19 target	2017/18 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative		
In month: Right Time (days)	8.9	6.9	8.6	7.0	7.8	6.7	8.0	8.9	10.1	9.1	2.7	7.9	7.7	11	
<i>Position for 2017/18</i>	10.8	9.0	10.8	14.0	11.8	12.4	10.5	8.7	10.2	9.7	2.4	8.0			9.9
In month: New Claims (Days)	17.4	15.7	20.3	15.8	17.3	14.9	17.5	15.5	16.6	16.8	12.7	16.3	16.4	19	
<i>Position for 2017/18</i>	20.6	18.9	20.3	19.1	16.2	15.5	17.9	15.6	15.9	14.2	10.9	15.0			16.8
In month: Change Events (Days)	7.6	5.9	7.4	5.8	6.0	5.5	6.9	8.1	9.1	8.0	2.3	6.1	5.8	9	
<i>Position for 2017/18</i>	9.3	7.9	9.4	13.3	11.1	11.9	9.7	7.4	9.0	9.0	2.2	6.8			7.9
Right Time profiled in month target 18/19	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 18/19	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 18/19	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%	20.6%	29.8%	39.0%	48.3%	57.6%	67.1%	76.1%	85.0%	94.2%	96.6%	98.6%	98.6%	98.6%	
This years profiled target	11.2%	20.5%	29.9%	39.0%	48.2%	57.6%	67.1%	76.3%	85.3%	94.5%	96.7%	98.6%			
<i>Position for 2017/18</i>	11.2%	20.5%	29.9%	39.0%	48.2%	57.6%	67.1%	76.3%	85.3%	94.5%	96.7%	98.6%			
Arrears Reduction (£m)	£2.1m	£2.0m	£1.9m	£1.9m	£1.8m	£1.8m	£1.7m	£1.7m	£1.7m	£1.6m	£1.6m	£1.6m	£1.6m	£1.6m	INFO
<i>Position for 2017/18</i>	£2.1m	£2.0m	£1.9m	£1.9m	£1.8m	£1.7m	£1.7m	£1.6m	£1.6m	£1.5m	£1.5m	£1.4m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.2%	20.1%	29.1%	38.2%	46.6%	55.8%	65.5%	74.1%	82.6%	91.9%	96.6%	99.3%	99.3%	99.2%	
This years profiled target	9.7%	20.5%	28.7%	37.8%	46.8%	55.3%	65.7%	75.0%	84.2%	92.5%	96.6%	99.2%			
<i>Position for 2017/18</i>	9.7%	20.5%	28.7%	37.8%	46.8%	55.3%	65.7%	75.0%	84.2%	92.5%	96.6%	99.7%			
Arrears Reduction (£m)	£0.17m	£0.14m	£0.11m	£0.08m	£0.10m	£0.09m	£0.06m	£0.08m	£0.08m	£0.06m	£0.06m	£0.04m	£0.04m	£0.04m	INFO
<i>Position for 2017/18</i>	£0.27m	£0.33m	£0.23m	£0.21m	£0.22m	£0.17m	£0.14m	£0.14m	£0.14m	£0.11m	£0.09m	£0.04m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding at year end (Capita)	£0.96m	£0.95m	£0.94m	£0.93m	£0.92m	£0.90m	£0.89m	£0.91m	£0.91m	£0.93m	£0.91m	£0.90m	£0.90m	£0.90m	INFO
<i>Position for 2017/18 (£m)</i>	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£0.99m			
HB Overpayments Recovered	5%	9%	12%	15%	17%	20%	22%	25%	27%	30%	33%	35%	35%	31%	
This year sprofiled target	3%	5%	8%	10%	13%	16%	18%	21%	24%	24%	27%	31%			
<i>Position for 2017/18</i>	3%	6%	9%	12%	16%	18%	21%	24%	26%	29%	30%	34%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	2	1	2	2	0	1	1	0	0	1	0	1	11	6	
This years profiled target	0	0	0	1	1	1	1	1	0	1	0	0			
<i>Position for 2017/18</i>	0	0	0	0	1	1	0	0	1	0	0	1	4		

