



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	3.30 pm on Thursday, 28 APRIL 2022
Location	The Symington Building, Adam and Eve Street, Market Harborough
Officer to contact	Democratic Services (01530 454512)

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

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

AGENDA

Item		Pages
1. APOLOGIES FOR ABSENCE		
	To receive and note any apologies for absence.	
2. DECLARATIONS OF INTEREST		
	Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest.	

Item	Pages
3. MINUTES	
To confirm and sign the minutes of the meeting held on 20 January 2022	3 - 6
4. FINANCIAL PERFORMANCE TO FEBRUARY 2022	
Report of the Section 151 Officer	7 - 10
5. PERFORMANCE SUMMARY REPORT FEBRUARY 2022	
Report of the Head of Partnership	11 - 30
6. FORWARD PLAN	
To note the Joint Committee's Forward Plan	31 - 32
7. DATE OF THE NEXT MEETING	
The next meeting will be held at 3.30pm on Thursday, 23 June 2022 at North West Leicestershire District Council.	

Circulation:

Councillor R Ashman
Councillor R D Bayliss
Councillor D Bill (Chairman)
Councillor P Dann (Deputy Chairman)
Councillor J Hallam
Councillor K Lynch

MINUTES of a meeting of THE LEICESTERSHIRE PARTNERSHIP REVENUES AND BENEFITS JOINT COMMITTEE held in the Council Chamber, Council Offices, Coalville, LE67 4JU on THURSDAY, 20 JANUARY 2022

Present: Councillor D Bill (Hinckley and Bosworth) (Chairman)

Councillors R Ashman (North West Leicestershire), R D Bayliss (North West Leicestershire), P Dann (Harborough), J Hallam (Harborough) and K Lynch (Hinckley & Bosworth)

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

In attendance:

19. APOLOGIES FOR ABSENCE

No apologies for absence were received.

20. DECLARATIONS OF INTEREST

There were no interests declared

21. MINUTES

Consideration was given to the minutes of the meeting held on 9 September 2021.

By affirmation of the meeting, it was

RESOLVED THAT:

The minutes of the meeting held on 9 September 2021 be agreed and signed as a correct record by the Chairman.

22. INTERNAL AUDIT REPORT

Ashley Wilson, Section 151 Officer, presented the report which set out the findings of the internal audit of the financial support payments paid under the Test and Trace Isolation Support Payment Scheme.

It was reported that there were no issues or concerns which were required to be brought to the meeting's attention.

By affirmation of the meeting, it was

RESOLVED THAT:

The report on the internal audit of the financial support payments paid under the Test and Trace Support Payment Scheme be received and noted.

23. 2022/23 PROPOSED BUDGET

Ashley Wilson, Section 151 Officer, presented the report on the draft budget for 2022/23.

He referred to the pressures on payroll, the contributions from reserves and the significant pressures on the budget.

Clarification was sought and received on the vacancy factor referred to in the report.

In answer to a question about the timing of the report and whether it could be adjusted to take account of the timing of the draft budgets of respective authorities, it was noted that there was an understanding that this report would be considered at the January meeting each year to allow time for the details to be factored in. Whilst it may be possible to bring it to an earlier meeting, that would come with its own risk of not including all relevant information. It was also confirmed that the timing of the budget was a constitutional matter so there would need to be a review of the constitution to make a change. Julie Kenny, Monitoring Officer agreed to commence discussions with the Management Board in the first instance with a view to agreeing to a full review of the constitution given that it is five years since it was last looked at. On discussing the constitution, a question was raised regarding the timing and location of future meetings to minimise the impact on attendance through traffic issues and to enable other local authorities to have an opportunity to host the meetings. It was agreed that this would be looked at, but regard does need to be had to the ability to enable dialling in remotely.

By affirmation of the meeting, it was

RESOLVED THAT:

The report on the draft budget for 2022/23 be received and noted.

24. SERVICE PLAN 2022/23

Sally O'Hanlon, Head of Partnership, presented the report on the Service Plan for 2022/23. The Plan detailed the objectives of each of the local authorities and all the key projects which are being proposed, many of which were in relation to business cases given the ongoing work around budgets. An issue which is quite high on the agenda is that of extending the Partnership, which has the full support of the respective Chief Executives, as too is looking at a single employer for the three authorities given the challenges faced, particularly through the pandemic, by having three separate employers.

