

# Public Document Pack



**Harborough District  
Council,**

**Hinckley and  
Bosworth Borough  
Council,**

**North West  
Leicestershire District  
Council,**

**Working in  
Partnership to provide  
better services...**

Meeting  
Committee

Leicestershire Partnership Revenues & Benefits Joint

Time/Date

3.30 pm on Thursday, 14 SEPTEMBER 2023

Location

Council Chamber - Harborough District Council

Officer to contact

Rebecca Valentine-Wilkinson

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Councillor P Beadle  
Councillor S Bray  
Councillor M Graves

Councillor K Lynch  
Councillor A Woodman  
Councillor M Wyatt

## **Recording of meetings**

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.

We also allow the use of social media during meetings, which helps to bring the issues discussed to a wider audience.

## **Use of mobile phones**

To minimise disturbance to others attending the meeting, please switch off your phone or other mobile device or turn it onto silent or vibrate mode.

Thank you

**LEICESTERSHIRE PARTNERSHIP REVENUES & BENEFITS JOINT COMMITTEE -  
14 SEPTEMBER 2023**

**A G E N D A**

**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 they should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registrable interest or other interest.

**3. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)**

To confirm the minutes of the previous meeting.

**4. PERFORMANCE REPORT (Pages 5 - 14)**

The report of the Head of Partnership

**5. FINANCIAL PERFORMANCE (Pages 15 - 18)**

The report of the Section 151 Officer.

**6. FORWARD PLAN (Pages 19 - 20)**

To note the joint committee's forward plan.

**7. DATES OF FUTURE MEETINGS**

Thursday 23 November 2023 - 3.30 pm HBBC, Hinckley

Thursday 18 January 2024 - 3.30 pm NWL, Coalville

Thursday 21 March 2024 - 3.30 pm HBBC, Hinckley

Thursday 13 June 2024 - 3.30 pm HDC, Harborough

**8. MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED**

To consider the passing of a resolution under Section 100A(4) of the Local Government Act 1972 excluding the public from the undermentioned item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 10 (the public interest test) of Schedule 12A of the 1972 Act.

**9. CONFIDENTIAL ITEM**

Verbal update from the Head of Partnership

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## MINUTES OF THE MEETING OF THE LEICESTERSHIRE PARTNERSHIP REVENUES & BENEFITS JOINT COMMITTEE

6 JULY 2023 AT 3.30 PM

PRESENT: Cllr Wyatt - Chair  
Cllr KWP Lynch – Vice-Chair  
Cllr Graves and Cllr Merrie

Also in attendance:

Officers in attendance: Carolyn Bland, Storme Coop, Clare Hammond, Glenn Hammons, Julie Kenny, Sarah Thirkettle, Rebecca Valentine-Wilkinson and Ashley Wilson

### 38. **Appointment of chairman**

It was moved by Councillor Merrie, seconded by Cllr Lynch and

RESOLVED - that Councillor Wyatt be appointed as the chair of this Joint committee for the following year.

It was also moved by Councillor Graves, seconded by Councillor Wyatt and

RESOLVED – that Councillor Lynch be appointed as the vice chair of this Joint Committee for the following year.

### 39. **Apologies for absence**

Apologies were received from Councillors Bray, Beadle and Woodman with the following substitutions authorised in accordance with council procedure rule 10:

Councillor Merrie for Councillor Woodman

### 40. **Declarations of interest**

No additional interests were declared at this meeting.

### 41. **Minutes of previous meeting**

It was moved by Councillor Lynch, seconded by Councillor Wyatt and

RESOLVED – the minutes of the meeting held on 19 January be confirmed as a correct record.

### 42. **Year-end performance report**

This report presented the performance up to March 2023 for the Revenue and Benefits Service.

In response to questions from members around the targets not being met for new claims, it was confirmed that any operational field would likely set stretched targets certainly at the beginning of the year. It was

RESOLVED – the year end performance report be noted.

**43. Year-end financial report**

The report informed members of the financial performance of the Partnership for the year to 31 March 2023. It was

RESOLVED – that:

- (i) the report be noted
- (ii) the earmarked reserves were approved to be increased as noted at paragraph 3.4.