Hinckley & Bosworth Borough Council													Cumulative 2018/19	Year-End 2018/19 Target	2017/18 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In month: Right Time (days)	8.3	6.9	8.9	6.1	6.7	7.4	6.9	8.4	9.2	8.5	2.6	7.8	7.3	11	
<i>Position for 2017/18</i>	10.5	9.4	12.6	12.0	12.0	12.2	11.1	9.6	9.8	9.1	2.7	8.2			9.9
In month: New Claims (Days)	18.1	14.3	15.4	11.7	12.8	14.2	13.3	14.7	12.5	13.3	12.1	13.2	13.8	19	
<i>Position for 2017/18</i>	20.2	21.4	23.3	21.7	19.5	18.4	15.5	16.4	11.2	14.3	13.8	15.4			17.6
In month: Change Events (Days)	7.4	6.1	8.1	5.4	5.8	6.3	5.9	7.5	8.6	7.9	2.2	6.7	5.7	9	
<i>Position for 2017/18</i>	9.6	8.5	11.2	11.0	10.9	11.3	10.5	8.7	9.6	8.5	2.3	7.0			8.0
Right Time profiled in month target 18/19	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 18/19	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 18/19	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 (%)	11.0%	20.3%	29.4%	38.6%	47.8%	57.2%	66.4%	75.7%	84.7%	93.8%	96.2%	98.1%	98.1%	98.0%	
This years profiled target	10.9%	20.3%	29.5%	38.7%	47.9%	57.2%	66.6%	75.8%	84.9%	94.0%	96.4%	98.0%			
<i>Position for 2017/18</i>	10.9%	20.3%	29.5%	38.7%	47.9%	57.2%	66.6%	75.8%	84.9%	94.0%	96.4%	98.1%			
In Year Arrears Reduction (£)	£2.9m	£2.8m	£2.7m	£2.6m	£2.5m	£2.5m	£2.4m	£2.4m	£2.3m	£2.3m	£2.2m	£2.1m	£2.1m	INFO	
<i>Position for 2017/18</i>	£2.7m	£2.6m	£2.5m	£2.4m	£2.4m	£2.3m	£2.1m	£2.1m	£2.0m	£2.0m	£1.9m	£1.8m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	11.4%	21.1%	30.7%	39.3%	48.7%	58.2%	67.1%	75.5%	84.8%	93.6%	96.5%	99.2%	99.2%	98.3%	
This years profiled target	11.0%	20.6%	29.9%	39.3%	48.3%	57.3%	66.5%	75.9%	85.3%	94.2%	96.6%	98.3%			
<i>Position for 2017/18</i>	11.0%	20.6%	29.9%	39.3%	48.3%	57.3%	66.5%	75.9%	85.3%	94.2%	96.6%	98.9%			
Arrears Reduction (£m)	£0.57m	£0.48m	£0.43m	£0.34m	£0.31m	£0.31m	£0.21m	£0.24m	£0.24m	£0.20m	£0.20m	£0.10m	£0.10m	INFO	
<i>Position for: 2017/18</i>	£0.56m	£0.37m	£0.34m	£0.43m	£0.31m	£0.30m	£0.26m	£0.25m	£0.23m	£0.30m	£0.30m	£0.23m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding at year end (Capita)	£1.5m	£1.5m	£1.5m	£1.5m	£1.5m	£1.5m	£1.4m	£1.4m	£1.4m	£1.4m	£1.4m	£1.4m	£1.4m	INFO	
<i>Position for 2017/18</i>	£1.5m	£1.5m	£1.6m	£1.6m	£1.6m	£1.6m	£1.5m	£1.6m	£1.6m	£1.6m	£1.5m	£1.5m			
HB Overpayments Recovered	4%	7%	10%	13%	16%	19%	22%	25%	25%	28%	30%	33%	33%	36%	
This years profiled target	5%	8%	11%	13%	16%	19%	21%	22%	26%	27%	30%	36%			
<i>Position for 2017/18</i>	4%	7%	10%	14%	18%	21%	23%	26%	28%	30%	32%	34%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	2	0	1	1	0	0	2	1	0	1	0	8	6	
This years profiled target	0	0	0	1	1	1	1	1	0	1	0	0			
<i>Position for 2017/18</i>	0	1	2	0	1	0	0	0	0	1	4	1	10		