In answer to a question on the increase in business rates income, it was reported that this was a result of an increase in growth together with an increase in the rates payable; and linked to this is the methodology used by Section 151 Officers to project the returns from Government. It was asked whether an overview could be provided to quantify the impact the growth of warehouses has on the budget.

By affirmation of the meeting, it was

RESOLVED THAT:

The report on the Service Plan for 2022/23 be received and noted.

25. FINANCIAL PERFORMANCE TO DECEMBER 2021

Ashley Wilson, Section 151 Officer, presented the report on the financial performance of the Partnership for the period April to December 2021.

It was reported that there were no issues or concerns which were required to be brought to the meeting's attention.

By affirmation of the meeting, it was

RESOLVED THAT:

The report on the financial performance of the Partnership for the period April to December 2021 be received and noted.

26. PERFORMANCE SUMMARY REPORT DECEMBER 2021

Sally O'Hanlon, Head of Partnership, presented the report on the performance as of December 2021 and took members through the detail, including the raft of Grant Schemes. Circulated at the meeting was a position summary prior to the pandemic, as comparing with the position twelve months ago was not deemed appropriate given the circumstances. It was noted that the pre-pandemic figures would be included in future reporting to help provide a more accurate comparison.

In response to a question on the likely position of non-domestic rates at the end of the financial year, it was noted that this was extremely difficult to forecast given that we don't know what may happen with businesses on the high street between now and the end of the financial year. It was noted that some businesses are still struggling with payments and that, whilst the outturn cannot be predicted, it won't be without attempts being made towards recovery whilst being sympathetic towards business owners.

By affirmation of the meeting, it was

RESOLVED THAT:

The Performance Summary report to December 2021 be received and noted.

27. FORWARD PLAN

Consideration was given to the committee's work plan.

By affirmation of the meeting, it was

RESOLVED THAT:

The Joint Committee Forward Plan be received and noted.

28. DATES OF FUTURE MEETINGS

The committee noted the date of the next meeting being Thursday 21 April to be held at Harborough, the start time of which would be negotiated.

The meeting commenced at 4.30 pm

The Chairman closed the meeting at 5.01 pm

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Leicestershire Partnership Revenues & Benefits

Financial Performance to February 2022

Joint Committee

1. PURPOSE OF THE REPORT

- 1.1 To inform the Joint Committee of the financial performance of the Partnership for the period April to February 2022.

2. RECOMMENDATION

- 2.1 That the financial performance of the Partnership be noted.

3. INFORMATION

Budget Position

- 3.1. The financial position of the Partnership has been outlined in **Appendix 1** to this report. The key headlines have been detailed below for information.
- 3.2. As at 28 February 2022, the Partnership had a net overspend on the budget of £131,949. After adjusting for timing difference of £255,440 the remaining net underspend is £46,780. The timing differences will be billed to partners following the quarter end.

Table 1	Budget February 2022	Actual to February 2022	Variance to Date	Timing Differences	Variance after Timing Differences
INCOME	(£2,919,376)	(£2,898,150)	£21,226	£0	£21,226
EXPENDITURE	£3,353,546	£3,030,099	(£323,447)	£255,440	(£68,007)
Over / (Under) Spend	£434,170	£131,949	(£302,221)	£255,440	(£46,780)

- 3.3 The key variances to the end of February 2022 to bring to the attention of the Management Board are:
- Salaries are overspent by £23,000, due to the 1.75% backdated pay rise being applied
 - Postage underspend of £32,000,
 - Printing is underspend by £10,000
 - Car allowances are underspent by £12,000
 - Liability Expense £17,000 for reduced summons costs
- 3.4 There is a direct link between partner contributions and expenditure incurred and therefore partner contributions have been adjusted by £67,000 to reflect the actual expenditure to date.
- 3.5 The timing difference are due to the first quarter invoices not being issued and payroll costs not yet transferred for inclusion.
- 3.6 Year-end savings are forecast to be £32,000, being the net of:
- Salaries are overspent by £20,000
 - Postage underspend of £30,000
 - Printing underspend of £10,000
 - Car allowances are underspent of £12,000

Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 28th February 2022

Expenditure / Income Type	2020/21 Latest Budget to Date	Actual to Date	Timing Differences	Variance after Timing Differences		2021/22 Total Estimate (Original)		2021/22 Total Estimate (Revised)
	£	£	£	£		£		£
Employees	2,474,524	2,245,635	254,720	-25,831		2,698,460		2,698,460
Premises Related Expenditure	92,701	91,154	0	1,547		97,220		97,220
Transport Related Expenditure	18,335	5,348	585	12,402		20,000		20,000
Supplies & Services	703,679	664,847	135	38,697		853,190		858,710
Central & Administrative Exp	23,400	23,115	0	285		31,200		31,200
Revenue Income	-2,800,725	-2,733,499	0	-67,226		-3,700,070		-3,620,778
Approved Cfws	-45,967	-45,967	0	0		0		-50,146
Transfer from Reserves	-72,684	-72,684	0	0		0		-79,292
Transfer from Reserves Covid Grant review	0	-46,000		46,000				
Other Expenditure - FERIS	40,907	0		40,907		0		44,626
Other Income - FERIS	0	0		0		0		0
				0		0		0
Sum:	434,170	131,949	255,440	46,780		0		0

Timing Differences

	HDC	NWLDC	HBBC	Total
Salaries - February 2022	112,720	142,000		254,720
Mileage & Disturbance Costs - February 2022	85	500		585
Supplies & Services - February 2022	135			135
	112,940	142,500	0	255,440

Explanations

	Variance at 28/02/22(Over) / Under Spend £	Year End £	Explanation £5k+
Salaries	-23,000	-20,000	Over spend due to agreed pay award (1.75%) that was not budgeted for
Training	-3,000		Variance > £5k
Premises Related Expenditure	2,000		Variance > £5k
Car Allowances	12,000	12,000	Travelling expenses lower than anticipated due to reduced travel relating to COVID
Computer Software Maintenance & Upgrade	7,000		ICT Costs lower than anticipated
Computer Consumables	5,000		Variance > £5k
Flexible working	4,000		Variance > £5k
Printing & Stationery	10,000	10,000	Printing costs lower than anticipated
Postages	32,000	30,000	Postage costs lower than anticipated due to lower volumes and posting unit costs have not increased as much as anticipated
Audit Fees (Additional Fees)	-45,000		Additional Audit Fees incurred relating to Grant verifications
Liability Expenses	17,000		The Courts have reduced the summons cost fee per case
Minor Variances	8,000		Variance > £5k
Central & Administrative Exp	0		Variance > £5k
Transfer from Reserves Covid Grant review	46,000		Transfer from Reserves to cover additional audit costs associated grant verification as a result of COVID
Contributions	-67,000		There is a direct link between partner contributions and expenditure incurred and therefore partner contributions have been adjusted to reflect the actual expenditure to date.
Net Other Expenditure & Income - FERIS	41,000		Fraud and Error Reduction Incentive Scheme (FERIS) A budget of £45k has been bfwd from 2020/21
	46,000	32,000	



Revenue and Benefit Service

Performance Summary Report

FEBRUARY 2022

Caseload Analysis

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	51,174	322	0.6%	5,002	9.8%
HDC	39,089	584	39,739	650	40,532	793	41,554	1,022	42,590	1036	2.5%	6,667	16.0%
NWLDC	44,207	1,003	44,940	733	45,564	624	46,277	713	47,107	830	1.8%	7,081	15.3%
Totals	133,202		135,038		136,697		138,683	Current Total:	140,871			Total Movement:	18,750
NDR Rated Assessments									Current Position	In Year Movement	In Year Percentage		
HBBC	3,162	80	3,181	19	3,179	-2	3,224	45	3,259	35	1.09%	383	11.9%
HDC	3,040	91	3,086	46	3,123	37	3,189	66	3,232	43	1.35%	616	19.3%
NWLDC	3,417	130	3,440	23	3,519	79	3,563	44	3,548	-15	-0.42%	366	10.3%
Totals	9,619		9,707		9,821		9,976	Current Total:	10,039			Total Movement:	1,365
HB/CTLS Live Caseload									Current Caseload	In Year Movement	Caseload %		
HBBC	5,783	-282	5,579	-204	5,321	-258	5,517	196	5,292	-225		-1,808	-32.8%
					Current Caseload Analysis	Joint HB/CTS			2,092	1,960	-132	37%	
						HB only			360	320	-40	6%	
						CTS only			3,065	3,012	-53	57%	
HDC	3,388	-169	3,243	-145	3,185	-58	3,408	223	3,229	-179		-960	-29.7%
					Current Caseload Analysis	Joint HB/CTS			1,411	1,330	-81	6%	
						HB only			211	193	-18	41%	
						CTS only			1,786	1,706	-80	53%	
NWLDC	5,696	-329	5,413	-283	5,118	-295	5,276	158	4,979	-297		-2,208	-44.3%
					Current Caseload Analysis	Joint HB/CTS			2,406	2,230	-176	4%	
						HB only			237	216	-21	45%	
						CTS only			2,633	2,533	-100	51%	
Totals	14,867		14,235		13,624			Current Total:	13,500			Total Movement:	-4,976

