



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, 24 JUNE 2021
Location	De Montfort Suite, Hinckley Hub, Hinckley - The public are encouraged to attend remotely.
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 11 February 2021.	3 - 6
6. FINANCIAL PERFORMANCE TO MARCH 2021	
Report of the Section 151 Officer	7 - 12
7. YEAR END PERFORMANCE REPORT	
Report of the Head of Partnership	13 - 32
8. PERFORMANCE UPDATE	
Report of the Head of Partnership	33 - 50
9. UPDATE ON GRANTS	
Verbal update from the Head of Partnership and Section 151 Officer	
10. SCHEDULE OF MEETINGS 2021/2022	
Report of the Democratic Services Officer	51 - 54
11. FORWARD PLAN	
To note the Joint Committee's Forward Plan	55 - 56

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 Remote Meeting on THURSDAY, 11 FEBRUARY 2021

Present: Councillor R D Bayliss (North West Leicestershire) (Chairman)

Councillors D Bill (Hinckley and Bosworth), P Dann (Harborough) and K Lynch (Hinckley & Bosworth)

Officers: Mrs S O'Hanlon (Leicestershire Partnership - Revenues & Benefits), Mr A Wilson (HBBC), Mrs J Kenny (HBBC), Mr T Shardlow (NWLDC), Mrs C Hammond, Mr C Mason (HDC) and Mr T Delaney

In attendance:

41. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Ashman and J Hallam.

42. DECLARATIONS OF INTEREST

There were no declarations of interest.

43. MINUTES

Consideration was given to the minutes of the meeting held on 4 November 2020.

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

RESOLVED THAT

The minutes of the meeting held on 4 November 2020 be agreed.

44. SERVICE PLAN 2021/22

Mrs Sally O'Hanlon presented the report which set out the Service Plan of the Partnership for 2021/22. It was noted that a new service in the plan for 2021/22 was the administration of various grants to those impacted by the COVID-19 pandemic, whereas Test and Trace isolation support payments were not included as they were currently expected to end on 31 March 2021.

In response to questions from Members, it was clarified that there were currently seven grant schemes to support businesses in operation, and references within the report to these being closed referred to the businesses in question being closed for trade rather than the schemes themselves being closed.

It was moved by Councillor D Bill seconded by Councillor P Dann and

RESOLVED THAT

The report be received.

45. BUDGET SETTING REPORT

Mr Ashley Wilson presented the report, which set out the proposed budget of the Partnership for 2021/22.

It was explained that there was a small reduction in overall funding compared to the previous year, however the expected contributions from the three authorities would still rise slightly due to less funding being sourced from earmarked reserves. It was also noted that after the end of the financial year officers would return to Members with any significant savings that had been made throughout the year and could be used to reduce contributions from the three authorities.

It was moved by Councillor D Bill, seconded by Councillor K Lynch and

RESOLVED THAT

The 2021/22 budget proposals for the Partnership are approved for agreement.

46. FINANCIAL PERFORMANCE REPORT

Mr Ashley Wilson presented the report, which set out the financial performance of the Partnership for the period April to December 2020.

It was noted the unique circumstances of the previous year had led to some the expected year end savings of £52,000, although those relating to staff vacancies less so. The Head of Partnership confirmed that officers were looking into making longer term savings in relation to car usage allowances through more remote visits. It was also confirmed that enforcement work was currently still being carried out by remote means although court hearings were unable to proceed.

It was moved by Councillor K Lynch, seconded by Councillor D Bill and

RESOLVED THAT

The financial performance of the Partnership be noted the recommendation on invoicing at paragraph 3.5 be agreed.

47. PERFORMANCE REPORT

Mrs Sally O'Hanlon, Head of Partnership, presented the report.

It was noted that although collection rates for Council Tax had slightly fallen in all three authorities in comparison to the same point the previous year, given the circumstances of the COVID-19 pandemic this was still considered a good position for all three authorities. It was also explained that several court dates had been postponed because of the latest lockdown.

In respect of Business Rates, there were between 3 and 9% falls in collection at the three authorities compared to the previous year, and resources were being deployed to this area as required. Members were reminded that although business still needed to be supported through the COVID-19 pandemic some industries such as leisure and hospitality had already benefitted from a business rates holiday and some of the debt to be collected was from previous years.

Resources from across the Partnership had also been redeployed into supporting the payment of various grant schemes relating to the pandemic. Preparation was also underway for the sending out of bills for the new financial year.

In response to Members, the Head of Partnership gave assurances that everything possible would be done in respect of Council Tax and Business Rates collection. Although in respect of Council Tax it was again highlighted that the lack of court hearings was an

impediment to improving collections and for the Business Rates there were many businesses still suffering hardship as a result of the pandemic.

It was moved by Councillor R Bayliss, seconded by Councillor P Dann and

RESOLVED THAT

The report be received and noted.

48. FORWARD PLAN

By affirmation of the meeting it was

RESOLVED THAT

The Joint Committee's Forward Plan be noted.

49. DATES OF FUTURE MEETINGS

In response a question, it was clarified that the intention was still to hold the proposed April meeting whilst in the purdah period for elections scheduled for 6 May 2021, unless there was a subsequent issue with Member availability.

By affirmation of the meeting it was

RESOLVED THAT

The following future meeting dates be noted:

Thursday, 22 April 2021 – 4.30pm

Thursday, 24 June 2021 – 4.30pm

The meeting commenced at 4.30 pm

The Chairman closed the meeting at 4.59 pm

This page is intentionally left blank



Leicestershire Partnership Revenues & Benefits

Financial Performance to March 2021

Joint Committee

1. PURPOSE OF THE REPORT

- 1.1 To inform the Joint Committee of the financial performance of the Partnership for the year to 31 March 2021.

2. RECOMMENDATION

- 2.1 The Joint Committee is asked to:

- Note the draft financial performance of the Partnership for the year to 31 March 2021, and
- Give consideration to the suggested use of savings of £144,438 at paragraph 4.3.

3. INFORMATION

Budget Position

- 3.1. The outturn position of the Partnership has been outlined in **Appendix 1** to this report. The key headlines have been detailed below for information.

- 3.2. As at 31 March 2021, the Partnership had a net underspend on budget of £194,438.

Table 2	Budget December2020	Actual to December 2020	Variance to Date	Timing Differences	Variance after Timing Differences
INCOME	(£3,792,790)	(£3,824,362)	(£31,572)	£0	(£31,572)
EXPENDITURE	£3,792,790	£3,629,924	(£162,866)	£0	(£162,866)
Over / (Under) Spend	£0	(£194,438)	(£194,438)	£0	(£194,438)

- 3.3 The key variances to 31 March 2021 to bring to the attention of the Joint Committee are:

- Salaries are underspent by £46,000 due to vacant posts, and the following mainly due to the impact of Covid 19:
 - £12,000 on postage as reminder letters have not been going out as normal, due the pandemic response to have a hold on formal statutory recovery and enforcement activity during the lockdown period
 - £13,500 on flexible working costs
 - £15,000 on IT and computer software costs, and
 - £11,000 on car allowance

- 3.4 There is a direct link between partner contributions and expenditure incurred and therefore partner contributions have been adjusted by £34,000 to reflect the actual expenditure to date.

- 3.5 There are carry forwards of £50,000, being £45,000 for FERIs and £5,000 for remote working costs.
- 3.6 After adjusting for carry forwards, there remains £141,000 of in year savings. These have been placed in reserves until the Joint Committee has reviewed the final outturn and considered what action to take in terms of holding in reserves, or reducing contributions needed.
- 3.7 Other issues to note, are audit costs of £48,000 to cover post payment assurance, matched by income from partners from new burdens funding.