North West Leicestershire District Council													2018/19	Year End 2018/19 target	2017/18 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative		
In month: Right Time (days)	9.6	7.5	9.4	7.6	7.8	7.7	7.8	8.8	9.7	7.5	2.4	7.5	7.8	11	
<i>Position for 2017/18</i>	11.0	9.8	11.0	11.2	10.8	10.9	12.5	9.6	11.0	10.9	3.3	8.4			10.0
In month: New Claims (Days)	17.3	16.0	18.9	15.0	14.5	14.9	15.4	13.9	17.2	14.5	11.9	13	15.4	19	
<i>Position for 2017/18</i>	18.9	21.4	16.9	16.4	17.3	15.9	17.3	14.1	19.8	14.8	14.1	17.8			17.1
In month: Change Events (Days)	8.7	6.7	8.3	6.6	6.7	6.8	6.5	8.2	8.7	6.7	2.1	6.6	6.1	9	
<i>Position for 2017/18</i>	9.5	8.3	10.3	10.3	9.8	10.2	11.7	9.0	9.3	10.2	2.7	7.2			8.2
Right Time profiled in month target 17/18	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 17/18	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 17/18	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 (%)	10.3%	19.6%	28.7%	37.9%	47.1%	56.1%	65.3%	74.5%	83.6%	92.9%	95.6%	97.8%	97.8%	97.6%	
This years profiled target	10.2%	19.5%	28.6%	37.7%	46.9%	55.9%	65.4%	74.6%	83.7%	93.0%	95.7%	97.6%			
<i>Position for 2017/18</i>	10.2%	19.5%	28.6%	37.7%	46.9%	55.9%	65.4%	74.6%	83.7%	93.0%	95.7%	97.8%			
Arrears Reduction (£m)	£3.3m	£3.2m	£3.1m	£3.0m	£2.9m	£2.8m	£2.8m	£2.7m	£2.7m	£2.6m	£2.5m	£2.4m	£2.4m	INFO	
<i>Position for 2017/18</i>	£3.2m	£3.0m	£2.9m	£2.8m	£2.8m	£2.7m	£2.6m	£2.5m	£2.4m	£2.4m	£2.3m	£2.2m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.6%	20.8%	29.0%	39.8%	47.4%	56.1%	66.3%	75.5%	84.2%	92.7%	95.8%	99.1%	99.1%	99.0%	
This years profiled target	10.0%	20.3%	29.0%	38.7%	48.5%	57.2%	66.2%	75.5%	84.4%	92.7%	96.1%	99.0%			
<i>Position for 2017/18</i>	10.0%	20.3%	29.0%	38.7%	48.5%	57.2%	66.2%	75.5%	84.4%	92.7%	96.1%	99.4%			
Arrears Reduction (£m)	£0.51m	£0.57m	£0.53m	£0.33m	£0.37m	£0.30m	£0.27m	£0.26m	£0.26m	£0.33m	£0.32m	£0.27m	£0.27m	INFO	
<i>Position for 2017/18</i>	£0.68m	£0.52m	£0.53m	£0.40m	£0.40m	£0.44m	£0.57m	£0.55m	£0.36m	£0.46m	£0.42m	£0.21m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding at year end (Capita)	£1.4m	£1.4m	£1.4m	£1.3m	£1.3m	£1.4m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	INFO	
<i>Position for 2017/18</i>	£1.5m	£1.5m	£1.5m	£1.5m	£1.5m	£1.4m	£1.5m	£1.5m	£1.5m	£1.4m	£1.4m	£1.4m			
HB Overpayments Recovered	4%	7%	10%	13%	16%	19%	21%	23%	25%	28%	30%	32%	32%	34%	
This years profiled target	4%	8%	11%	16%	19%	20%	23%	24%	26%	29%	31%	34%			
<i>Position for 2017/18</i>	4%	9%	13%	17%	20%	25%	28%	30%	33%	35%	38%	40%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	2	1	0	1	1	0	0	2	1	0	2	10	6	
This years profiled target	0	0	0	1	1	1	1	1	0	1	0	0			
<i>Position for 2017/18</i>	0	0	0	0	1	1	0	0	0	3	2	2	9		