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	12.3	7.8	7.1	7.4	5.9	6.6	6.1	7.5	2.1		7.8	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			6.5
In month: New Claims (Days)	16.8	19.3	15.9	12.0	12.4	17.1	14.0	15.2	14.0	14.0	1.5		15.4	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			14.2
In month: Change Events (Days)	9.3	10.1	12.0	7.2	6.2	6.1	5.1	5.6	4.5	6.2	1.6		6.6	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			4.4
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%	28.9%	38.0%	47.1%	56.3%	65.4%	74.5%	83.5%	92.5%	95.5%		95.5%	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%			
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	£2.9m	£2.8m	£2.7m	£2.6m	£2.5m	£2.4m	£2.4m	£2.3m	£2.2m		£2.2m	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%	24.2%	33.5%	42.7%	52.2%	61.4%	72.6%	81.4%	89.8%	95.0%		95.0%	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%			
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	£2.7m	£2.6m	£2.1m	£1.6m	£1.2m	£0.49m	£0.44m	£0.57m	£0.49m		£0.49m	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	£0.75m	£0.75m	£0.75m	£0.75m	£0.75m	£0.74m	£0.75m	£0.76m		£0.76m	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%	5%	7%	9%	11%	11%	13%	14%	15%	16%		16%	31%	
This year profiled 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	0	0	0	0	0	0	0		0	0	
This years profiled target															
Position for 2020/21	0	0	0	0	0	0	0	0	0	0	0	0			

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)	11.0	10.7	12.5	8.7	7.6	7.1	5.6	6.4	6.0	7.9	2.1		7.8	11	
Position for 2020/21	4.4	6.7	6.4	6.2	6.3	7.0	7.0	7.4	7.5	12.1	7.0	7.0			n/a
In month: New Claims (Days)	21.5	19.8	15.4	12.7	14.4	17.1	13.5	15.4	10.2	13.2	10.1		15.0	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	14.0	14.0			n/a
In month: Change Events (Days)	9.3	9.7	12.3	8.1	6.4	5.4	4.7	5.4	5.3	6.7	1.7		6.5	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			n/a
Right Time profiled in month target 20/21	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 20/21	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 20/21	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%	28.8%	37.9%	47.0%	56.2%	65.4%	74.5%	83.4%	92.5%	95.2%		95.2%	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%			
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	£4.5m	£4.4m	£4.2m	£4.1m	£4.1m	£4.0m	£3.9m	£3.8m	£3.7m		£3.7m	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%	26.2%	35.1%	43.8%	51.6%	58.8%	67.2%	76.1%	85.6%	94.0%		94.0%	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%			
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	£2.3m	£2.2m	£2.1m	£2.0m	£2.0m	£1.7m	£2.0m	£0.78m	£0.78m		£0.78m	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	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.2m	£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%	6%	8%	9%	13%	14%	17%	18%	21%	21%		21%	36%	
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	0	0	0	0	0	0	0		0	0	
This years profiled target															
Position for 2020/21	0	0	0	0	0	0	0	0	0	0	0	0			

