



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, 8 SEPTEMBER 2022
Location	Hinckley Hub, Rugby Road, Hinckley
Officer to contact	Democratic Services (01530 454512)

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

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

AGENDA

Item		Pages
1. APOLOGIES FOR ABSENCE		
	To receive and note any apologies for absence.	
2. DECLARATIONS OF INTEREST		
	Under the Code of Conduct members are reminded that in declaring 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 23 June 2022	3 - 6
4. FINANCIAL PERFORMANCE TO JUNE 2022	
Report of the Section 151 Officer	7 - 10
5. PERFORMANCE REPORT JULY 2022	
Report of the Head of Partnership	11 - 26
6. FORWARD PLAN	
To note the Joint Committee's Forward Plan	27 - 28
7. DATES OF FUTURE MEETINGS	
Thursday, 24 November 2022	3.30pm, NWLDC
Thursday, 19 January 2023	3.30pm, Harborough
Thursday, 30 March 2023	3.30pm, Hinckley
Thursday, 6 July 2023	3.30pm, NWLDC
8. EXCLUSION OF PRESS AND PUBLIC	
<p>The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information. Members are reminded that they must have regard to the public interest test and must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available.</p>	
9. FUTURE OF THE PARTNERSHIP	
Verbal update from the Head of Partnership	

Circulation:

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

F MINUTES of a meeting of THE LEICESTERSHIRE PARTNERSHIP REVENUES AND BENEFITS JOINT COMMITTEE held in the Council Chamber, Council Offices, Whitwick Road, Coalville on THURSDAY, 23 JUNE 2022

Councillors R Ashman (North West Leicestershire), M Cartwright (Hinckley and Bosworth), B Crooks (Hinckley and Bosworth) and P Dann (Harborough)

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

1. ELECTION OF CHAIRMAN

Nominations were sought for the Chairman for the ensuing municipal year.

It was moved by Councillor M Cartwright that Councillor P Dann be appointed as Chairman.

The motion was seconded by Councillor R Ashman

RESOLVED THAT:

Councillor P Dann be appointed Chairman for the ensuing municipal year.

2. ELECTION OF DEPUTY CHAIRMAN

Nominations were sought for the Deputy Chairman for the ensuing municipal year.

It was moved by Councillor R Ashman that Councillor R Bayliss be appointed as Chairman.

The motion was seconded by Councillor B Crooks.

RESOLVED THAT:

Councillor R Bayliss be appointed Deputy Chairman for the ensuing municipal year.

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillors R Bayliss, D Bill, J Hallam and K Lynch.

Councillors M Cartwright and B Crookes were present as substitutes for Councillors D Bill and K Lynch.

4. DECLARATIONS OF INTEREST

There were no interests declared.

5. MINUTES

Consideration was given to the minutes of the meeting held on 28 April 2022

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

RESOLVED THAT:

The minutes of the meeting held on 28 April 2022 be approved and signed by the Chairman as a correct record.

6. FINAL OUTTURN 2021/22

Mr A Wilson presented the report. He highlighted that there was an underspend of £94k and that the £79k ICT budget should have been an overspend not an underspend, but it was covered by reserves. He noted that £45k of the underspend was various funding that was being carried forward and it was recommended the £49k is put into a new earmarked reserve to cover any costs required for work into extending the partnership or carrying out work around moving to a single employer.

In response to a question from Councillor P Dann, Mr Wilson advised that £49k may not be used within the next 12 months and the committee could chose to review the earmarked reserve should they wish to do so during the year.

Mr Wilson advised in relation to the £49k it was difficult to predict a split for the two projects detailed as the actual costs were still not known and in relation the earmarked reserves were rolled forward unless it was known that the money was no longer required.

In response to questions from Councillor M Cartwright, Mr Wilson informed that the pay costs were in relation to the 21/22 years as there was a delay and then the pay had to be back dates, with 22/23 still being negotiated.

It was moved by Councillor M Cartwright, seconded by Councillor R Ashman and

RESOLVED THAT:

1. The financial performance of the Partnership for the year to 31 March 2022 be noted
2. The transfer of the earmarked reserves, as detailed in the report, be approved and reviewed after 1 year.