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	£5,684	£10,632	£15,939	£22,945	£28,326	£33,193	£38,136	£43,157	£47,853	£52,798	£57,344	£61,775
Upper Threshold	£6,395	£11,961	£17,932	£25,813	£31,867	£37,342	£42,903	£48,552	£53,835	£59,398	£64,512	£69,497
Actual	£1,599	£2,113	£14,674	£5,949	£12,986	£13,690	£17,952	£19,812	£21,180	£23,146	£24,931	£26,003
Lower Tolerance	£4,085	£8,519	£1,265	£16,996	£15,340	£19,503	£20,185	£23,346	£26,673	£29,653	£32,413	£35,773
Upper Tolerance	£4,795	£9,848	£3,258	£19,864	£18,880	£23,652	£24,952	£28,740	£32,654	£36,252	£39,581	£43,494
HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£3,628	£7,389	£10,796	£14,279	£20,221	£23,569	£26,835	£30,145	£33,262	£36,574	£39,778	£42,880
Upper Threshold	£4,082	£8,312	£12,145	£16,064	£22,749	£26,515	£30,189	£33,913	£37,420	£41,146	£44,750	£48,240
Actual	£904	£1,133	£1,381	£1,588	£1,782	£2,017	£2,514	£5,642	£6,762	£7,136	£8,174	£11,259
Lower Tolerance	£2,724	£6,256	£9,415	£12,692	£18,440	£21,552	£24,321	£24,502	£26,501	£29,438	£31,604	£31,621
Upper Tolerance	£3,178	£7,179	£10,764	£14,477	£20,967	£24,498	£27,675	£28,270	£30,659	£34,009	£36,576	£36,981
NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£6,669	£12,610	£19,014	£24,734	£33,919	£39,386	£44,665	£50,649	£54,545	£59,828	£65,627	£70,143
Upper threshold	£7,503	£14,186	£21,391	£27,826	£38,159	£44,310	£50,248	£56,980	£61,363	£67,307	£73,830	£78,911
Actual	£1,872	£2,697	£4,513	£5,805	£6,386	£9,625	£14,303	£21,557	£22,681	£25,722	£27,471	£28,667
Lower Tolerance	£4,797	£9,913	£14,501	£18,929	£27,533	£29,761	£30,362	£29,092	£31,865	£34,106	£38,156	£41,476
Upper Tolerance	£5,631	£11,490	£16,878	£22,021	£31,773	£34,684	£35,945	£35,423	£38,683	£41,585	£46,359	£50,244

Sickness

Sickness for February is given below:

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

Hinckley & Bosworth Borough Council		Annual Target 8 days	
		Month	
		February	Cumulative
Long Term		20.00	93.00
Short Term		17.00	157.50
	Days lost	37.00	287.50
FTE Average		1.15 Days	8.97 Days
Profiled Target Average		0.67 Days	7.37 Days
Harborough District Council		Annual Target 9 days	
		Month	
		February	Cumulative
Long Term		40.00	66.00
Short Term		35.00	101.00
	Days lost	75.00	167.00
FTE Average		4.31 Days	9.60 Days
Profiled Target Average		0.75 Days	8.25 Days
North West Leicestershire District Council		Annual Target 8.5 days	
		Month	
		February	Cumulative
Long Term		10.45	123.03
Short Term		3.00	79.03
	Days lost	13.45	202.06
FTE Average		0.55 Days	8.37 Days
Profiled Target Average		0.71 Days	7.79 Days

Benefits Operational Team

(Housing Benefit, Council Tax Support and Fraud)

Processing

All three authorities will have met their respective targets for processing new claims and change events.

LA error and subsidy

All three authorities have met their respective targets to be below the lower threshold for LA error.

Discretionary Housing Payments

In view of the reduction in DHP funding for 2019/20 it is suggested that we grant awards for 3 months at a time and (historically we have paid DHP in April for 6 months) in doing so this would enable us to have a greater control over our spend and retain the ability to provide more notice to claimants of any potential reductions in awards.