4 Reserves Position

Table 2: Reserves	General	Earmarked	Total
Balance b fwd from 2019/20	£307,793	£123,099	£430,892
Transfers from Reserves to reduce contributions	-£145,903		-£145,903
Set aside COVID post payment review work	-£50,000	£50,000	0
Transfers from Earmarked Reserves (IT costs)		-£18,157	-£18,157
Carry forwards used in 2020/21	-£61,890		-£61,890
Transfers to Reserves	£144,292		£144,292
Expenditure Carry forwards to 2021/22	£50,146		£50,146
Closing Balance 2020/21	£244,438	£154,942	£399,380

- 4.1 The Earmarked Reserves are £50,000 for Covid pressures, still needed for post payment assurance work. £104,942 for capital investment in IT equipment and support.
- 4.2 The General fund position includes the £50,000 agreed minimum balance, and carry forwards of £50,146, which leaves £144,438 as unallocated. Investment in automation and agency costs to clear the backlog due to Covid could be a potential earmarked reserve. Also, some could be used to reduce contributions in 2021/22
- 4.3 Suggested position is noted below:
- Review of Automation possibilities, set aside a reserve of £25,000
 - Agency costs back fill reserve, set aside £40,000
 - Leaving £79,292 to reduce contributions in 2021/22 (see Table 3)

Table 3: Contributions reduction				
Allocation method %	Total	HBBC	HDC	NWL
		37.32%	28.87%	33.81%
Partner Share.	£79,292	£29,592	£22,892	£26,809

Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 31st March 2021

Expenditure / Income Type	2020/21 Latest Budget to Date	Actual to Date	Variance to Date	Timing Differences	Variance after Timing Differences	2020/21 Total Estimate (Original)	2020/21 Total Estimate (Revised)
	£	£		£	£	£	£
Employees	2,733,910	2,679,633	54,277		54,277	2,733,910	2,733,910
Premises Related Expenditure	90,940	91,118	-178	0	-178	90,940	90,940
Transport Related Expenditure	20,000	9,235	10,765		10,765	20,000	20,000
Supplies & Services	872,114	819,787	52,327		52,327	854,850	872,114
Central & Administrative Exp	31,200	30,150	1,050	0	1,050	31,200	31,200
Revenue Income	-3,584,997	-3,602,749	17,752		17,752	-3,730,900	-3,584,997
Approved Cfws	-61,890	-61,890	0	0	0	0	-61,890
Transfer from Reserves	-145,903	-145,903	0	0	0	0	-145,903
Transfer from Reserves to cover ICT Costs		-13,820	13,820		13,820		
Other Expenditure - FERIS	44,626	0	44,626		44,626	0	44,626
Other Income - FERIS	0	0	0		0	0	0
			0		0	0	0
Sum:	0	-194,438	194,438	0	194,438	0	0

Less Carry Forwards

-50,146

144,292

Carry Forwards

50,146

Total Underspend/ Contribution to reserves

144,292

Explanations

	Variance at 28/02/21(Over) / Under Spend £		Carry Forwards	Explanation £5k+
Salaries	46,000			Underspend due to a number of Vacant Posts
Training	8,000			Less training due to COVID
Premises Related Expenditure	0			Variance > £5k
Car Allowances	11,000			Travelling expenses lower than anticipated due to reduced travel relating to COVID
Flexible working costs	13,500			Costs lower than anticipated
Computer Software & Maintenance	5,000			Variance > £5k
Postages	12,000			Reminder letters for Ctax and NNDR have not been going out and are unlikely to go out until later in the year
Computer Consumables	4,000			Variance > £5k
Printing & Stationery	8,000			Printing Costs lower than anticipated as fewer letters have been sent out
Audit Fees	-48,000			Additional Audit Fees incurred relating to Grant verifications - Income received from partners to cover costs - see below
Liability Expenses	34,000			The Courts have reduced the summons cost fee per case
Subscriptions	7,000			Costs lower than anticipated
Legal Fees	5,000			Variance > £5k
Remote Access	5,000		5,000	Budget to be carried forward to 2021/22
Travel Arrangements & Subsistence	1,500			Variance > £5k
Minor Variances	5,000			Variance > £5k
Central & Administrative Exp	1,000			Variance > £5k
Miscellaneous Income	48,000			Income received from partners to cover additional audit costs above
Other Miscellaneous income	4,000			Variance > £5k
Contributions	-34,000			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.
Transfer from Earmarked Reserves to cover Capital ICT Cost	14,000			Agreed cost of ICT capital costs to be transferred from reserves
Net Other Expenditure & Income - FERIS	45,000		45,000	Fraud and Error Reduction Incentive Scheme (FERIS) A budget of £45k has been bfwd from 2019/20 - budget to be carried forward to 2021/22
	195,000		50,000	

This page is intentionally left blank



PAPER

Revenue and Benefit Service

Performance Summary Report

March 2021

Caseload Analysis

Caseload Data													
Position at:	Position at 31/3/2017	2016/17 In Year Movement	Position at 31/3/2018	2017/18 In Year Movement	Position at 31/3/19	2018/19 In Year Movement	Position at 31/3/20	2019/20 In Year Movement	2020/21			Overall Movement since April 2011	
Council Tax Dwellings									Current Position	In Year Movement	In Year Percentage Movement		
HBBC	49,488	678	49,906	418	50,359	453	50,601	242	50,852	251	0.5%	4,680	9.2%
HDC	38,505	606	39,089	584	39,739	650	40,532	793	41,554	1,022	2.6%	5,631	13.6%
NWLDC	43,204	799	44,207	1,003	44,940	733	45,564	624	46,277	713	1.6%	6,251	13.5%
Totals	131,197		133,202		135,038		136,697	Current Total:	138,683			Total Movement:	16,562
NDR Rated Assessments													
HBBC	3,082	15	3,162	80	3,181	19	3,179	-2	3,224	45	1.4%	348	10.8%
HDC	2,949	40	3,040	91	3,086	46	3,123	37	3,189	66	2.1%	573	18.0%
NWLDC	3,287	38	3,417	130	3,440	23	3,519	79	3,563	44	1.3%	381	10.7%
Totals	9,318		9,619		9,707		9,821	Current Total:	9,976			Total Movement:	1,302
HB/CTLS Live Caseload													
HBBC	6,280	-282	5,783	-282	5,579	-204	5,321	-258	5,517	196	3.5%	-1,583	-28.7%
			Current Caseload Analysis	Joint HB/CTS		2,290		2,092	39%				
				HB only		364		360	6%				
				CTS only		2,667		3,065	55%				
HDC	3,599	-169	3,388	-169	3,243	-145	3,185	-58	3,408	223	6.9%	-781	-22.9%
			Current Caseload Analysis	Joint HB/CTS		1,529		1,411	42%				
				HB only		225		211	6%				
				CTS only		1,431		1,786	52%				
NWLDC	5,955	-329	5,696	-329	5,413	-283	5,118	-295	5,276	158	2.9%	-1,911	-36.2%
			Current Caseload Analysis	Joint HB/CTS		2,694		2,406	46%				
				HB only		266		237	5%				
				CTS only		2,158		2,633	49%				
Totals	15,834		14,867		14,235		13,624	Current Total:	14,204			Total Movement:	-4,275

Dashboards Performance Summaries for each Council follows below:

Harborough District Council													2020/21	Year -End 2020/21 target	2019/20 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative		
In month: Right Time (days)	4.4	7.5	5.4	6.4	6.6	6.6	n/a	7.2	7.3	11.1	2.7	6.7	6.5	11	
Position for 2019/20	5.7	5.3	6.1	5.6	4.6	5.9	5.9	6.8	6.9	6.7	2.3	5.9			5.6
In month: New Claims (Days)	14.7	15.4	11.7	12.7	15.4	15.4	n/a	13.7	11.0	16.7	14.8	17.3	14.5	15	
Position for 2019/20	13.6	14.8	12.0	12.1	10.0	9.9	10.8	10.5	13.7	12	9.6	12.1			11.8
In month: Change Events (Days)	3.2	5.7	4.3	4.4	4.9	4.9	n/a	5.4	6.5	10	2.2	4.8	4.4	6	
Position for 2019/20	4.9	4.5	5.1	4.6	3.9	5.4	5.1	6.2	5.8	5.7	2	5.1			4.4
Right Time profiled in month target 19/20	8.9	6.9	8.6	7.0	7.8	6.7	8.0	8.9	10.1	9.1	2.7	7.9			
New Claims profiled in month target 19/20	17.4	15.7	20.3	15.8	17.3	14.9	17.5	15.5	16.6	16.8	12.7	16.3			
Change Events profiled in month target 19/20	7.6	5.9	7.4	5.8	6.0	5.5	6.9	8.1	9.1	8.0	2.3	6.1			
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.6%	19.5%	28.6%	37.5%	46.7%	56.1%	65.2%	74.5%	83.6%	92.6%	95.3%	97.6%	97.6%	98.1%	
This years profiled target															
Position for 2019/20	11.1%	20.4%	29.6%	38.9%	48.1%	57.4%	66.8%	75.8%	84.7%	93.8%	96.3%	98.4%			
Arrears Reduction (£m)	£2.5m	£2.5m	£2.4m	£2.4m	£2.3m	£2.3m	£2.1m	£2.0m	£2.0m	£1.9m	£1.9m	£1.8m	£1.8m	INFO	
Position for 2019/20	£2.3m	£2.2m	£2.2m	£2.0m	£2.0m	£1.9m	£1.9m	£1.9m	£1.8m	£1.8m	£1.6m	£1.6m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	7.1%	13.9%	22.5%	30.6%	38.4%	47.5%	56.5%	65.7%	74.1%	81.5%	86.2%	92.0%	92.0%	99.2%	
This years profiled target															
Position for 2019/20	10.2%	19.2%	28.9%	39.0%	47.5%	56.8%	65.8%	74.5%	82.9%	92.4%	96.0%	99.1%			
Arrears Reduction (£m)	£0.45m	£1.6m	£0.49m	£0.69m	£0.59m	£0.50m	£0.49m	£0.41m	£0.46m	£0.55m	£0.85m	£0.45m	£0.45m	INFO	
Position for 2019/20	£0.31m	£0.28m	£0.25m	£0.32m	£0.16m	£0.21m	£0.29m	£0.27m	£0.25m	n/a	£0.12m	£0.09m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding at year end (Capita)	£0.82m	£0.81m	£0.81m	£0.80m	£0.79m	£0.78m	£0.78m	£0.76m	£0.77m	£0.76m	£0.76m	£0.75m	£0.75m	INFO	
Position for 2019/20 (£m)	£0.90m	£0.87m	£0.86m	£0.85m	£0.84m	£0.84m	£0.84m	£0.86m	£0.86m	£0.84m	£0.83m	£0.82m			
HB Overpayments Recovered	2%	5%	6%	9%	11%	12%	13%	16%	17%	19%	20%	27%	27%	TBC	
This year sprofiled target															
Position for 2019/20	3%	6%	9%	12%	14%	16%	18%	21%	23%	26%	27%	31%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
This years profiled target															
Position for 2019/20	0	1	0	0	0	1	1	2	1	0	0	0			

Hinckley & Bosworth Borough Council													Cumulative 2020/21	Year-End 2020/21 Target	2019/20 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In month: Right Time (days)	4.4	6.7	6.4	6.2	6.3	7	7	7.4	7.5	12.1	7	7	7.0	11	
Position for 2019/20	6.2	6.1	6.2	5.5	5.7	6.8	6.1	7.2	7.4	6.3	2.3	5.8			6.0
In month: New Claims (Days)	13.6	13.0	11.3	10.6	12.9	14.6	13.9	14.2	14.5	16.1	14	14	14.0	15	
Position for 2019/20	13.5	14.5	15.4	11.2	11	11.9	9.5	12.0	14.4	9.7	12.5	11.3			12.2
In month: Change Events (Days)	3.5	5.5	5.5	5.2	4.8	5.5	5.4	5.8	5.8	11.3	4	4	5.0	6	
Position for 2019/20	5.3	5.3	5.2	4.6	5	6	5.5	6.4	6.1	5.7	1.8	5			4.6
Right Time profiled in month target 19/20	8.3	6.9	8.9	6.1	6.7	7.4	6.9	8.4	9.2	8.5	2.6	7.8			
New Claims profiled in month target 19/20	18.1	14.3	15.4	11.7	12.8	14.2	13.3	14.7	12.5	13.3	12.1	13.2			
Change Events profiled in month target 19/20	7.4	6.1	8.1	5.4	5.8	6.3	5.9	7.5	8.6	7.9	2.2	6.7			
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.4%	19.2%	28.3%	37.2%	46.4%	55.9%	64.9%	74.2%	83.2%	92.3%	95.0%	97.2%	97.2%	97.6%	
This years profiled target															
Position for 2019/20	10.9%	20.1%	29.2%	38.5%	47.6%	57.1%	66.3%	75.4%	84.6%	93.6%	96.0%	97.9%			
In Year Arrears Reduction (£)	£3.7m	£3.6m	£3.6m	£3.6m	£3.5m	£3.4m	£3.4m	£3.3m	£3.3m	£3.2m	£3.1m	£3.0m	£3.0m	INFO	
Position for 2019/20	£3.2m	£3.1m	£3.0m	£3.0m	£2.8m	£2.8m	£2.7m	£2.6m	£2.6m	£2.5m	£2.4m	£2.3m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	9.8%	16.8%	24.3%	33.1%	41.3%	50.2%	59.4%	67.9%	76.3%	84.5%	87.1%	90.5%	90.5%	98.8%	
This years profiled target															
Position for 2019/20	11.9%	20.6%	29.9%	38.9%	48.4%	57.9%	66.7%	75.2%	84.3%	93.5%	96.6%	98.5%			
Arrears Reduction (£m)	£0.66m	£0.70m	£0.58m	£0.63m	£0.63m	£0.57m	£0.57m	£0.55m	£0.57m	£0.58m	£0.55m	£0.51m	£0.51m	INFO	
Position for: 2019/20	£0.35m	£0.38m	£0.34m	£0.28m	£0.24m	£0.22m	£0.21m	£0.22m	£0.28m	n/a	£0.20m	£0.10m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding at year end (Capita)	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.1m	£1.1m	£1.1m	INFO	
Position for 2019/20	£1.4m	£1.4m	£1.4m	£1.4m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.2m			
HB Overpayments Recovered	2%	3%	6%	9%	10%	12%	13%	15%	17%	18%	21%	23%	23%	TBC	
This years profiled target															
Position for 2019/20	3%	6%	9%	13%	15%	18%	20%	25%	27%	34%	35%	37%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
This years profiled target															
Position for 2019/20	1	0	0	1	1	0	0	0	0	1	2	0			