7. 2022/23 END OF YEAR PERFORMANCE REPORT

Mrs S O'Hanlon presented the report to members outlining the additional work that the team had carried out, whilst still dealing with their normal roles, including the work in readiness for the Covid Relief fund for Business Rates. The performance targets for each authority on benefits changes, Council Tax and Business Rate collections were noted and it was highlighted that a significant amount of work had gone into achieving the figures that were in the report. Mrs O'Hanlon proposed that the targets remained the same for the forthcoming year.

Members acknowledged the work the team had done handling the grant process in a sympathetic way.

In response to questions from Councillor M Cartwright, Mrs O'Hanlon assured members that sickness was monitored and intervened with support from HR where needed. In terms of recovery, it was proposed that work would be carried out to look at a more joint way of working towards recovery. Mrs O'Hanlon advised the committee that the Omicrom grants had now closed, and all payments had been made.

It was moved by Councillor M Cartwright, seconded by Councillor R Ashman and

RESOLVED THAT:

1. The 2022/23 End of Year Performance Report be noted.
2. The performance targets remained the same for 2022/23

8. SCHEDULE OF MEETINGS 2022/23

Mrs C Hammond presented the report to Members. Members were asked to note the dates and that the locations for the meetings would be circulated to members now that the dates had been agreed.

By affirmation of the meeting.

RESOLVED THAT:

The schedule of meetings for 2022/2023 be approved and that the location of the meetings would be confirmed in due course.

9. FORWARD PLAN

Consideration was given to the Joint Committee's forward plan.

It was noted that there would be a Partnership update to come to a future meeting and that, due to timings, an Audit report would need to be circulated to members outside of the meeting for comments, as these were needed before the next meeting.

RESOLVED THAT:

The Joint Committee's forward plan be noted.

The meeting commenced at 3.30 pm

The Chairman closed the meeting at 4.09 pm

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Leicestershire Partnership Revenues & Benefits

Financial Performance to June 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 2022 to June 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 30 June 2022, the Partnership had a net overspend on the budget of £671,956 After adjusting for net timing difference of £695,246 the remaining net underspend is £47,546. The timing differences will be billed to partners following the quarter end.

Table 1	Budget June 2022	Actual to June 2022	Variance to Date	Timing Differences	Variance after Timing Differences
INCOME	(£1,110,409)	(£170)	£1,110,239	(£1,074,242)	£35,997
EXPENDITURE	£1,134,495	£671,956	(£462,539)	£378,996	(£83,543)
Over / (Under) Spend	£24,086	£671,786	£647,700	(£695,246)	(£47,546)

- 3.3 The key variances to the end of June 2022 to bring to the attention of the Management Board are:

- Salaries are underspend by ££40,000 due to vacant posts

- 3.6 There is a potential for a large year-end overspend on salaries of £155,000. This is due to the offer the National Employers for local government services have made as a final pay offer to the unions for 2022/23, which has a main clause of all employees getting a minimum of £1,925 pay rise, as opposed to a percentage of pay offer. This has not yet been agreed by the unions, but would indicate a minimum pay pressure expected, which is significantly above the level budgeted for. This will be updated once the final agreed position is finalised. The partner contribution pressures are noted below.

Total	HBBC	HDC	NWL
	37.32%	28.87%	33.81%
£155,000	£57,846	£44,749	£52,406

- 3.4 There is a direct link between partner contributions and expenditure incurred and therefore partner contributions have been adjusted by £36,000 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.

Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 30th June 2022

Expenditure / Income Type	2022/23 Latest Budget to Date	Actual to Date	Timing Differences	Variance after Timing Differences	2022/23 Total Estimate (Original)	2022/23 Total Estimate (Revised)
	£	£	£	£	£	£
Employees	704,687	277,435	375,479	51,773	2,698,460	2,698,460
Premises Related Expenditure	34,710	30,421		4,289	97,220	97,220
Transport Related Expenditure	3,750	477	1,381	1,892	20,000	20,000
Supplies & Services	383,548	355,948	2,136	25,464	853,190	853,190
Central & Administrative Exp	7,800	7,674		126	31,200	31,200
Revenue Income	-1,110,409	-170	-1,074,242	-35,997	-3,700,070	-3,700,070
Approved Cfws		0		0	0	
Transfer from Reserves		0		0	0	
Transfer from Reserves Covid Grant review	0			0		0
Transfer from reserves to cover ICT Server Costs	0			0		
Transfer from reserves to cover cost of ICT Kit	0			0		
Other Expenditure - FERIS		0		0	0	
Other Income - FERIS	0	0		0	0	0
				0	0	0
Sum:	24,086	671,786	-695,246	47,546	0	0