**44. Performance report May 2023**

This report provided data from April 2022 to March 2023 on the performance of the Partnership.

In response to a question from members around the speed of processing and the disconnection by Vodaphone to the DWP searchlight system, it was confirmed that the IT Partnership had been working to try and get compensation as the service had been critically impacted.

In response to a question from members around their concern accessing this system and should this happen again would be a critical risk to the Partnership; it was agreed that access to the DWP searchlight system would now be placed on the risk register. It was

RESOLVED – the report be noted.

**45. Internal audit report**

The final internal audit report for 2021/22 was presented to members and had been presented to the Management Board in January 2023. It was:

RESOLVED – the report be noted.

**46. Performance indicators 2023/24**

Members were presented with the proposed targets for the Partnership for the year to 31 March 2024. Targets for 2023/24 would remain the same as the targets for 2022/23. It was:

RESOLVED – members approved the proposed targets as detailed in table 1.

**47. Proposed schedule of meetings for 2023/24**

The schedule of meetings and venues for the forthcoming year were presented to members.

It was:

RESOLVED – members approved:

- (i) the schedule of meetings for the forthcoming year

(ii) and venues for the meetings to be held

48. **Forward Plan**

The forward plan was presented to members for the forthcoming year.

It was:

RESOLVED – the forward plan be noted.

49. **Future of the partnership**

No update was provided to members at this meeting.

(The Meeting closed at 4.07 pm)

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CHAIR

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# Revenue and Benefit Service

Performance Report  
July 2023

## 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	Position at 31/3/23	2022/23 In Year Movement	2023/24		
											Current Position	In Year Movement	In Year Percentage Movement
<b>Banded Council Tax Dwellings</b>													
HBBC	50,359	453	50,601	242	50,852	251	51,232	380	51,764	532	52,045	281	1.6%
HDC	39,739	650	40,532	793	41,554	1,022	42,590	1,036	43,528	938	43,859	331	3.0%
NWLDC	44,940	733	45,564	624	46,277	713	47,189	912	48,028	839	48,241	213	2.2%
Totals	135,038		136,697		138,683			Current Total:	143,320	4,637	144,145		
<b>NDR Rated Assessments</b>									Position		Current Position	In Year Movement	In Year Percentage
HBBC	3,181	19	3,179	-2	3,224	45	3,262	38	3,298	36	3,297	-1	1.07%
HDC	3,086	46	3,123	37	3,189	66	3,246	57	3,277	31	3,270	-7	0.74%
NWLDC	3,440	23	3,519	79	3,563	44	3,554	-9	3,589	35	3,571	-18	0.48%
Totals	9,707		9,821		9,976			Current Total:	10,164	188	10,138		
<b>HB/CTLS Live Caseload</b>									Caseload		Current Caseload	In Year Movement	Caseload %
HBBC	5,579	-204	5,321	-258	5,257	-64	5,257	-260	5,249		5,227	-22	
					Current Caseload Analysis	Joint HB/CTS	1,892	1,836			1,808	-28	35%
						HB only	301	300			291	-9	5%
						CTS only	3,019	3,113			3,103	-10	60%
HDC	3,243	-145	3,185	-58	3,210	25	3,210	-198	3,076		3,116	40	
					Current Caseload Analysis	Joint HB/CTS	1,322	1,233			1,238	5	40%
						HB only	196	173			171	-2	5%
						CTS only	1,692	1,670			1,707	37	55%
NWLDC	5,413	-283	5,118	-295	4,964	-154	4,964	-312	4,972		4,971	-1	
					Current Caseload Analysis	Joint HB/CTS	2,100	2,069			2,041	-28	41%
						HB only	206	197			193	-4	4%
						CTS only	2,655	2,706			2,737	31	55%
Totals	14,235		27,248			Current Total:			13,297		13,314		