Leicestershire Partnership - Revenues and Benefits Performance Indicators																
North West Leicestershire District Council														2020/21	Year End 2020/21 target	2019/20 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative			
In month: Right Time (days)	4.3	6.9	6.6	6.0	6.3	6.8	6.9	7.7	n/a	12.8	2.4	6	7.0	11		
Position for 2019/20	5.8	5.7	6.4	5.8	5.4	7.2	6.0	6.9	7.7	7.4	2.7	5.6			6.0	
In month: New Claims (Days)	15.2	14.9	13.1	12.3	13.9	14.6	12.9	13.5	n/a	17.7	15.1	15	14.0	15		
Position for 2019/20	12.5	14.7	15.0	12.4	11.2	13.8	11.4	12.5	16.2	13.6	13.0	13.3			13.3	
In month: Change Events (Days)	3.3	5.3	5.3	4.6	4.8	5.1	5.3	6.4	n/a	11.7	1.9	4	5.0	6		
Position for 2019/20	5.3	4.7	5.4	4.9	4.7	6.2	5.2	6.0	6.3	6.3	2.2	4.6			4.7	
Right Time profiled in month target 19/20	9.6	7.5	9.4	7.6	7.8	7.7	7.8	8.8	9.7	7.5	2.4	7.5				
New Claims profiled in month target 19/20	17.3	16.0	18.9	15.0	14.5	14.9	15.4	13.9	17.2	14.5	11.9	13.0				
Change Events profiled in month target 19/20	8.7	6.7	8.3	6.6	6.7	6.8	6.5	8.2	8.7	6.7	2.1	6.6				
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar				
In Year (%)	9.9%	18.6%	27.5%	36.6%	45.7%	54.9%	63.9%	73.0%	82.2%	91.1%	94.1%	96.6%	96.6%	97.3%		
This years profiled target																
Position for 2019/20	10.2%	19.5%	28.5%	38.0%	47.0%	56.0%	65.4%	74.5%	83.7%	92.7%	95.4%	97.6%				
Arrears Reduction (£m)	£4.1m	£4.1m	£4.0m	£3.9m	£3.9m	£3.8m	£3.8m	£3.7m	£3.7m	£3.6m	£3.6m	£3.5m	£3.5m	INFO		
Position for 2019/20	£3.6m	£3.4m	£3.4m	£3.3m	£3.2m	£3.1m	£3.0m	£3.0m	£2.9m	£2.8m	£2.8m	£2.7m				
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar				
In Year (%)	9.6%	14.1%	20.6%	30.2%	40.9%	50.3%	61.9%	70.4%	80.6%	87.6%	92.0%	96.6%	96.6%	99.0%		
This years profiled target																
Position for 2019/20	10.0%	19.1%	32.0%	40.4%	48.3%	57.8%	65.7%	74.0%	84.1%	92.5%	96.5%	99.2%				
Arrears Reduction (£m)	£0.71m	£1.6m	£1.6m	£1.8m	£1.6m	£0.79m	£0.74m	£0.71m	£0.70m	£0.74m	£0.68m	£0.64m	£0.64m	INFO		
Position for 2019/20	£0.42m	£0.39m	£0.57m	£0.57m	£0.55m	£0.51m	£0.46m	£0.60m	£0.49m	n/a	£0.32m	£0.17m				
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar				
HB Overpayments outstanding at year end (Capita)	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	INFO		
Position for 2019/20	£1.3m	£1.3m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m				
HB Overpayments Recovered	2%	6%	9%	11%	13%	14%	15%	17%	18%	19%	20%	22%	22%	TBC		
This years profiled target																
Position for 2019/20	4%	8%	11%	15%	18%	20%	24%	26%	27%	29%	31%	33%				
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar				
CTLS Sanctions gained	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
This years profiled target																
Position for 2019/20	0	1	0	2	1	0	0	1	1	1	2	0				

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	£4,271	£8,987	£15,142	£19,769	£23,960	£28,274	£32,791	£36,830	£41,280	£45,683	£49,788	£54,008
Upper Threshold	£4,805	£10,110	£17,034	£22,241	£26,955	£31,808	£36,890	£41,434	£46,440	£51,393	£56,011	£60,759
Actual	£384	£1,114	£1,697	£2,236	£2,365	£4,153	£5,762	£7,974	£11,083	£11,573	£12,644	£13,320
Lower Tolerance	£3,887	£7,873	£13,444	£17,534	£21,595	£24,121	£27,030	£28,857	£30,197	£34,110	£37,144	£40,688
Upper Tolerance	£4,421	£8,996	£15,337	£20,005	£24,590	£27,655	£31,129	£33,460	£35,357	£39,820	£43,367	£47,439
HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£3,000	£6,055	£8,998	£14,199	£17,241	£20,200	£23,410	£26,393	£29,593	£32,489	£35,182	£38,224
Upper Threshold	£3,375	£6,811	£10,122	£15,973	£19,396	£22,725	£26,336	£29,693	£33,292	£36,550	£39,580	£43,002
Actual	£277	£2,772	£2,959	£3,163	£3,179	£3,259	£3,259	£3,285	£3,288	£3,328	£3,422	£5,848
Lower Tolerance	£2,723	£3,283	£6,038	£11,035	£14,062	£16,941	£20,150	£23,108	£26,306	£29,161	£31,761	£32,376
Upper Tolerance	£3,098	£4,040	£7,163	£12,810	£16,217	£19,466	£23,076	£26,408	£30,005	£33,222	£36,159	£37,154
NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£4,484	£9,435	£13,907	£21,198	£25,530	£29,863	£34,776	£39,072	£42,324	£46,980	£51,298	£55,468
Upper threshold	£5,044	£10,614	£15,646	£23,848	£28,721	£33,596	£39,123	£43,956	£47,615	£52,853	£57,710	£62,402
Actual	£714	£864	£1,242	£1,983	£5,215	£5,317	£5,330	£5,959	£6,027	£8,068	£8,256	£23,793
Lower Tolerance	£3,770	£8,571	£12,665	£19,215	£20,315	£24,547	£29,446	£33,113	£36,298	£38,913	£43,042	£31,675
Upper Tolerance	£4,330	£9,750	£14,403	£21,865	£23,507	£28,280	£33,793	£37,997	£41,588	£44,785	£49,454	£38,608

HB and CTLS Claim Activity 2020/21

April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Cumulative Totals
209	258	194	164	146	159	168	183	146	150	n/a	n/a	1777
2033	1385	1026	760	649	772	714	793	606	739	n/a	n/a	9477
1749	747	741	726	664	789	773	1713	681	1944	1477	1364	13368
												Cumulative Totals
153	205	117	147	89	106	n/a	131	77	96	91	123	1335
1361	911	672	466	454	558	n/a	496	359	493	1862	685	8317
1131	539	394	507	378	537	572	937	394	1183	1008	882	8462
												Cumulative Totals
206	266	212	171	131	173	183	174	n/a	162	133	n/a	1811
2254	1348	1038	758	681	800	709	768	n/a	790	3057	n/a	12203
2182	784	791	766	629	771	812	1767	668	1850	1422	1653	14095

Data below for same position in 2019/20

HBBC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Cumulative Totals
(SHBE)													
New claims	153	139	127	164	142	142	162	147	116	135	140	147	1714
Change events	1306	1438	1114	1055	992	925	978	819	629	889	3192	1013	14350
Atlas activity	1724	890	798	1141	1013	964	842	863	662	2458	1771	1154	14280
HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Cumulative Totals
(SHBE)													
New claims	88	70	109	107	80	73	96	67	61	94	75	94	1014
Change events	932	867	660	672	611	512	538	464	389	502	1837	710	8694
Atlas activity	891	582	489	647	565	593	530	492	493	1270	1021	750	8323
NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Cumulative Totals
(SHBE)													
New claims	138	142	122	131	127	135	155	130	117	153	154	152	1656
Change events	1715	1400	1128	1039	1007	971	1108	886	707	828	2937	1153	14879
Atlas activity	1865	899	920	1032	1014	1143	896	881	895	2117	1757	1410	14829

Sickness

Sickness position is given below:

Hinckley & Bosworth Borough Council		Annual Target 8 days	
	Month		
	March		Cumulative
Long Term	26.00		56.00
Short Term	7.00		99.50
Days lost	33.00		155.50
FTE Average	1.08 days		5.10 Days
Profiled Target Average	0.67 Days		8.00 Days
Harborough District Council		Annual Target 9 days	
	Month		
	March		Cumulative
Long Term	12.00		185.00
Short Term	13.00		70.50
Days lost	25.00		265.50
FTE Average	2.03 Days		15.44 Days
Profiled Target Average	0.75 Days		9.00 Days
North West Leicestershire District Council		Annual Target 8.5 days	
	Month		
	November		Cumulative
Long Term	11.17		11.17
Short Term	10.69		32.63
Days lost	21.86		43.80
FTE Average	0.33 days		1.80 Days
Profiled Target Average	0.71 Days		4.97 Days

Government Initiatives

Test and Trace Isolation Payments

The scheme went live on Monday 12th October 2020 and the position as at 31st March 2021 is as follows:

HBBC

Total applications received 343 of which 200 Main Scheme and 143 Discretionary Scheme.
Total 91 payments made of which 85 payments main scheme (£42,500) and 6 payments discretionary scheme (£3,000) total paid £45,500.