Timing Differences

	HDC	NWLDC	HBBC	Total
Salaries - Quarter 1 - 2022/23	161,921	213,558		375,479
Mileage & Disturbance Costs - Quarter 1 - 2022/23	143	1,238		1,381
Supplies & Services - Quarter 1 - 2022/23	252	1,884		2,136
Contributions - Quarter 1 - 2022/23	-309,968	-363,932	-400,342	-1,074,242
	-147,652	-147,252	-400,342	-695,246

Explanations

	Variance at 31/06/22(Over) / Under Spend £	Year End £	Explanation £5k+
Salaries	40,000		Underspend due vacant posts which are currently being appointed to
Salaries - Pay Award	12,000	155,000	Underspend due to budgeting for pay award of 1.75% however that hasn't been approved yet, latest proposal is that there will be an award of £1,925 (plus oncosts) per FTE which is likely to result in a large overspend
Premises Related Expenditure	4,000		Variance > £5k
Car Allowances	2,000		Variance > £5k
Computer Software Maintenance & Upgrade	5,000		Variance > £5k
Printing & Stationery	2,000		Variance > £5k
Postages	9,000		Postage costs lower than anticipated due to lower volumes and posting unit costs have not increased as much as anticipated
Liability Expenses	6,000		The Courts have reduced the summons cost fee per case
Minor Variances	4,000		Other Minor Variances
Contributions	-36,000		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.
	48,000	155,000	

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Revenue and Benefit Service

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Performance Report July 2022

Caseload Analysis

Position at:	Poition 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	Position at 31/3/22	2021/22 In Year Movement	2022/23			Overall Movement since April 2011	
Banded Council Tax Dwellings									Current Position	In Year Movement	In Year Percentage Movement		
HBBC	50,359	453	50,601	242	50,852	251	51,232	380	51,498	266	0.5%	5,326	10.3%
HDC	39,739	650	40,532	793	41,554	1,022	42,590	1,036	42,941	351	0.8%	7,018	16.3%
NWLDC	44,940	733	45,564	624	46,277	713	47,189	912	47,487	298	0.6%	7,461	15.7%
Totals	135,038		136,697		138,683			Current Total:	141,926			Total Movement:	19,805
NDR Rated Assessments									Current Position	In Year Movement	In Year Percentage		
HBBC	3,181	19	3,179	-2	3,224	45	3,262	38	3,281	19	0.58%	405	12.3%
HDC	3,086	46	3,123	37	3,189	66	3,246	57	3,262	16	0.49%	646	19.8%
NWLDC	3,440	23	3,519	79	3,563	44	3,554	-9	3,573	19	0.53%	391	10.9%
Totals	9,707		9,821		9,976			Current Total:	10,116			Total Movement:	1,442
HB/CTLS Live Caseload									Current Caseload	In Year Movement	Caseload %		
HBBC	5,579	-204	5,321	-258	5,257	-64	5,257	-260	5,221	-36		-1,879	-35.7%
					Current Caseload Analysis	Joint HB/CTS	1,947	1,915	-32	37%			
						HB only	323	310	-13	6%			
						CTS only	2,987	2,996	9	57%			
HDC	3,243	-145	3,185	-58	3,210	25	3,210	-198	3,183	-27		-1,006	-31.6%
					Current Caseload Analysis	Joint HB/CTS	1,322	1,309	-13	41%			
						HB only	196	187	-9	6%			
						CTS only	1,692	1,687	-5	53%			
NWLDC	5,413	-283	5,118	-295	4,964	-154	4,964	-312	4,971	7		-2,216	-44.6%
					Current Caseload Analysis	Joint HB/CTS	2,195	2,165	-30	44%			
						HB only	224	217	-7	4%			
						CTS only	2,545	2,589	44	52%			
Totals	14,235		13,624			Current Total:			13,375			Total Movement:	-5,101

Dashboard Performance Summaries for each Council follows below:

Harborough District Council													2022/23	Year -End 2022/23 target	2021/22 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative		
In month: Right Time (days)	6.9	7.1	8.9	7.3									7.6	6	
<i>Position for 2021/22</i>	12.3	10.9	12.3	7.8	7.1	7.4	5.9	6.6	6.1	7.5	2.1	4.9			10.8
In month: New Claims (Days)	14.7	13.9	16.1	15.5									15.1	15	
<i>Position for 2021/22</i>	16.8	19.3	15.9	12.0	12.4	17.1	14.0	15.2	14.0	14.0	10.5	12.4			17.8
In month: Change Events (Days)	5.5	6.5	8.1	5.5									6.4	6	
<i>Position for 2021/22</i>	9.3	10.1	12.0	7.2	6.2	6.1	5.1	5.6	4.5	6.2	1.6	3.9			10.1
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 (%)	10.8%	20.0%	29.2%	38.2%									38.2%	98.1%	
This years profiled target															
<i>Position for 2019/20</i>	11.1%	20.4%	29.6%	38.9%	48.1%	57.4%	66.8%	75.8%	84.7%	93.8%	96.3%	98.4%			
<i>Position for 2021/22</i>	10.9%	19.8%	28.9%	38.0%	47.1%	56.3%	65.4%	74.5%	83.5%	92.5%	95.5%	98.1%			
Arrears Reduction (£m) end of month	£3.2m	£3.1m	£3.0m	£2.9m									£2.9m	INFO	
<i>Position for 2021/22</i>	£3.3m	£3.0m	£2.9m	£2.8m	£2.7m	£2.6m	£2.5m	£2.4m	£2.4m	£2.3m	£2.2m	£2.1m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	9.5%	18.5%	28.4%	37.7%									37.7%	99.2%	
This years profiled target															
<i>Position for 2019/20</i>	10.2%	19.2%	28.9%	39.0%	47.5%	56.8%	65.8%	74.5%	82.9%	92.4%	96.0%	99.1%			
<i>Position for 2021/22</i>	8.3%	16.5%	24.2%	33.5%	42.7%	52.2%	61.4%	72.6%	81.4%	89.8%	95.0%	99.2%			
Arrears Reduction (£m) end of month	£1.4m	£0.71m	£0.69m	£0.68m									£0.68m	INFO	
<i>Position for 2020/21</i>	£3.4m	£3.1m	£2.7m	£2.6m	£2.1m	£1.6m	£1.2m	£0.49m	£0.44m	£0.57m	£0.49m	£0.46m			
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
HB Overpayments outstanding	£0.75m	£0.75m	£0.75m	£0.76m									£0.76m	INFO	
<i>Position for 2020/21 (£m)</i>	£0.76m	£0.74m	£0.74m	£0.75m	£0.75m	£0.75m	£0.75m	£0.75m	£0.74m	£0.75m	£0.76m	£0.75m			
HB Overpayments Recovered end of month	1%	3%	4%	6%									6%	31%	
This year sprofiled target															
<i>Position for 2020/21</i>	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	2	1									3	6	
This years profiled target															
<i>Position for 2021/22</i>	0	0	0	0	0	0	0	0	0	0	0	0			