## Leicestershire Partnership - Revenues and Benefits Performance Indicators

Harborough District Council													2023/24	Year - End 2023/24 target
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative	
In month: New Claims (Days)	22.1	21.8	18.5	16.5									19.7	15
<i>Position for 2022/23</i>	14.7	13.9	16.1	15.5	11.9	17.1	20.5	18.9	13.5	24.2	15	19.1	16.7	
In month: Change Events (Days)	7.2	8.6	5.2	3.9									6.2	6
<i>Position for 2022/23</i>	5.5	6.5	8.1	5.5	4.2	8.1	8.3	7.5	5.7	7.7	2.5	6	6.3	
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.6%	19.7%	28.9%	38.0%									38.0%	98.1%
This years profiled target (based on 22/23)	10.8%	20.0%	29.2%	38.2%	47.2%	56.4%	65.7%	74.9%	83.7%	92.8%	95.9%	98.3%	98.3%	
Arrears Reduction (£m) end of month	£3.5m	£3.4m	£3.3m	£3.3m									£3.3m	INFO
<i>Position for 2022/23</i>	£3.2m	£3.1m	£3.0m	£2.9m	£2.8m	£2.7m	£2.7m	£2.6m	£2.6m	£2.4m	£2.3m	£2.2m	£2.2m	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	7.9%	15.9%	25.6%	35.4%									35.4%	99.2%
This years profiled target (based on 22/23)	9.5%	18.5%	28.4%	37.7%	47.2%	56.6%	64.7%	73.5%	78.3%	85.0%	88.1%	98.6%	98.6%	
Arrears Reduction (£m) end of month	£2.1m	£1.7m	£1.5m	£1.7m									£1.7m	INFO
<i>Position for 2022/23</i>	£1.4m	£0.71m	£0.69m	£0.68m	£0.59m	£0.57m	£0.83m	£0.81m	£1.7m	£2.2m	£2.1m	£0.79m	£0.79m	
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
HB Overpayments outstanding	£0.75m	£0.77m	£0.75m	£0.75m									£0.75m	INFO
<i>Position for 2022/23 (£m)</i>	£0.75m	£0.75m	£0.75m	£0.76m	£0.74m	£0.74m	£0.73m	£0.74m	£0.74m	£0.74m	£0.75m	0.75m	£0.75m	
HB Overpayments Recovered end of month	2%	3%	5%	5%									5%	31%
This year sprofiled target (based on 22/23)	1%	3%	4%	6%	10%	11%	12%	13%	13%	14%	14%	15%	15%	
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLS Sanctions gained	0	0	2	0									2	6
This years profiled target	0	0	2	1	0	0	0	0	0	1	0	0	4	

Hinckley & Bosworth Borough Council													Cumulative 2023/24	Year-End 2023/24 Target
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In month: New Claims (Days)	21.7	21.8	16.7	15.6									18.9	15
<i>Position for 2022/23</i>	15.4	14.8	14.8	14.0	12.3	18.9	18.9	20.1	17.3	22.8	15.2	16.5	16.7	
In month: Change Events (Days)	8.2	8.1	5	4.5									6.4	6
<i>Position for 2022/23</i>	5.4	6.1	7.9	5.4	4.8	7.4	7.3	7.2	5.0	8.5	2.2	7.2	6.2	
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.4%	19.5%	28.6%	37.6%									37.6%	97.6%
This years profiled target (based on 22/23)	10.6%	19.7%	28.8%	37.8%	47.0%	56.2%	65.5%	74.6%	83.5%	92.60%	95.40%	97.70%	97.7%	
In Year Arrears Reduction (£) end of month	£5.5m	£5.3m	£5.3m	£5.3m									£5.3m	INFO
<i>Position for 2022/23</i>	£5.2m	£5.0m	£4.9m	£4.7m	£4.5m	£4.5m	£4.4m	£4.4m	£4.3m	£4.3m	£4.1m	£4.1m	£4.1m	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.5%	20.2%	29.1%	39.4%									39.4%	98.8%
This years profiled target (based on 22/23)	10.4%	18.9%	26.2%	37.1%	46.0%	55.8%	64.5%	75.1%	83.7%	92.3%	95.1%	98.1%	98.1%	
Arrears Reduction (£m) end of month	£1.2m	£1.2m	£1.2m	£1.2m									£1.2m	INFO
<i>Position for 2022/23</i>	£1.3m	£1.3m	£2.3m	£2.2m	£1.4m	£1.3m	£0.72m	£0.67m	£0.63m	£0.62m	£0.56m	£0.55m	£0.55m	
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 2022/23 £m</i>	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m								
HB Overpayments Recovered	1%	4%	6%	7%									7%	36%
This years profiled target (based on 22/23)	2%	4%	5%	6%	7%	8%	11%	12%	13%	14%	14%	15%		
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLS Sanctions gained	0	0	0	0									0	6
This years profiled target (based on 22/23)	2	0	0	0	1	2	0	1	0	1	0	2	9	