NWL

Total applications received 394 of which 223 Main Scheme and 171 Discretionary Scheme.
Total 83 payments made of which 76 payments main scheme (£38,000) and 5 payments discretionary scheme (£2,500) and total paid £40,500

HDC

Total applications received 247 of which 171 Main Scheme and 76 Discretionary Scheme.
Total 83 payments made of which 81 payments main scheme (£40,500) and 2 payments discretionary scheme (£1,000) and total paid £41,500

Total Paid: £127,500

Overall summary:

984	Applications received of which;	
○ 701	Rejected	71%
○ 255	Paid	26%
○ 28	Waiting for further information	3%

Local Restrictions Support Grant Scheme

The position on 9th April 2021 is as follows:

HBBC

LRSG Nov	Cases paid	567	Value	£871,958
Tier3 P1	Cases paid	161	Value	£136,033
Tier3 P2	Cases paid	155	Value	£131,365
Wet Led Pubs	Cases paid	52	Value	£52,000
Tier 4	Cases paid	451	Value	£123,830
Lockdown/Business Support Package	Cases paid	572	Value	£3,946,941
Lockdown Feb/March	Cases paid	478	Value	£1,145,337

HDC

LRSG Nov	Cases paid	577	Value	£913,606
Tier3 P1	Cases paid	182	Value	£152,703
Tier3 P2	Cases paid	183	Value	£153,703
Wet Led Pubs	Cases paid	51	Value	£51,000
Tier 4	Cases paid	458	Value	£130,317
Lockdown/Business Support Package	Cases paid	581	Value	£4,158,408
Lockdown Feb/March	Cases paid	491	Value	£1,227,032

NWLDC

LRSG Nov	Cases paid	564	Value	£846,972
Tier3 P1	Cases paid	222	Value	£172,224
Tier3 P2	Cases paid	179	Value	£142,877
Wet Led Pubs	Cases paid	59	Value	£59,000
Tier 4	Cases paid	448	Value	£119,545
Lockdown/Business Support Package	Cases paid	571	Value	£3,849,466
Lockdown Feb/March	Cases paid	496	Value	£1,169,977

Breathing Space

We are also preparing in conjunction with each Council the internal process and procedures for the implementation of Breathing Space (Debt solution) which comes into force from 4th May 2021. This will allow a pause of sixty days to enable the customer to work with Citizen Advice Bureau and other debt advice agencies to submit information to the insolvency service.

If someone is in mental health crisis there is no time limit set as these cases can take longer to resolve.

Once details have been lodged the Council will then be officially notified and the details will be shared with relevant teams e.g., council tax, non-domestic rates, sundry debts, housing rents to then pause debt recovery in certain circumstances whilst we wait for the outcome.

Benefits Operational Team

(Housing Benefit, Council Tax Support and Fraud)

Speed of Processing

All LA's have met their respective targets for speed of processing. (Where SHBE data was not available at year end because of system problems Academy data has been used to determine the processing times)

LA error and Subsidy

There has been no negative impact on subsidy as all LA's were below the lower threshold for LA error.

Subsidy Audits

All 2019/2020 subsidy audits are complete and signed off.

Universal Credit (managed migration from HB to UC)

The scheduled managed migration pilot that started in Harrogate in January 2020 has been delayed until April 2022 (at the earliest). Managed migration is the process by which those on legacy benefits including HB are transferred to UC without having to have a change in their circumstances.

From April 2021, the maximum rate at which deductions can be made from a Universal Credit award will reduce from 30% to 25% of the standard allowance. This change was previously coming into force from October 2021 (and may have a significant impact on HB recovery from Universal Credit).

Breathing space and fraudulent overpayments

Some specific public sector debts are excluded by mirroring the position in bankruptcy (e.g., debts incurred as a result of fraudulent actions; fines imposed by a court, including criminal fines. To exclude a HB overpayment debt from the breathing space regulations fraud must be proven i.e.) found guilty in a Court or admittance under Pace rules or accepting a penalty in lieu of prosecution.

Revenues Operational Team

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

Council Tax

In year collection rates position is as follows:

Harborough	In-month collection target:	Actual:	97.6%
	(End of year target 98.1%)	Position last year	98.4%
Hinckley & Bosworth	In-month collection target:	Actual:	97.2%
	(End of year target 97.6%)	Position last year:	97.9%
North West Leicestershire	In-month collection target:	Actual:	96.6%
	(End of year target 97.3%)	Position last Year:	97.6%

Council Tax Enforcement

Statutory recovery notices have been issued and summarised below:

For HDC	4,400 reminders issued	2,011 final notices
For HBBC	5,491 reminders issued	2,456 final notices
For NWLDC	6,217 reminders issued	2,613 final notices

Annual Billing

Exercise completed with all notices issued on agreed dates.

Other matters

Some members form the team have been involved on grant work alongside other staff within the partnership.

NNDR (Business Rates)

In year collection rates position is as follows:

Harborough	In-month collection target: (End of year target 99.2%)	Actual: Position last year:	92.0% 99.1%
Hinckley & Bosworth	In-month collection target: (End of year target 98.8%)	Actual: Position last year:	90.5% 98.5%
North West Leicestershire	In-month collection target: (End of year target 99.0%)	Actual: Position last year:	96.6% 99.2%

Annual Billing

Exercise completed and excluded those in receipt of COVID19 retail discount. Notices for these will be issued in April 2020 to include covering letter explaining next steps once 3-month period expires on 30th June 2021.

Other matters

- The team have been involved on grant work alongside other staff within the partnership.
- The following statutory notices have been issued – see below:

Reminders		Final Notices
▪ For HDC	270	188
▪ For HBBC	251	137
▪ For NWLDC	337	292

Housing Benefit Overpayments

Harborough

- Debt raised this year £214,325
- Overall debt reduced by £281,984
- Collection rate against all debt (arrears and new) 27%
- Overall debt position is: £753,129

Hinckley & Bosworth

- Debt raised this year £235,908
- Overall debt reduced by £328,957
- Collection rate against all debt (arrears and new) 23%
- Overall debt position is: £1.13m

North West Leicestershire

- Debt raised this year £323,534
- Overall debt reduced by £378,076
- Collection rate against all debt (arrears and new) 25%
- Overall debt position is: £1.16m

Channel Shift Analysis (Digital Service)

Tables below illustrate how customers are transacting online for setting up direct debits to include payment arrangements, council tax change of address. This also includes viewing their own records for council tax, housing benefit, council tax support and business rates.

Connect Stats - HDC				
Service Subscriptions				
	January	February	March	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	5075	5270	5774	504
Housing Benefit Online	275	279	282	3
Landlord Online	47	47	47	0
Business Rates Online	191	199	212	13
E-Billing and E-Notifications				
	January	February	March	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	1464	1528	1670	142
Housing Benefit Online	102	107	111	4
Landlord Online	25	25	25	0
Business Rates Online	65	69	72	3
Direct Debits over the Web				
	January	February	March	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	217	259	965	706
Business Rates Online	6	3	14	11
Change of Address				
	January	February	March	Total Since Live (02/10/2018)
Total for the Month	360	335	587	3828

March-17 HDC

Service Subscriptions

Application	Subscriptions
Council Tax Online	275
Housing Benefit Online	30
Landlord Online	25
Business Rates Online	22

Ebilling & Enotifications

Application	Subscriptions
Council Tax Online	94
Business Rates Online	6
Landlord Online	9
Housing Benefit Online	10

Connect Stats - HBBC				
Service Subscriptions				
	January	February	March	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	7338	7524	7900	376
Housing Benefit Online	325	326	332	6
Landlord Online	92	92	92	0
Business Rates Online	441	443	455	12
E-Billing and E-Notifications				
	January	February	March	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	3372	3490	3732	242
Housing Benefit Online	145	145	151	6
Landlord Online	31	31	31	0
Business Rates Online	377	377	380	3
Direct Debits over the Web				
	January	February	March	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	146	144	655	511
Business Rates Online	0	1	0	-1
Change of Address				
	January	February	March	Total Since Live (04/10/2018)
Total for the Month	202	161	276	4083

March-17 HBBC

Service Subscriptions

Application	Subscriptions
Council Tax Online	1705
Housing Benefit Online	70
Landlord Online	58
Business Rates Online	34

E-billing & E-notifications

Application	Subscriptions
Council Tax Online	163
Business Rates Online	9
Landlord Online	4
Housing Benefit Online	8