Hinckley & Bosworth Borough Council													Cumulative e2022/23	Year-End 2022/23 Target	2021/22 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In month: Right Time (days)	6.5	6.9	8.7	6.9									7.2	6	
<i>Position for 2021/22</i>	11.0	10.7	12.5	8.7	7.6	7.1	5.6	6.4	6.0	7.9	2.1	5.7			10.7
In month: New Claims (Days)	15.4	14.8	14.8	14.0									14.7	15	
<i>Position for 2021/22</i>	21.5	19.8	15.4	12.7	14.4	17.1	13.5	15.4	10.2	13.2	10.1	11.6			17.3
In month: Change Events (Days)	5.4	6.1	7.9	5.4									6.2	6	
<i>Position for 2021/22</i>	9.3	9.7	12.3	8.1	6.4	5.4	4.7	5.4	5.3	6.7	1.7	4.6			10.1
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 (%)	10.6%	19.7%	28.8%	37.8%									37.8%	97.6%	
This years profiled target															
<i>Position for 2019/20</i>	10.9%	20.1%	29.2%	38.5%	47.6%	57.1%	66.3%	75.4%	84.6%	93.6%	96.0%	97.9%			
<i>Position for 2021/22</i>	10.7%	19.7%	28.8%	37.9%	47.0%	56.2%	65.4%	74.5%	83.4%	92.5%	95.2%	97.5%			
In Year Arrears Reduction (£) end of month	£5.2m	£5.0m	£4.9m	£4.7m									£4.7m	INFO	
<i>Position for 2021/22</i>	£4.8m	£4.6m	£4.5m	£4.4m	£4.2m	£4.1m	£4.1m	£4.0m	£3.9m	£3.8m	£3.7m	£3.5m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.4%	18.9%	26.2%	37.1%									37.1%	98.8%	
This years profiled target															
<i>Position for 2019/20</i>	11.9%	20.6%	29.9%	38.9%	48.4%	57.9%	66.7%	75.2%	84.3%	93.5%	96.6%	98.5%			
<i>Position for 2021/22</i>	10.8%	19.9%	26.2%	35.1%	43.8%	51.6%	58.8%	67.2%	76.1%	85.6%	94.0%	97.3%			
Arrears Reduction (£m) end of month	£1.3m	£1.3m	£2.3m	£2.2m									£2.2m	INFO	
<i>Position for 2021/22</i>	£2.9m	£2.8m	£2.3m	£2.2m	£2.1m	£2.0m	£2.0m	£1.7m	£2.0m	£0.78m	£0.78m	£0.76m			
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	INFO	
<i>Position for 2021/22 £m</i>	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.2m	£1.1m	£1.1m	£1.1m			
HB Overpayments Recovered	2%	4%	5%	6%									6%	36%	
This years profiled target															
<i>Position for 2020/21</i>	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	2	0	0	0									2	6	
This years profiled target															
<i>Position for 2021/22</i>	0	0	0	0	0	1	0	0	0	1	0	0			

North West Leicestershire District Council													2022/23	Year End 2022/23 target	2021/22 Same month cumulative comparison
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In month: Right Time (days)	7.0	6.9	9.2	6.8									7.5	6	
<i>Position for 2021/22</i>	13.0	11.1	12.1	8.7	8.0	7.2	6.1	6.6	7.7	7.7	2.2	5.2			11.2
In month: New Claims (Days)	15.4	13.9	17.2	15.2									15.4	15	
<i>Position for 2021/22</i>	21.2	19.7	19.2	13.1	15.1	14.5	14.6	15.2	17.0	14.6	9.4	11.7			18.4
In month: Change Events (Days)	5.8	6.2	8.3	5.1									6.3	6	
<i>Position for 2021/22</i>	11.8	10.3	11.5	8.1	6.8	6.0	5.2	5.5	5.8	6.5	1.9	4.2			10.6
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 (%)	10.0%	19.1%	28.1%	37.1%									37.1%	97.3%	
This years profiled target															
<i>Position for 2019/20</i>	10.2%	19.5%	28.5%	38.0%	47.0%	56.0%	65.4%	74.5%	83.7%	92.7%	95.4%	97.6%			
<i>Position for 2021/22</i>	10.3%	19.3%	28.2%	37.1%	46.1%	55.2%	64.2%	73.4%	82.4%	91.2%	94.2%	96.9%			
Arrears Reduction (£m) end of month	£6.2m	£5.6m	£5.5m	£5.3m									£5.3m	INFO	
<i>Position for 2021/22</i>	£5.4m	£5.2m	£5.1m	£5.0m	£4.7m	£4.6m	£4.5m	£4.4m	£4.3m	£4.3m	£4.1m	£4.0m			
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
In Year (%)	10.0%	18.5%	28.1%	37.9%									37.9%	99.0%	
This years profiled target															
<i>Position for 2019/20</i>	10.0%	19.1%	32.0%	40.4%	48.3%	57.8%	65.7%	74.0%	84.1%	92.5%	96.5%	99.2%			
<i>Position for 2021/22</i>	9.3%	18.4%	25.9%	35.3%	43.1%	51.5%	59.8%	68.0%	74.8%	85.8%	93.2%	98.5%			
Arrears Reduction (£m) end of month	£1.7m	£1.1m	£1.2m	£1.1m									£1.1m	INFO	
<i>Position for 2021/22</i>	£2.5m	£4.3m	£3.9m	£3.2m	£4.6m	£4.3m	£4.5m	£2.7m	£2.6m	£2.4m	£1.84m	£0.39m			
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	INFO	
<i>Position for 2021/22 (£m)</i>	£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	5%	10%	11%	14%									14%	34%	
This years profiled target															
<i>Position for 2021/22</i>	1%	3%	5%	7%	8%	9%	10%	11%	12%	13%	14%	15%			
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar			
CTLS Sanctions gained	0	0	1	0									1	6	
This years profiled target															
<i>Position for 2021/22</i>	0	0	0	0	0	0	0	0	0	0	0	1			