Benefit fraud latest

One of the key drivers behind UC was that it would “dramatically reduce the chances of fraud entering the system. It will cut down on error as it will be much easier to understand and administer” (Lord Freud May 2012). Unfortunately the latest statistics beg to differ and it has recently been revealed that the fraud rate for UC is 5.3% the highest of all DWP administered benefits which compares with 4.5% for HB.

The value of official error for UC is £80m against a spend of £3.3bn which makes even more uncomfortable reading when you compare this with HB whose error value is £90m but has a significantly higher spend of £22.3bn.

Revenues Operational Team

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

Council Tax

In year collection rates position is as follows:

Harborough	In year collection target met - 98.6%
Hinckley & Bosworth	In year collection target exceeded by 0.1% - achieved 98.1% (Target 98.0%)
North West Leicestershire	In year collection target met – 97.8%

This year we have:

- Issued 30,053 reminder notices
- Issued 13,863 magistrate court summonses
- Obtained 9,116 liability orders
- Passed 1,877 cases to DWP for attachment of benefits
- Passed 1,719 cases to employers for attachment of earnings
- Passed 3,284 cases to enforcement agent

Volumes this month

1,458
1,028
890
98
140
Nil

Harborough	2018/19 Net collectable debit	£60.393m	Collected	£59.661m
Hinckley & Bosworth	2018/19 Net collectable debit	£64.901m	Collected	£63,676m
North West Leicestershire	2018/19 Net collectable debit	£58.320m	Collected	£57.062m

NDR (Business Rates)

In year collection rates position is as follows:

Harborough	In year collection target exceeded by 0.1% - achieved 99.3% (Target 99.2%)
Hinckley & Bosworth	In year collection target exceeded by 0.9% - achieved 99.2% (Target 98.3%)
North West Leicestershire	In year collection target exceeded by 0.1% - achieved 99.1% (Target 99.0%).

This year we have:

- Issued 1,148 reminder notices
- Issued 594 magistrate court summonses
- Obtained 376 liability orders
- Passed 159 cases to enforcement agent

Volumes this month:

17
Nil
Nil
Nil

Harborough	2018/19 Net collectable debit	£44.284m	Collected	£43.979m
Hinckley & Bosworth	2018/19 Net collectable debit	£33.413m	Collected	£33.155m
North West Leicestershire	2018/19 Net collectable debit	£61.412m	Collected	£60.875m

Housing Benefit Overpayments

Harborough

- Debt raised this year £395,279
- Overall debt reduced by £476,174
- Collection rate against all debt (arrears and new) 35%

Hinckley & Bosworth

- Debt raised this year £623,694
- Overall debt reduced by £690,664
- Collection rate against all debt (arrears and new) 33%

North West Leicestershire

- Debt raised this year £536,309
- Overall debt reduced by £605,823
- Collection rate against all debt (arrears and new) 32%

Channel Shift Analysis

The information now includes activity following the introduction of council tax change of address online form and it can be seen below that this has increased since the issue of council tax notices in mid March.

Also customers have switched to go paperfree as well as viewing notices online – see below.

HDC				
Service Subscriptions				
	January	February	March	
Application	Total No of Subscriptions			Increase since previous month
Council Tax Online	2100	2176	2336	160
Housing Benefit Online	178	182	190	8
Landlord Online	42	42	42	0
Business Rates Online	54	58	60	2
Ebiling & Enotifications				
Application	Total No of Subscriptions			
Council Tax Online	618	638	703	65
Business Rates Online	25	25	29	4
Landlord Online	24	24	24	0
Housing Benefit Online	71	74	77	3
Change of Address	30	23	43	20
Total have used this new service				196

HBBC				
Service Subscriptions				
	January	February	March	
Application	Total No of Subscriptions			Increase since previous month
Council Tax Online	3376	3522	3884	362
Housing Benefit Online	206	215	229	14
Landlord Online	80	80	80	0
Business Rates Online	66	68	69	1
Ebilling & Enotifications				
Application	Total No of Subscriptions			
Council Tax Online	689	805	1059	254
Business Rates Online	20	21	22	1
Landlord Online	23	23	23	0
Housing Benefit Online	70	76	86	10
Change of Address	9	21	110	89
Total have used this new service				165