Connect Stats - NWLDC				
Service Subscriptions				
	January	February	March	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	5163	5365	5770	405
Housing Benefit Online	311	313	316	3
Landlord Online	70	70	70	0
Business Rates Online	177	182	194	12
E-Billing and E-Notifications				
	January	February	March	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	3109	3224	3487	263
Housing Benefit Online	180	182	183	1
Landlord Online	33	33	33	0
Business Rates Online	129	134	140	6
Direct Debits over the Web				
	January	February	March	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	194	161	589	428
Business Rates Online	1	0	1	1
Change of Address				
	January	February	March	Total Since Live (05/10/2018)
Total for the Month	403	370	507	6549

March-17

NWL

Service Subscriptions

Application	Subscriptions
Council Tax Online	195
Housing Benefit Online	21
Landlord Online	19
Business Rates Online	4

Ebiling & Enotifications

Application	Subscriptions
Council Tax Online	58
Business Rates Online	1
Landlord Online	4
Housing Benefit Online	7

This page is intentionally left blank



PAPER

Revenue and Benefit Service

Performance Summary Report

May 2021

Caseload Analysis

Caseload Data													
Position at:	Position at 31/3/2018	2017/18 In Year Movement	Position at 31/3/19	2018/19 In Year Movement	Position at 31/3/20	2019/20 In Year Movement	Position at 31/3/21	2020/21 In Year Movement	2021/22			Overall Movement since April 2011	
Council Tax Dwellings									Current Position	In Year Movement	In Year Percentage Movement		
HBBC	49,906	418	50,359	453	50,601	242	50,852	251	50,886	34	0.1%	4,714	9.3%
HDC	39,089	584	39,739	650	40,532	793	41,554	1,022	41,754	200	0.5%	5,831	14.0%
NWLDC	44,207	1,003	44,940	733	45,564	624	46,277	713	46,357	80	0.2%	6,331	13.7%
Totals	133,202		135,038		136,697		138,683	Current Total:	138,997			Total Movement:	16,876
NDR Rated Assessments									Current Position	In Year Movement	In Year Percentage		
HBBC	3,162	80	3,181	19	3,179	-2	3,224	45	3,229	5	0.16%	353	10.9%
HDC	3,040	91	3,086	46	3,123	37	3,189	66	3,183	-6	-0.19%	567	17.8%
NWLDC	3,417	130	3,440	23	3,519	79	3,563	44	3,567	4	0.11%	385	10.8%
Totals	9,619		9,707		9,821		9,976	Current Total:	9,979			Total Movement:	1,305
HB/CTLS Live Caseload									Current Caseload	In Year Movement	Caseload %		
HBBC	5,783	-282	5,579	-204	5,321	-258	5,517	196	5,476	-41		-1,624	-29.4%
					Current Caseload Analysis	Joint HB/CTS			2,092	2,057	-35	38%	
						HB only			360	340	-20	6%	
						CTS only			3,065	3,079	14	56%	
HDC	3,388	-169	3,243	-145	3,185	-58	3,408	223	3,384	-24		-805	-23.8%
					Current Caseload Analysis	Joint HB/CTS			1,411	1,369	-42	6%	
						HB only			211	212	1	41%	
						CTS only			1,786	1,803	17	53%	
NWLDC	5,696	-329	5,413	-283	5,118	-295	5,276	158	5,253	-23		-1,934	-36.8%
					Current Caseload Analysis	Joint HB/CTS			2,406	2,392	-14	4%	
						HB only			237	221	-16	46%	
						CTS only			2,633	2,640	7	50%	
Totals	14,867		14,235		13,624			Current Total:	14,113			Total Movement:	-4,363

Dashboard Performance Summaries for each Council follows below:

Harborough District Council													2021/22	Year -End 2021/22 target	2020/21 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative		
In month: Right Time (days)	12.3	10.9											11.6	11	
Position for 2020/21	4.4	7.5	5.4	6.4	6.6	6.6	n/a	7.2	7.3	11.1	2.7	6.7			5.9
In month: New Claims (Days)	16.8	19.3											21.3	15	
Position for 2020/21	14.7	15.4	11.7	12.7	15.4	15.4	n/a	13.7	11.0	16.7	14.8	17.3			15.1
In month: Change Events (Days)	9.3	10.1											10.1	6	
Position for 2020/21	3.2	5.7	4.3	4.4	4.9	4.9	n/a	5.4	6.5	10	2.2	4.8			4.2
Right Time profiled in month target 20/21	8.9	6.9	8.6	7.0	7.8	6.7	8.0	8.9	10.1	9.1	2.7	7.9			
New Claims profiled in month target 20/21	17.4	15.7	20.3	15.8	17.3	14.9	17.5	15.5	16.6	16.8	12.7	16.3			
Change Events profiled in month target 20/21	7.6	5.9	7.4	5.8	6.0	5.5	6.9	8.1	9.1	8.0	2.3	6.1			
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.9%	19.8%											19.8%	98.1%	
This years profiled target															
Position for 2020/21	10.6%	19.5%	28.6%	37.5%	46.7%	56.1%	65.2%	74.5%	83.6%	92.6%	95.3%	97.6%			
Arrears Reduction (£m) end of month	£3.3m	£3.0m											£3.0m	INFO	
Position for 2020/21	£2.5m	£2.5m	£2.4m	£2.4m	£2.3m	£2.3m	£2.1m	£2.0m	£2.0m	£1.9m	£1.9m	£1.8m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	8.3%	16.5%											16.5%	99.2%	
This years profiled target															
Position for 2020/21	7.1%	13.9%	22.5%	30.6%	38.4%	47.5%	56.5%	65.7%	74.1%	81.5%	86.2%	92.0%			
Arrears Reduction (£m) end of month	£3.4m	£3.1m											£3.1m	INFO	
Position for 2020/21	£0.45m	£1.6m	£0.49m	£0.69m	£0.59m	£0.50m	£0.49m	£0.41m	£0.46m	£0.55m	£0.85m	£0.45m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding	£0.76m	£0.74m											£0.74m	INFO	
Position for 2020/21 (£m)	£0.82m	£0.81m	£0.81m	£0.80m	£0.79m	£0.78m	£0.78m	£0.76m	£0.77m	£0.76m	£0.76m	£0.75m			
HB Overpayments Recovered end of month	1%	3%											3%	TBC	
This year sprofiled target															
Position for 2020/21	2%	5%	6%	9%	11%	12%	13%	16%	17%	19%	20%	27%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	0											0	0	
This years profiled target															
Position for 2020/21	0	0	0	0	0	0	0	0	0	0	0	0			

Leicestershire Partnership - Revenues and Benefits Performance Indicators

Hinckley & Bosworth Borough Council													Cumulative e2021/22	Year-End 2021/22 Target	2020/21 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In month: Right Time (days)	16.5	16											16.2	11	
Position for 2020/21	4.4	6.7	6.4	6.2	6.3	7	7	7.4	7.5	12.1	7	7			5.6
In month: New Claims (Days)	22	22											22.0	15	
Position for 2020/21	13.6	13.0	11.3	10.6	12.9	14.6	13.9	14.2	14.5	16.1	14	14			13.3
In month: Change Events (Days)	11	10											10.5	6	
Position for 2020/21	3.5	5.5	5.5	5.2	4.8	5.5	5.4	5.8	5.8	11.3	4	4			4.3
Right Time profiled in month target 19/20	8.3	6.9	8.9	6.1	6.7	7.4	6.9	8.4	9.2	8.5	2.6	7.8			
New Claims profiled in month target 19/20	18.1	14.3	15.4	11.7	12.8	14.2	13.3	14.7	12.5	13.3	12.1	13.2			
Change Events profiled in month target 19/20	7.4	6.1	8.1	5.4	5.8	6.3	5.9	7.5	8.6	7.9	2.2	6.7			
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.7%	19.7%											19.7%	97.6%	
This years profiled target															
Position for 2020/21	10.4%	19.2%	28.3%	37.2%	46.4%	55.9%	64.9%	74.2%	83.2%	92.3%	95.0%	97.2%			
In Year Arrears Reduction (£) end of month	£4.8m	£4.6m											£4.6m	INFO	
Position for 2020/21	£3.7m	£3.6m	£3.6m	£3.6m	£3.5m	£3.4m	£3.4m	£3.3m	£3.3m	£3.2m	£3.1m	£3.0m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.8%	19.9%											19.9%	98.8%	
This years profiled target															
Position for 2020/21	9.8%	16.8%	24.3%	33.1%	41.3%	50.2%	59.4%	67.9%	76.3%	84.5%	87.1%	90.5%			
Arrears Reduction (£m) end of month	£2.9m	£2.8m											£2.8m	INFO	
Position for: 2019/20	£0.66m	£0.70m	£0.58m	£0.63m	£0.63m	£0.57m	£0.57m	£0.55m	£0.57m	£0.58m	£0.55m	£0.51m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding end of month	£1.1m	£1.1m											£1.1m	INFO	
Position for 2020/21 £m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.1m	£1.1m			
HB Overpayments Recovered	2%	4%											2%	TBC	
This years profiled target															
Position for 2020/21	2%	3%	6%	9%	10%	12%	13%	15%	17%	18%	21%	23%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	0											0	0	
This years profiled target															
Position for 2020/21	0	0	0	0	0	0	0	0	0	0	0	0			