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	£4,388	£10,345	£14,448	£18,945								
Upper Threshold	£4,936	£11,638	£16,254	£21,313								
Actual	£719	£941	£1,965	£2,180								
Lower Tolerance	£3,669	£9,404	£12,483	£16,765	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£4,218	£10,697	£14,289	£19,133	£0	£0	£0	£0	£0	£0	£0	£0
HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£2,722	£7,657	£10,478	£13,217								
Upper Threshold	£3,063	£8,615	£11,787	£14,869								
Actual	£9	£197	£43	£43								
Lower Tolerance	£2,713	£7,460	£10,435	£13,174	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£3,053	£8,418	£11,744	£14,826	£0	£0	£0	£0	£0	£0	£0	£0
NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£4,264	£8,281	£14,418	£18,921								
Upper threshold	£4,797	£9,316	£16,221	£21,287								
Actual	£48	£5,135	£5,747	£6,118								
Lower Tolerance	£4,216	£3,146	£8,672	£12,803	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£4,749	£4,181	£10,474	£15,169	£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	133	160	156	146									595
Change events	1095	1597	1329	734									4755
Atlas activity	1122	1005	800	780									3707
HDC													Cumulative Totals
(SHBE)													
New claims	113	90	88	96									387
Change events	631	958	698	440									2727
Atlas activity	674	609	491	496									2270
NWLDC													Cumulative Totals
(SHBE)													
New claims	158	152	154	136									600
Change events	1073	1487	1311	659									4530
Atlas activity	1115	1181	756	822									3874

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	162	159	146	163	146	133	162	152	100	171	149	161	1804
Change events	944	1427	1647	962	834	778	1453	1284	581	765	2690	864	14229
Atlas activity	927	826	727	770	772	785	795	779	738	2962	1506	1251	12838
HDC													Cumulative Totals
(SHBE)													
New claims	141	88	96	104	91	74	90	89	69	99	94	94	1129
Change events	702	882	1116	685	540	534	923	713	342	479	1648	696	9260
Atlas activity	611	544	507	469	477	479	509	502	494	1779	1077	842	8290
NWLDC													Cumulative Totals
(SHBE)													
New claims	178	140	141	147	135	135	140	163	119	139	133	175	1745
Change events	1188	1519	1673	987	835	860	1471	1275	591	769	2807	1060	15035
Atlas activity	1060	930	761	747	821	858	891	789	780	2372	1933	1359	13301

Sickness

Latest sickness position is given below:

Hinckley & Bosworth Borough Council		Annual Target 8 days	
		Month	
		June	Cumulative
Long Term		17.00	50.00
Short Term		4.00	18.00
	Days lost	21.00	68.00
FTE Average		0.74 days	2.39 Days
Profiled Target Average		0.67 Days	1.98 Days
Harborough District Council		Annual Target 9 days	
		Month	
		June	Cumulative
Long Term		39.00	39.00
Short Term		2.50	2.50
	Days lost	17.00	17.00
FTE Average		1.59 Days	1.03 Days
Profiled Target Average		0.75 Days	1.50 Days
North West Leicestershire District Council		Annual Target 8.5 days	
		Month	
		June	Cumulative
Long Term		0.00	32.00
Short Term		3.28	19.35
	Days lost	3.28	51.35
FTE Average		0.16 Days	2.31 Days
Profiled Target Average		0.71 Days	2.83 Days

Position regarding vacancies

Business Development Team Leader – advertised – no suitable applicants
Benefits Officer – re-advertised twice - no suitable applicants
Revenues Reconciliation Officer – interviews been scheduled for 25/8/22
Revenues Control Officer – reviewing previous applicants (potential to be re-advertised)
Administration Officer – reviewing previous applicants (potential to be re-advertised)
Business Development Officer – advertised – no suitable applicants

Government Initiatives

COVID-19 Additional Relief Fund (CARF)

Final extracts have been finalised for each Council and these have been tested with external provider who will facilitate the application process. The decision-making process will be managed by each finance team. Letters are now with the printers to arrange issue during first week of August. As mentioned previously once decisions have been made the NDR team will then credit the notified award amount directly onto the 2021/22 rate payer accounts.