North West Leicestershire 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)	13.0	11.1	12.1	8.7	8.0	7.2	6.1	6.6	7.7	7.7	2.2		8.2	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			6.7
In month: New Claims (Days)	21.2	19.7	19.2	13.1	15.1	14.5	14.6	15.2	17.0	14.6	9.4		15.9	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			14.3
In month: Change Events (Days)	11.8	10.3	11.5	8.1	6.8	6.0	5.2	5.5	5.8	6.5	1.9		6.9	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			4.5
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%	28.2%	37.1%	46.1%	55.2%	64.2%	73.4%	82.4%	91.2%	94.2%		94.2%	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%			
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	£5.1m	£5.0m	£4.7m	£4.6m	£4.5m	£4.4m	£4.3m	£4.3m	£4.1m		£4.1m	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%	18.4%	25.9%	35.3%	43.1%	51.5%	59.8%	68.0%	74.8%	85.8%	93.2%		93.2%	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%			
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	£3.9m	£3.2m	£4.6m	£4.3m	£4.5m	£2.7m	£2.6m	£2.4m	£1.84m		£1.84m	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	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£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%	5%	7%	8%	9%	10%	11%	12%	13%	14%		14%	34%	
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	0	0	0	0	0	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	£14,397	£18,742	£22,919	£26,913	£31,195	£35,453	£39,994	£43,848	£47,845	
Upper Threshold	£5,034	£9,567	£16,196	£21,085	£25,784	£30,278	£35,094	£39,884	£44,994	£49,329	£53,826	
Actual	£557	£1,989	£3,411	£5,507	£5,852	£6,504	£7,305	£8,881	£9,229	£9,719	£10,109	
Lower Tolerance	£3,918	£6,515	£10,986	£13,234	£17,066	£20,410	£23,890	£26,571	£30,765	£34,129	£37,736	£0
Upper Tolerance	£4,477	£7,578	£12,786	£15,577	£19,931	£23,774	£27,789	£31,003	£35,764	£39,610	£43,716	£0
HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£2,856	£5,735	£8,618	£13,592	£16,444	£19,409	£22,180	£24,939	£27,959	£30,741	£33,356	
Upper Threshold	£3,213	£6,452	£9,696	£15,291	£18,499	£21,835	£24,953	£28,056	£31,454	£34,584	£37,526	
Actual	£188	£97	£3,175	£3,276	£3,360	£3,307	£3,651	£3,652	£5,237	£9,154	£8,477	
Lower Tolerance	£2,668	£5,638	£5,443	£10,316	£13,083	£16,102	£18,529	£21,286	£22,722	£21,587	£24,879	£0
Upper Tolerance	£3,025	£6,355	£6,520	£12,015	£15,139	£18,528	£21,302	£24,404	£26,217	£25,430	£29,049	£0
NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£4,596	£8,759	£12,911	£19,636	£23,659	£27,689	£32,238	£36,282	£39,862	£43,885	£47,714	
Upper threshold	£5,170	£9,854	£14,524	£22,091	£26,617	£31,150	£36,268	£40,817	£44,845	£49,371	£53,678	
Actual	£1,706	£2,186	£2,604	£4,694	£15,559	£15,741	£16,958	£18,458	£18,896	£22,614	£19,262	
Lower Tolerance	£2,891	£6,572	£10,306	£14,942	£8,100	£11,948	£15,280	£17,824	£20,966	£21,271	£28,451	£0
Upper Tolerance	£3,464	£7,667	£11,920	£17,396	£11,058	£15,409	£19,310	£22,359	£25,949	£26,757	£34,415	£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	162	159	146	163	146	133	162	152	100	171	149		1643
Change events	944	1427	1647	962	834	778	1453	1284	581	765	2690		13365
Atlas activity	927	826	727	770	772	785	795	779	738	2962	1506		11587
HDC													Cumulative Totals
(SHBE)													
New claims	141	88	96	104	91	74	90	89	69	99	94		1035
Change events	702	882	1116	685	540	534	923	713	342	479	1648		8564
Atlas activity	611	544	507	469	477	479	509	502	494	1779	1077		7448
NWLDC													Cumulative Totals
(SHBE)													
New claims	178	140	141	147	135	135	140	163	119	139	133		1570
Change events	1188	1519	1673	987	835	860	1471	1275	591	769	2807		13975
Atlas activity	1060	930	761	747	821	858	891	789	780	2372	1933		11942

Data below for same position for last year

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

Sickness

Sickness position for January is given below:

Hinckley & Bosworth Borough Council			
Annual Target 8 days			
	Month		
	January		Cumulative
Long Term	26.00		285.00
Short Term	14.00		99.50
Days lost	40.00		384.50
FTE Average	1.43 days		13.78 Days
Profiled Target Average	0.67 Days		7.37 Days
COVID related days absent	1.00		8.00
Harborough District Council			
Annual Target 9 days			
	Month		
	December		Cumulative
Long Term	0.00		162.00
Short Term	6.50		80.53
Days lost	6.50		242.03
FTE Average	1.50 Days		19.4 Days
Profiled Target Average	0.75 Days		8.25 Days
COVID related days absent	0.00		13.00
North West Leicestershire District Council			
Annual Target 8.5 days			
	Month		
	December		Cumulative
Long Term	N/a		33.25
Short Term	N/a		65.45
Days lost			98.70
FTE Average	n/a days		4.33 Days
Profiled Target Average	0.71 Days		7.81 Days
COVID related days absent	N/a		N/a

Government Initiatives

Test and Trace Isolation Payments

The position for these payments as at 28 February is as follows:

Harborough

Total cases paid	277	Value	£138,500
Total paid this month	48		

Hinckley & Bosworth

Total case paid	392	Value	£196,000
Total paid this month	75		

North West Leicestershire

Total cases paid	336	Value	£168,000
Total paid this month	54		

Other Matters

Omicron Hospitality and Leisure Grant Scheme

Below is what has been paid until end of February:

Harborough	Paid	155	Value £528,695.00
Hinckley & Bosworth	Paid	112	Value £382,689.00
North West Leicestershire	Paid	152	Value £497,367.00

COVID-19 Additional Relief Fund (CARF)

Following discussion with S151 Officers relief it has been agreed that we purchase required scripts from the software supplier. This is currently being arranged and data sets will then be shared to then formalise eligibility criteria for this scheme.

Energy Rebate £150 Scheme

Council tax annual 22/23 notices will include:

- Government leaflet
- Properties Banded A to D wording has been added as prescribed by the Government
- E-Bills, a website link to the leaflet will be included within the email to the council taxpayer

Websites have been updated with latest information to include link to leaflet and promoting council taxpayers to switch to Direct Debit.

Discussions are taking place with each partner on planning, promoting and resourcing this as well as discretionary schemes.

Payment of School Business Rates

Have submitted our request to ESFA and accounts have had new payment method applied. Further information to be supplied and is subject that all Districts submit their consent in the County.

Benefits Operational Team

(Housing Benefit, Council Tax Support and Fraud)

Speed of Processing

We are continuing to focus on reducing processing time across all 3 LA's. As anticipated the cumulative processing times for change events has reduced significantly and for both targets if we ignore roundings (our targets are not currently rounded) new claims are processed in 15 days and changes in 6 days.

LA error and Subsidy

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

Test and Trace Support payment Scheme

Following changes made to the isolation rules the payment scheme ended on 24 February 2022 and any persons formally asked to isolate on or before this date have until 6th April 2022 to make a claim.

Housing Benefit Accuracy Initiative

From April 1 we are required to comply with the DWP's Housing Benefit Accuracy initiative which requires us to undertake activities to identify unreported change of circumstances. Because of the other pressures LA's were under this has previously been an optional task but now mandated. New burdens funding will be provided.

DHP funding

The DWP has confirmed that the total amount of DHP funding for England and Wales for the financial year ending March 2023 will be £100 million. This is an approximate fall of £40 million from last year and £80 million from the year before.

The reduction in funding for each LA is as follows:

	2021/2022	2022/2023	Reduction
HBBC	£89,210	£77,140	£12,070
HDC	£53,450	£50,835	£2,615

NWLDC	£92,459	£79,377	£13,082
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<p align="center">Revenues Operational Team (Council Tax, Non-Domestic Rates and Housing Benefit Overpayments)</p>

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	95.5% 95.3%
Hinckley & Bosworth	In-month collection target: (End of year target 97.6%)	Actual: Position last year:	95.2% 95.0%
North West Leicestershire	In-month collection target: (End of year target 97.3%)	Actual: Position last Year:	94.2% 94.1%

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Other matters

- Key recovery documentation Issued this month

Reminders

For Harborough	356
For Hinckley & Bosworth	404
For North West Leicestershire	449

- Annual Billing commenced on 25/2/22 and continued through the weekend and was completed on 28/2/22 for both council tax and benefits.
- For Harborough there are over 500 property records that require a manual change to include new parish following 'Community Governance Review' where boundary changes have been approved effective from 1/4/2022. Annual billing notices have not been issued for these. This work can only be undertaken following 22/23 debit raising and when all annual billing notices have been produced. A letter will be included in each new notice advising them on this to also will include energy rebate £150 scheme leaflet.