Leicestershire Partnership - Revenues and Benefits Performance Indicators															
North West Leicestershire District Council														2021/22	2020/21 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative	Year End 2021/22 target	
In month: Right Time (days)	15.5	15											15.2	11	
Position for 2020/21	4.3	6.9	6.6	6.0	6.3	6.8	6.9	7.7	n/a	12.8	2.4	6			5.6
In month: New Claims (Days)	21	20											20.5	15	
Position for 2020/21	15.2	14.9	13.1	12.3	13.9	14.6	12.9	13.5	n/a	17.7	15.1	15			15.0
In month: Change Events (Days)	10	10											10.0	6	
Position for 2020/21	3.3	5.3	5.3	4.6	4.8	5.1	5.3	6.4	n/a	11.7	1.9	4			3.3
Right Time profiled in month target 20/21	9.6	7.5	9.4	7.6	7.8	7.7	7.8	8.8	9.7	7.5	2.4	7.5			
New Claims profiled in month target 20/21	17.3	16.0	18.9	15.0	14.5	14.9	15.4	13.9	17.2	14.5	11.9	13.0			
Change Events profiled in month target 20/21	8.7	6.7	8.3	6.6	6.7	6.8	6.5	8.2	8.7	6.7	2.1	6.6			
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.3%	19.3%											19.3%	97.3%	
This years profiled target															
Position for 2020/21	9.9%	18.6%	27.5%	36.6%	45.7%	54.9%	63.9%	73.0%	82.2%	91.1%	94.1%	96.6%			
Arrears Reduction (£m) end of month	£5.4m	£5.2m											£5.2m	INFO	
Position for 2020/21	£4.1m	£4.1m	£4.0m	£3.9m	£3.9m	£3.8m	£3.8m	£3.7m	£3.7m	£3.6m	£3.6m	£3.5m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	9.3%	19.4%											19.4%	99.0%	
This years profiled target															
Position for 2020/21	9.6%	14.1%	20.6%	30.2%	40.9%	50.3%	61.9%	70.4%	80.6%	87.6%	92.0%	96.6%			
Arrears Reduction (£m) end of month	£2.5m	£4.3m											£4.3m	INFO	
Position for 2020/21	£0.71m	£1.6m	£1.6m	£1.8m	£1.6m	£0.79m	£0.74m	£0.71m	£0.70m	£0.74m	£0.68m	£0.64m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding end of month	£1.2m	£1.2m											£1.2m	INFO	
Position for 2020/21 (£m)	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m			
HB Overpayments Recovered	1%	3%											1%	TBC	
This years profiled target															
Position for 2020/21	2%	6%	9%	11%	13%	14%	15%	17%	18%	19%	20%	22%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	0											0	0	
This years profiled target															
Position for 2020/21	0	0	0	0	0	0	0	0	0	0	0	0			

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	£4,474	£8,504										
Upper Threshold	£5,034	£9,567										
Actual	£557	£1,989										
Lower Tolerance	£3,918	£6,515	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£4,477	£7,578	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£2,856	£5,735										
Upper Threshold	£3,213	£6,452										
Actual	£188	£97										
Lower Tolerance	£2,668	£5,638	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£3,025	£6,355	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£4,596	£8,759										
Upper threshold	£5,170	£9,854										
Actual	£1,706	£2,186										
Lower Tolerance	£2,891	£6,572	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£3,464	£7,667	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

HB and CTLS Claim Activity 2021/22

HBBC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Cumulative Totals
(SHBE)													
New claims													0
Change events													0
Atlas activity	927	826											1753
HDC													Cumulative Totals
(SHBE)													
New claims	141	88											229
Change events	702	882											1584
Atlas activity	611	544											1155
NWLDC													Cumulative Totals
(SHBE)													
New claims													0
Change events													0
Atlas activity	1060	930											1990

Data below for same position in 2020/21

HBBC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Cumulative Totals
(SHBE)													
New claims	209	258	194	164	146	159	168	183	146	150	n/a	n/a	1777
Change events	2033	1385	1026	760	649	772	714	793	606	739	n/a	n/a	9477
Atlas activity	1749	747	741	726	664	789	773	1713	681	1944	1477	1364	13368
HDC													Cumulative Totals
(SHBE)													
New claims	153	205	117	147	89	106	n/a	131	77	96	91	123	1335
Change events	1361	911	672	466	454	558	n/a	496	359	493	1862	685	8317
Atlas activity	1131	539	394	507	378	537	572	937	394	1183	1008	882	8462
NWLDC													Cumulative Totals
(SHBE)													
New claims	206	266	212	171	131	173	183	174	n/a	162	133	n/a	1811
Change events	2254	1348	1038	758	681	800	709	768	n/a	790	3057	n/a	12203
Atlas activity	2182	784	791	766	629	771	812	1767	668	1850	1422	n/a	12442

Performance Indicators 21.22

After discussion with members of the LRBP Management Board, it is proposed that the performance indicators for all three authorities remain the same as 20.21 for all key indicators. Approval is requested.

Sickness

Sickness position is given below:

Hinckley & Bosworth Borough Council		Annual Target 8 days	
	Month		
	April		Cumulative
Long Term	14.00		14.00
Short Term	3.00		3.00
Days lost	17.00		17.00
FTE Average	0.56 days		0.56 Days
Profiled Target Average	0.67 Days		0.67 Days
Harborough District Council		Annual Target 9 days	
	Month		
	April		Cumulative
Long Term	17.80		17.80
Short Term	1.00		1.00
Days lost	18.80		18.80
FTE Average	1.09 Days		1.09 Days
Profiled Target Average	0.75 Days		0.75 Days
North West Leicestershire District Council		Annual Target 8.5 days	
	Month		
	April		Cumulative
Long Term	0.00		0.00
Short Term	8.34		8.34
Days lost	8.34		8.34
FTE Average	0.34 days		0.34 Days
Profiled Target Average	0.71 Days		0.71 Days

Government Initiatives

Test and Trace Isolation Payments

The scheme went live on Monday 12th October 2020 and the position on 31st May 2021 is as follows:

Hinckley & Bosworth

Total case paid	101	£50,500
-----------------	-----	---------

North West Leicestershire

Total cases paid	91	£45,500
------------------	----	---------

Harborough

Total cases paid	85	£42,500
------------------	----	---------

Local Restrictions Support Grant Schemas

The position of grant payments made for each category as of 4th June 2021 is as follows:

Harborough

Total value paid	£10,368,421
------------------	-------------

Hinckley & Bosworth

Total value paid	£10,688,921
------------------	-------------

North West Leicestershire

Total value paid	£10,504,762
------------------	-------------

Benefits Operational Team

(Housing Benefit, Council Tax Support and Fraud)

Speed of Processing (Based on Academy Stats)

All 3 LA's are not meeting their speed of processing targets, this is primarily because of having a backlog moving into the new financial year and the impact that annual billing has in terms of dealing with an increase in uprating (rent increase etc). On a weekly basis we are monitoring throughputs of work to ensure we are making inroads into the backlog.