North West Leicestershire District Council													2023/24	Year End 2023/24 target
<b>BENEFITS</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>		
In month: New Claims (Days)	24.3	24.6	19.7	15.7									21.1	15
<i>Position for 2022/23</i>	15.4	13.9	17.2	15.2	12.6	20.4	21.2	18.8	20.2	24	15.3	18.8	17.8	
In month: Change Events (Days)	6.9	8	5	4.6									6.1	6
<i>Position for 2022/23</i>	5.8	6.2	8.3	5.1	4.5	7.1	7.0	8.0	6.5	7.8	2	7.9	6.3	
<b>COUNCIL TAX</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>		
In Year (%)	9.9%	18.9%	28.0%	37.0%									37.0%	97.3%
This years profiled target (based on 22/23)	10.0%	19.1%	28.1%	37.1%	46.1%	55.1%	64.2%	73.4%	82.3%	91.4%	94.5%	97.2%	97.2%	
Arrears Reduction (£m) end of month	£6.5m	£6.4m	£6.2m	£6.2m									£6.2m	INFO
<i>Position for 2022/23</i>	£6.2m	£5.6m	£5.5m	£5.3m	£5.2m	£5.1m	£5.0m	£4.9m	£4.9m	£4.7m	£4.4m	£5.0m	£5.0m	
<b>NON DOMESTIC RATES</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>		
In Year (%)	9.2%	18.0%	26.8%	37.0%									37.0%	99.0%
This years profiled target (based on 22/23)	10.0%	18.5%	28.1%	37.9%	46.2%	55.4%	64.4%	73.5%	82.3%	91.3%	95.6%	99.1%	99.1%	
Arrears Reduction (£m) end of month	£1.6m	£1.5m	£2.1m	£1.5m									£1.5m	INFO
<i>Position for 2022/23</i>	£1.7m	£1.1m	£1.2m	£1.1m	£1.0m	£0.98m	£0.85m	£0.85m	£0.71m	£0.58m	£0.42m	£0.51m	£0.51m	
<b>HOUSING BENEFIT DEBT</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>		
HB Overpayments outstanding end of month	£1.3m	£1.3m	£1.3m	£1.3m									£1.3m	INFO
<i>Position for 2022/23 (£m)</i>	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.2m	£1.3m	£1.3m	£1.3m	
HB Overpayments Recovered	1%	3%	4%	5%									5%	34%
This years profiled target (based on 22/23)	5%	10%	11%	14%	14%	16%	17%	18%	19%	20%	21%	21%	21%	
<b>FRAUD</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>		
CTLS Sanctions gained	0	0	1	1									2	6
This years profiled target (Based on 22/23)	0	0	1	0	1	0	2	0	0	0	0	0	4	

North West Leicestershire District Council													2023/24	Year End 2023/24 target
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<b>Actual</b>	<b>£547</b>	<b>£2,501</b>	<b>£6,861</b>									
Lower Tolerance	£3,831	£8,085	£8,403	£0	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£4,379	£9,408	£10,311	£0	£0	£0	£0	£0	£0	£0	£0	£0

<b>HDC</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>
Lower Threshold	£2,716	£7,700	£10,579									
Upper Threshold	£3,056	£8,663	£11,902									
<b>Actual</b>	<b>£25</b>	<b>£119</b>	<b>£716</b>									
Lower Tolerance	£2,691	£7,581	£9,863	£0	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£3,031	£8,544	£11,185	£0	£0	£0	£0	£0	£0	£0	£0	£0

<b>NWLDC</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>
Lower Threshold	£4,400	£8,470	£15,015									
Upper threshold	£4,950	£9,528	£16,892									
<b>Actual</b>	<b>£9,454</b>	<b>£2,632</b>	<b>£3,123</b>									
Lower Tolerance	-£5,054	£5,838	£11,892	£0	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	-£4,504	£6,897	£13,769	£0	£0	£0	£0	£0	£0	£0	£0	£0