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:	95.0% 86.2%
Hinckley & Bosworth	In-month collection target: (End of year target 98.8%)	Actual: Position last year:	94.0% 87.1%
North West Leicestershire	In-month collection target: (End of year target 99.0%)	Actual: Position last year:	*93.2% 92.0%

*For North West Leicestershire

Section 44a matters – new assessment

- There is one case pending a decision from S151 Officer to award approximately £436k relief covering a period of 6 months for this year only. The rates outstanding is £600k and a payment has been made.

Payments not credited

- The team have been chasing ratepayers on high value debts and identified a delay in a small number of high value payments that hadn't been posted to a couple of accounts. These have since been credited hence slight improvement in collection rate.

Other matters

- Key recovery documentation issued this month

	Reminders	Final Notices
▪ For Harborough	41	28
▪ For Hinckley & Bosworth	33	22
▪ For North West Leicestershire	27	33

- County Council rates
 - Both HDC and HBBC and been credited
 - NWLDC a payment is being made early next month for some of the rates due.
- Ashby BIDS after further internal discussion the intention is that bills be issued for 2022/23 charge in April. This is subject to that all testing to include finance team has been satisfied.
- Annual billing has been completed. A separate mailshot will be issued to ratepayers for those that have been awarded 50% retail, hospitality and leisure relief. This is for them to confirm either way that they do not exceed £110k yearly limit cap per business.

Housing Benefit Overpayments

Harborough

- Debt raised this year £151,282
- Overall debt reduced by £144,744
- Collection rate against all debt (arrears and new) 16%
- Overall debt position is: £764,780

Hinckley & Bosworth

- Debt raised this year £269,422
- Overall debt reduced by £297,761
- Collection rate against all debt (arrears and new) 21%
- Overall debt position is: £1.102m

North West Leicestershire

- Debt raised this year £243,242
- Overall debt reduced by £188,972
- Collection rate against all debt (arrears and new) 14%
- Overall debt position is: £1.198m

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				
	December	January	February	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	7391	7620	7812	192
Housing Benefit Online	327	331	336	5
Landlord Online	48	48	48	0
Business Rates Online	247	251	253	2
E-Billing and E-Notifications				
	December	January	February	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	2212	2299	2376	77
Housing Benefit Online	142	143	144	1
Landlord Online	26	26	26	0
Business Rates Online	82	83	86	3
Direct Debits over the Web				
	December	January	February	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	212	300	255	-45
Business Rates Online	0	1	3	2
Change of Address				
	December	January	February	Total Since Live (02/10/2018)
Total for the Month	406	395	303	8565

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				
	December	January	February	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	9182	9353	9520	167
Housing Benefit Online	328	359	362	3
Landlord Online	94	96	96	0
Business Rates Online	480	481	481	0
E-Billing and E-Notifications				
	December	January	February	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	4461	4567	4667	100
Housing Benefit Online	164	163	163	0
Landlord Online	33	34	34	0
Business Rates Online	387	388	388	0
Direct Debits over the Web				
	December	January	February	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	131	149	157	8
Business Rates Online	1	0	0	0
Change of Address				
	December	January	February	Total Since Live (04/10/2018)
Total for the Month	263	318	263	6787

March-17 HBBC

Service Subscriptions

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

Ebilling & Enotifications

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

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Connect Stats - NWLDC				
Service Subscriptions				
	December	January	February	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	7140	7334	7492	158
Housing Benefit Online	336	337	338	1
Landlord Online	76	77	77	0
Business Rates Online	242	245	246	1
E-Billing and E-Notifications				
	December	January	February	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	4132	4231	4327	96
Housing Benefit Online	189	191	194	3
Landlord Online	33	33	33	0
Business Rates Online	154	155	155	0
Direct Debits over the Web				
	December	January	February	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	109	122	168	46
Business Rates Online	1	1	1	0
Change of Address				
	December	January	February	Total Since Live (05/10/2018)
Total for the Month	357	350	334	11674

March-17 NWL

Service Subscriptions

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

Ebilling & Enotifications

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

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FORWARD PLAN FOR JOINT COMMITTEE 2021-2022

Decision	Date of Decision (approx.)	Contacts
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
Once the new schedule has been drafted, the work plan will be populated with the new dates and items to be considered.		

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