LA error and Subsidy

There has been no negative impact on subsidy as all LA's are below the lower threshold for LA error.

Private tenants

Eviction proceedings are due to be lifted from June 1st and a recent report has highlighted that based on the governments projection of unemployment rising to 6.5% the numbers of private tenants in significant rent arrears by the end of 2021 could be as high as 400,000.

Universal Credit and the pandemic

When the pandemic struck the DWP faced an unprecedented challenge in meeting the surge in new Universal Credit claims, which at their peak reached 10 times the levels they would expect during normal times. At the start of this year 6 million people were on UC and increase of 98% since March 2020

The expenditure on UC has increased from £18.4bn in 2020 to £38.2bn in 2021. It has been reported that the level of overpayments in UC has risen from 9.4% to 14.5% which is attributable to an increase in demand and the removal of some of the manual checking processes.

Valuation tribunal changes

Starting on 9 June 2021 Valuation Tribunals can be held by video or telephone or similar.

Revenues Operational Team

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

Council Tax

In year collection rates position is as follows:

Harborough	In-month collection target: (End of year target 98.1%)	Actual: Position last year	19.8% 19.5%
Hinckley & Bosworth	In-month collection target: (End of year target 97.6%)	Actual: Position last year:	19.7% 19.2%
North West Leicestershire	In-month collection target: (End of year target 97.3%)	Actual: Position last Year:	19.3% 18.6%

Council Tax Enforcement

Statutory recovery notices issued and summarised below:

For Harborough

2,559 reminders issued
966 summonses issued (arrear cases only)

For Hinckley & Bosworth

2,120 reminders issued
1,000 summonses issued (arrear cases only)

For North West Leicestershire

2,113 reminders issued
1,000 summonses issued (arrear cases only)

NNDR (Business Rates)

In year collection rates position is as follows:

Harborough	In-month collection target: (End of year target 99.2%)	Actual: Position last year:	16.5% 13.9%
Hinckley & Bosworth	In-month collection target: (End of year target 98.8%)	Actual: Position last year:	19.9% 16.8%
North West Leicestershire	In-month collection target: (End of year target 99.0%)	Actual: Position last year:	19.4% 14.1%

Other matters

- The following statutory notices have been issued – see below:

45

	Reminders	Final Notices
▪ For Harborough	350	166
▪ For Hinckley & Bosworth	346	186
▪ For North West Leicestershire	419	219

Harborough

- Debt raised this year £14,349
- Overall debt reduced by £23,066
- Collection rate against all debt (arrears and new) 3%
- Overall debt position is: £744,412

Hinckley & Bosworth

- Debt raised this year £30,402
- Overall debt reduced by £48,744
- Collection rate against all debt (arrears and new) 4%
- Overall debt position is: £1.14m

North West Leicestershire

- Debt raised this year £39,707
- Overall debt reduced by £35,057
- Collection rate against all debt (arrears and new) 3%
- Overall debt position is: £1.16m

Channel Shift Analysis (Digital Service)

Tables below illustrate how customers are transacting online for setting up direct debits to include payment arrangements, council tax change of

address. This also includes viewing their own records for council tax, housing benefit, council tax support and business rates.

Connect Stats - HDC				
Service Subscriptions				
	March	April	May	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	5774	5990	6148	158
Housing Benefit Online	282	286	290	4
Landlord Online	47	47	47	0
Business Rates Online	212	220	225	5
E-Billing and E-Notifications				
	March	April	May	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	1670	1725	1764	39
Housing Benefit Online	111	113	114	1
Landlord Online	25	25	25	0
Business Rates Online	72	74	76	2
Direct Debits over the Web				
	March	April	May	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	965	460	381	-79
Business Rates Online	14	13	17	4
Change of Address				
	March	April	May	Total Since Live (02/10/2018)
Total for the Month	587	378	366	4862

March-17

HDC

Service Subscriptions

Application	Subscriptions
Council Tax Online	275
Housing Benefit Online	30
Landlord Online	25
Business Rates Online	22

E-billing & E-notifications

Application	Subscriptions
Council Tax Online	94
Business Rates Online	6
Landlord Online	9
Housing Benefit Online	10

Connect Stats - HBBC				
Service Subscriptions				
	March	April	May	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	7900	8086	8248	162
Housing Benefit Online	332	335	338	3
Landlord Online	92	92	92	0
Business Rates Online	455	464	468	4
E-Billing and E-Notifications				
	March	April	May	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	3732	3846	3944	98
Housing Benefit Online	151	153	155	2
Landlord Online	31	31	31	0
Business Rates Online	380	382	383	1
Direct Debits over the Web				
	March	April	May	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	655	349	270	-79
Business Rates Online	0	3	21	18
Change of Address				
	March	April	May	Total Since Live (04/10/2018)
Total for the Month	276	176	147	4750

March-17 HBBC

Service Subscriptions

Application	Subscriptions
Council Tax Online	1705
Housing Benefit Online	70
Landlord Online	58
Business Rates Online	34

E-billing & E-notifications

Application	Subscriptions
Council Tax Online	163
Business Rates Online	9
Landlord Online	4
Housing Benefit Online	8

Connect Stats - NWLDC				
Service Subscriptions				
	March	April	May	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	5770	5965	6104	139
Housing Benefit Online	316	320	322	2
Landlord Online	70	70	72	2
Business Rates Online	194	200	225	25
E-Billing and E-Notifications				
	March	April	May	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	3487	3585	3659	74
Housing Benefit Online	183	184	184	0
Landlord Online	33	33	33	0
Business Rates Online	140	142	144	2
Direct Debits over the Web				
	March	April	May	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	589	321	220	-101
Business Rates Online	1	2	15	13
Change of Address				
	March	April	May	Total Since Live (05/10/2018)
Total for the Month	507	410	342	8004

March-17

NWL

Service Subscriptions

Application	Subscriptions
Council Tax Online	195
Housing Benefit Online	21
Landlord Online	19
Business Rates Online	4

Ebiling & Enotifications

Application	Subscriptions
Council Tax Online	58
Business Rates Online	1
Landlord Online	4
Housing Benefit Online	7

This page is intentionally left blank



Revenue and Benefit Service

Schedule of Meetings 2021/22

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 schedule of meetings for 2021/22 attached at Appendix 1 of the report and agree the proposed schedule.

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 2021/22 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

2021/22

Thursday, 9 September 2021	4.30pm, location to be confirmed
Thursday, 25 November 2021	4.30pm, location to be confirmed
Thursday, 20 January 2022	4.30pm, location to be confirmed
Thursday, 21 April 2022	4.30pm, location to be confirmed

2022/2023

Annual Meeting	Thursday, 23 June 2022	4.30pm, location to be confirmed
----------------	------------------------	----------------------------------

This page is intentionally left blank

FORWARD PLAN FOR JOINT COMMITTEE 2019-2020

Decision	Date of Decision (approx.)	Contacts
Financial Performance Report	9 September 2021	Ashley Wilson – Section 151 Officer
Performance Report	9 September 2021	Sally O’Hanlon – Head of Partnership
Financial Performance Report	25 November 2021	Ashley Wilson – Section 151 Officer
Performance Report	25 November 2021	Sally O’Hanlon – Head of Partnership
Budget Setting Report	20 January 2022	Ashley Wilson – Section 151 Officer
Financial Performance Report	20 January 2022	Ashley Wilson – Section 151 Officer
Service Plan 2020/21	20 January 2022	Sally O’Hanlon – Head of Partnership
CP Performance Report	20 January 2022	Sally O’Hanlon – Head of Partnership
Financial Performance Report	21 April 2022	Ashley Wilson – Section 151 Officer
Performance Report	21 April 2022	Sally O’Hanlon – Head of Partnership
Annual Meeting		
Schedule of meetings	23 June 2022	Clare Hammond – Democratic Services Officer
Year End Performance Report	23 June 2022	Sally O’Hanlon – Head of Partnership
Year End Financial Report	23 June 2022	Ashley Wilson – Section 151 Officer

Last update 16/06/2021 - TD

This page is intentionally left blank