Energy Rebate £150 Scheme

➤ **Post Office Vouchers/Letters** issued as at 31/7/22 summarised below for each Council:

- | | | |
|------------------------------------|--------|------------------------|
| ○ Harborough Issued | 7,272 | - encashed 6,094 (84%) |
| ○ Hinckley & Bosworth issued | 11,354 | - encashed 9,523 (84%) |
| ○ North West Leicestershire issued | 11,034 | - encashed 9,237 (84%) |

➤ **Paid via BACS May 2022** and **Direct credit to council tax accounts/BACS transfer**

- | | | |
|-----------------------------|--------|---|
| ○ Harborough | 20,539 | 8 |
| ○ Hinckley & Bosworth | 30,816 | 8 |
| ○ North West Leicestershire | 27,191 | 9 |

Benefits Operational Team

(Housing Benefit, Council Tax Support and Fraud)

Speed of Processing

We are marginally behind end of year target, however if we apply the normal convention on rounding to full days there are no cause for concern about current performance.

LA Error and Subsidy

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

Managed Migration to UC

We have noted here previously the difficulties that managed migration may hold for the DWP and it has come to light that the (migration) regulations remove the requirement for DWP to return to Parliament with evidence about the pilot stage of the project (capped at 10,000 migration notices issued). That cap was inserted to require DWP to seek permission through further legislation before being able to roll out the migration project nationally.

Given that there are currently 2.6 million households still on legacy benefits, and up to half of them are vulnerable long-term claimants such as the sick or disabled, the Department will now be providing evidence to Parliament that they will be in a position to communicate successfully with the most vulnerable claimants and that claims will be transferred without any disruption to the flow of payments

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:	Current Position:	38.2%	End of year target	98.1%
			<i>Position for last year</i>	38.0%

Hinckley & Bosworth

In-month collection target:	Current Position:	37.8%	End of year target	97.6%
			<i>Position for last year</i>	37.9%

North West Leicestershire

In-month collection target:	Current Position:	37.1%	End of year target	97.3%
			<i>Position for last Year:</i>	37.1%

Other matters

- Key recovery documentation Issued this month

	Reminders	Statutory Finals	Summonses
For Harborough	626	46	253
<i>22/23 Cumulative:</i>	3,759	682	2,063
For Hinckley & Bosworth	925	110	659
<i>22/23 Cumulative:</i>	5,150	924	2,775
For North West Leicestershire	890	106	742
<i>22/23 Cumulative:</i>	5,047	967	2,948

NDR (Business Rates)

In year collection rates position is as follows:

Harborough

In-month collection target:	Current Position:	37.7%	End of year target	99.2%
			<i>Position for last year</i>	33.5%

Hinckley & Bosworth

In-month collection target:	Current Position:	37.1%	End of year target	98.8%
			<i>Position for last year</i>	35.1%

North West Leicestershire

In-month collection target:	Current Position:	37.9%	End of year target	99.0%
			<i>Position for last year</i>	35.3%

Leicestershire County Council have not paid half yearly rates due for all three Councils.

Other matters

- Key recovery documentation issued this month

	Reminders	Final Notice	Summonses
<ul style="list-style-type: none"> ▪ For Harborough 	31	44	16
<i>22/23 Cumulative:</i>	<i>361</i>	<i>259</i>	<i>115</i>
<ul style="list-style-type: none"> ▪ For Hinckley & Bosworth 	72	32	11
<i>22/23 Cumulative:</i>	<i>467</i>	<i>262</i>	<i>166</i>
<ul style="list-style-type: none"> ▪ For North West Leicestershire 	35	51	21
<i>22/23 Cumulative</i>	<i>429</i>	<i>239</i>	<i>135</i>

- Ashby BIDS, 22/23 notices were issued on 18th July 2022.