NWL				
Service Subscriptions				
	January	February	March	
Application	Total No of Subscriptions			Increase since previous month
Council Tax Online	2032	2104	2282	178
Housing Benefit Online	227	234	243	9
Landlord Online	61	61	61	0
Business Rates Online	51	51	53	2
Ebilling & Enotifications				
Application	Total No of Subscriptions			
Council Tax Online	1158	1227	1359	132
Business Rates Online	30	30	32	2
Landlord Online	30	30	30	0
Housing Benefit Online	111	117	130	13
Change of Address	44	47	49	2
Total have used this new service				236



Revenue and Benefit Service

Schedule of Meetings 2019/20

1. PURPOSE OF THE REPORT

1.1 For the Joint Committee to agree the schedule of meetings for the forthcoming year.

2. RECOMMENDATION

2.1 To consider the proposed schedules of meetings for 2018/19 attached at appendix 1 and 2 of the report and agree which schedule to follow.

3. MAIN FEATURES OF THE SCHEDULES

3.1 Each year the Committee is asked to approve the schedule of meetings for the forthcoming year.

3.2 The proposed schedule of quarterly meetings for 2019/2020 is attached at appendix 1 to the report.

3.3 The Joint Committee currently meets 4 times during the civic year and the dates of the meetings at appendix 1 have been proposed in order for the committee to consider the quarterly performance reports at the appropriate time during the year.

3.4 Consideration has been given to statutory reports that have to be agreed by set dates.

3.5 Following the revision of the Constitution of the Joint Committee in May 2018, it states that the committee must also hold an Annual Meeting in June wherever possible but no later than July.

3.6 Currently all meetings are held on Thursdays at 4.30pm and are held in rotation around each of the Partnership authorities.

4. NEXT STEPS

4.1 Members are asked to consider the dates detailed in the appendices and notify the Committee Secretary of any issues.

4.2 Once the dates are agreed, the Committee Secretary will book the venues and confirm the dates and locations to the Committee Members.

**DRAFT SCHEDULE OF QUARTERLY MEETINGS – THE LEICESTERSHIRE PARTNERSHIP
JOINT COMMITTEE REVENUES AND BENEFITS**

2019/2020

Thursday, 5 September 2019	4.30pm, location to be confirmed
Thursday, 11 November 2019	4.30pm, location to be confirmed
Thursday, 23 January 2020	4.30pm, location to be confirmed
Thursday, 23 April 2020	4.30pm, location to be confirmed

2020/2019

Annual Meeting	Thursday, 25 June 2020	4.30pm, location to be confirmed
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FORWARD PLAN FOR JOINT COMMITTEE 2019-2020

Decision	Date of Decision (approx.)	Contacts
Annual Meeting		
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
Introduction to the Partnership	No decision required	Sally O’Hanlon – Head of Partnership
Universal Credit Update	Sept 2019	Sally O’Hanlon – Head of Partnership
Internal Audit Scoping Document	Sept 2019	Ashley Wilson – Section 151 Officer
Future plans of the Partnership	Sept 2019	Sally O’Hanlon – Head of Partnership
Performance Report	Sept 2019	Sally O’Hanlon – Head of Partnership
Financial Performance Report	Sept 2019	Ashley Wilson – Section 151 Officer
Performance Report	November 2019	Sally O’Hanlon – Head of Partnership
Financial Performance Report	November 2019	Ashley Wilson – Section 151 Officer
Budget Setting Report	January 2020	Ashley Wilson – Section 151 Officer
Financial Performance Report	January 2020	Ashley Wilson – Section 151 Officer
Service Plan 2020/21	January 2020	Sally O’Hanlon – Head of Partnership
Performance Report	January 2020	Sally O’Hanlon – Head of Partnership

Last update 14/06/19 – SOH

Decision	Date of Decision (approx.)	Contacts
Financial Performance Report	April 2020	Ashley Wilson – Section 151 Officer
Performance Report	April 2020	Sally O’Hanlon – Head of Partnership
Schedule of meetings	June 2020	Clare Hammond – Democratic Support Officer
Year End Performance Report	June 2020	Sally O’Hanlon – Head of Partnership
Year End Financial Report	June 2020	Ashley Wilson – Section 151 Officer