**Benefits Operational Team**  
(Housing Benefit, Council Tax Support and Fraud)

## **Speed of Processing**

All 3 LA's have improved their monthly processing times for both new claims and changes in circumstances which has resulted in a reduction in the cumulative days to process

## **LA Error and Subsidy**

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

## **Social Housing (Regulation) Act**

The act has now received Royal Assent. The following changes are now in place

- Strengthening the Regulator of Social Housing to carry out regular inspections of the largest social housing providers and the power to issue unlimited fines to rogue social landlords.
- Additional Housing Ombudsman powers to publish best practice guidance to landlords following investigations into tenant complaints
- Powers to set strict time limits for social landlords to address hazards such as damp and mould
- New qualification requirements for social housing managers
- Introducing stronger economic powers to follow inappropriate money transactions outside of the sector

## **Local Housing Allowance Rates**

Local housing allowance (LHA) rates – which govern the maximum amount of support for their rent that low-income private renters can get – have been frozen in cash terms since April 2020. But rents for new lets have increased by more than a fifth on average. The result is that the proportion of new private rental properties on Zoopla affordable to housing benefit or universal credit recipients – i.e. with rents that can be covered by the LHA – has plummeted from 23% to 5% since the freeze, a tiny proportion compared with the 38% of private renters who receive housing benefit.

### **Council Tax collection**

Council tax collection is fractionally behind that of the profiled target for all 3 LA's (between 0.1 & 0.2%)

### **Business Rate collection**

The effect of the significant increase in the debit at the start of the year is still having a negative impact on HDC's collection rates of around 2%. Furthermore, the usual recovery timetable was temporarily paused to ensure a large number of unallocated payments were processed. The situation will continue to be closely monitored. Payments for NWL including cash and those from enforcement agents have been delayed but this situation has now been resolved.

### **Council tax Premiums (consultation)**

A working group comprising of officers and partner representatives is being established to review government proposals to exempt certain categories of dwellings from the empty and second homes premiums. The deadline for response is the end of August.

### **Business Rates Consultation**

Open until the end of August, this consultation seeks to understand whether draft regulations for Improvement Relief deliver upon the policy objectives of that scheme. The response is being discussed with S151 officers from each LA.

### **East Midlands Freeport**

Discussions are underway regarding the Freeport at East Midlands Airport. This significant piece of work for the Business Rates team involves collaboration between the Partnership, South Derbyshire District Council, Rushcliffe Borough Council, Leicestershire County Council, Nottinghamshire County Council and the East Midlands Freeport.



# Leicestershire Partnership Revenues & Benefits

## Financial Performance to July 2023

**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 2023 to July 2023.

## 2. RECOMMENDATION

- 2.1 That the financial performance of the Partnership is 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 31 July 2023, the Partnership had a net overspend on the budget of £176,918. After adjusting for net timing difference of £102,217 the remaining net overspend is £3,034. The timing differences will be invoiced to partners following the quarter end.

Table 1	Budget July 2022	Actual to July 2022	Variance to Date	Timing Differences	Variance after Timing Differences
INCOME	(£1,231,631)	(£1,079,859)	£151,772	£0	£151,772
EXPENDITURE	£1,507,732	£1,256,777	(£250,955)	£102,217	(£148,738)
Over / (Under) Spend	£276,101	£176,918	(£99,183)	£102,217	£3,034

- 3.3 The key variances to the end of July 2022 to bring to the attention of the Joint Committee are:

- Salaries are underspend by ££81,000 due to vacant posts, after allowing for the delayed pay award, this may go down when outstanding overtime payments are included, which are still to be processed in the accounts.
- Postage savings of £10,000.

- 3.4 The Figure for NWL on Staf costs is currently based on budget.

- 3.5 There is a direct link between partner contributions and expenditure incurred and therefore partner contributions have been adjusted by £152,000 to reflect the actual expenditure to date.

- 3.6 The timing difference of £102,217 are due to the invoices not being issued and payroll costs not yet transferred for inclusion.

## Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 31st July 2023

Expenditure / Income Type	2023/24 Latest Budget to Date	Actual to Date	Timing Differences	Variance after Timing Differences	2023/24 Total Estimate (Original)	2023/24 Total Estimate (Revised)
	£	£	£	£	£	£
Employees	1,009,240	793,440	102,161	113,639	3,092,460	3,092,460
Premises Related Expenditure	11,864	12,504		-640	42,310	42,310
Transport Related Expenditure	5,000	1,025	20	3,955	15,000	15,000
Supplies & Services	473,828	442,307	36	31,485	942,720	942,720
Central & Administrative Exp	7,800	7,500		300	31,200	31,200
Revenue Income	-1,231,631	-1,079,859	0	-151,772	-4,123,690	-4,123,690
Use of Reserves to Cover Automation Costs				0	0	0
Sum:	<b>276,101</b>	<b>176,918</b>	<b>102,217</b>	<b>-3,034</b>	<b>0</b>	<b>0</b>

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### Timing Differences

	HDC	NWLDC	HBBC	Total
Salaries - July 2023/24	34,161	68,000		102,161
Mileage & Disturbance Costs - July 2023/24	20			20
Supplies & Services - July 2023/24	36			36
	<b>34,217</b>	<b>68,000</b>	<b>0</b>	<b>102,217</b>

**Explanations**

	Variance at 31/03/23(Over) / Under Spend £	Year End £	Explanation £5k+
Salaries	81,000		This variance is due to a number of vacant posts for the 1st 4 months of the year
Salaries - Pay Award	33,000		This element of the underspend is due to there being no settlement of the annual pay award, 5% was budgeted
Car Allowances	4,000		Variance > £5k
Computer Software Maintenance & Upgrade	5,000		Variance > £5k
Printing & Stationery	4,000		Variance > £5k
Postages	10,000		Postage Costs less than anticipated
Liability Expenses	8,000		Court Costs lower than anticipated
Minor Variances	4,000		Other Minor Variances
Central & Administrative Exp			Variance > £5k
Contributions	-152,000		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.
	<b>-3,000</b>	<b>0</b>	

**FORWARD PLAN FOR JOINT COMMITTEE 2023-24**

<b>Decision</b>	<b>Date of Decision (approx.)</b>	<b>Contacts</b>
<b>Annual Meeting</b>		
Financial Performance Report	<b>September 2023</b>	Ashley Wilson – Section 151 Officer
Performance Report	<b>September 2023</b>	Sally O’Hanlon – Head of Partnership
Future of the Partnership (Confidential Item)	<b>September 2023</b>	Sally O’Hanlon – Head of Partnership
Audit Review Plan	<b>November 2023</b>	Ashley Wilson – Section 151 Officer
Financial Performance Report	<b>November 2023</b>	Ashley Wilson – Section 151 Officer
Performance Report	<b>November 2023</b>	Sally O’Hanlon – Head of Partnership
Future of the Partnership (Confidential Item)	<b>November 2023</b>	Sally O’Hanlon – Head of Partnership
Budget Setting Report	<b>January 2024</b>	Ashley Wilson – Section 151 Officer
Financial Performance Report	<b>January 2024</b>	Ashley Wilson – Section 151 Officer
Service Plan 2023/24	<b>January 2024</b>	Sally O’Hanlon – Head of Partnership
Performance Report	<b>January 2024</b>	Sally O’Hanlon – Head of Partnership
Future of the Partnership (Confidential Item)	<b>January 2024</b>	Sally O’Hanlon – Head of Partnership
Financial Performance Report	<b>March 2024</b>	Ashley Wilson – Section 151 Officer
Performance Report	<b>March 2024</b>	Sally O’Hanlon – Head of Partnership
Internal Audit Report	<b>March 2024</b>	Sally O’Hanlon – Head of Partnership
Future of the Partnership (Confidential Item)	<b>March 2024</b>	Sally O’Hanlon – Head of Partnership

Decision	Date of Decision (approx.)	Contacts
Schedule of meetings	June 2024	Democratic Services
Year End Performance Report	June 2024	Sally O'Hanlon – Head of Partnership
Year End Financial Report	June 2024	Ashley Wilson – Section 151 Officer
Future of the Partnership (Confidential Item)	June 2024	Sally O'Hanlon – Head of Partnership