Housing Benefit Overpayments

Harborough

- Debt raised this year £54,266
- Overall debt reduced by £46,281
- Collection rate against all debt (arrears and new) 6%
- Overall debt position is: £757,318

Hinckley & Bosworth

- Debt raised this year £60.891
- Overall debt reduced by £67,246
- Collection rate against all debt (arrears and new) 6%
- Overall debt position is: £1.091m

North West Leicestershire

- Debt raised this year £226,150
- Overall debt reduced by £189,114
- Collection rate against all debt (arrears and new) 14%
- Overall debt position is: £1.223m

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				
	May	June	July	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	8603	8760	8890	130
Housing Benefit Online	349	351	351	0
Landlord Online	48	48	48	0
Business Rates Online	264	266	266	0
E-Billing and E-Notifications				
	May	June	July	
Application	Total Number of Subscriptions			Difference Since Last Month
Council Tax Online	2651	2715	2770	55
Housing Benefit Online	152	153	153	0
Landlord Online	26	26	26	0
Business Rates Online	90	91	91	0
Direct Debits over the Web				
	May	June	July	
Application	Total Number of DD's Set Up			Difference Since Last Month
Council Tax Online	529	362	294	-68
Business Rates Online	17	9	3	-6
Change of Address				
	May	June	July	Total Since Live (02/10/2018)
Total for the Month	392	252	282	10351

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

	May	June	July	
				Difference Since Last Month
Application	Total Number of Subscriptions			
Council Tax Online	10195	10357	10470	113
Housing Benefit Online	372	373	374	1
Landlord Online	97	97	97	0
Business Rates Online	507	511	514	3

E-Billing and E-Notifications

	May	June	July	
				Difference Since Last Month
Application	Total Number of Subscriptions			
Council Tax Online	5049	5151	5217	66
Housing Benefit Online	169	169	169	0
Landlord Online	35	35	35	0
Business Rates Online	402	404	405	1

Direct Debits over the Web

	May	June	July	
				Difference Since Last Month
Application	Total Number of DD's Set Up			
Council Tax Online	408	284	217	-67
Business Rates Online	8	2	3	1

Change of Address

	May	June	July	Total Since Live (04/10/2018)
Total for the Month	334	339	361	8570

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

Connect Stats - NWLDC

Service Subscriptions

	May	June	July	
				Difference Since Last Month
Application	Total Number of Subscriptions			
Council Tax Online	8085	8211	8343	132
Housing Benefit Online	344	345	347	2
Landlord Online	78	78	79	1
Business Rates Online	271	274	274	0

E-Billing and E-Notifications

	May	June	July	
				Difference Since Last Month
Application	Total Number of Subscriptions			
Council Tax Online	4670	4737	4820	83
Housing Benefit Online	197	199	201	2
Landlord Online	33	33	33	0
Business Rates Online	170	172	172	0

Direct Debits over the Web

	May	June	July	
				Difference Since Last Month
Application	Total Number of DD's Set Up			
Council Tax Online	340	254	217	-37
Business Rates Online	4	1	1	0

Change of Address

	May	June	July	Total Since Live (05/10/2018)
Total for the Month	410	388	430	13801

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

FORWARD PLAN FOR JOINT COMMITTEE 2022-23

Decision	Date of Decision (approx.)	Contacts
Financial Performance Report	November 2022	Ashley Wilson – Section 151 Officer
Performance Report	November 2022	Sally O’Hanlon – Head of Partnership
Budget Setting Report	January 2023	Ashley Wilson – Section 151 Officer
Financial Performance Report	January 2023	Ashley Wilson – Section 151 Officer
Service Plan 2023/24	January 2023	Sally O’Hanlon – Head of Partnership
Performance Report	January 2023	Sally O’Hanlon – Head of Partnership
Financial Performance Report	March 2023	Ashley Wilson – Section 151 Officer
Performance Report	March 2023	Sally O’Hanlon – Head of Partnership
Annual Meeting		
Schedule of meetings	July 2023	Clare Hammond – Democratic Services Officer
Year End Performance Report	July 2023	Sally O’Hanlon – Head of Partnership
Year End Financial Report	July 2023	Ashley Wilson – Section 151 Officer

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