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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, 21 NOVEMBER 2024

Location

De Montfort Suite, Hinckley Hub

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

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

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Thank you

**LEICESTERSHIRE PARTNERSHIP REVENUES & BENEFITS JOINT COMMITTEE -
21 NOVEMBER 2024**

A G E N D A

1. APPOINTMENT OF CHAIR

To appoint a chair and vice chair for the municipal year

2. APOLOGIES FOR ABSENCE

To receive and note any apologies for absence.

3. 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 disclosble pecuniary interest, registrable interest or other interest.

4. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)

To confirm the minutes of the meeting held on 21 March 2024.

5. PERFORMANCE REPORT TO MARCH 2024 (Pages 3 - 12)

To inform members of the performance of the Partnership for the period April 2023 to March 2024

6. PERFORMANCE REPORT SEPTEMBER 2024 (Pages 13 - 24)

To inform members of the performance of the Partnership for September

7. FINANCIAL PERFORMANCE TO MARCH 2024 (Pages 25 - 30)

To inform the Joint Committee of the provisional year end position on financial performance of the Partnership for the period April 2023 to March 2024

8. FINANCIAL PERFORMANCE TO SEPTEMBER 2024 (Pages 31 - 34)

To inform the Joint Committee of the financial performance of the Partnership for the period April 2024 to September 2024

9. SCHEDULE OF FUTURE MEETINGS (Pages 35 - 38)

Draft schedule of meetings for the municipal year 2024/25

10. FORWARD WORK PLAN (Pages 39 - 40)

To note the joint committee's forward plan.

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

21 MARCH 2024 AT 3.30 PM

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

Also in attendance:

Officers in attendance: Carolyn Bland, Julie Kenny, Paul Stone, Rebecca Valentine-Wilkinson and Ashley Wilson

77. **Apologies for absence**

Apologies were received from Councillor Beadle and Councillor Woodman.

78. **Declarations of interest**

There were no interests declared at this meeting.

79. **Minutes of previous meeting**

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

RESOLVED – the minutes of the meeting held on 18 January 2024 be confirmed as a correct record.

80. **Performance Report**

Members were presented with the performance report up to January 2024.

Members noted the report.

81. **Financial Performance**

Members were presented with the financial performance of the Partnership for the period April 2023 to January 2024.

In response to questions from members, around the planned budget underspend of 32k this year, it was confirmed that:

- There was a potential for a significant year-end underspend on salaries and postage based on current estimates
- Historically HBBC invoiced the other two authorities for their contributions each year and there were no other forward payments,
- By working in this way there was a small benefit to the two other partners but in the spirit of partnership working HBBC continued to work in this way.

Members noted the report.

82. **Forward Plan**

Members noted the forward plan.

83. **Dates of future meetings**

Members noted the future meeting dates.

(The Meeting closed at 3.40 pm)

CHAIR

Revenue and Benefit Service

Performance Report March 2024

1. PURPOSE OF THE REPORT

1.1. To inform members of the performance of the Partnership for the period April 2023 to March 2024.

2. RECOMMENDATION

2.1. That performance is noted and used to determine the targets for 2024/2025.

2.2. The targets are set as detailed below

Caseload Analysis

Position at:	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	Position at 31/3/22	2021/22 In Year Movement	Position at 31/3/23	2022/23 In Year Movement	2023/24		
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	51,764	532	52,305	541	2.1%
HDC	39,739	650	40,532	793	41,554	1,022	42,590	1,036	43,528	938	44,398	870	4.2%
NWLDC	44,940	733	45,564	624	46,277	713	47,189	912	48,028	839	48,554	526	2.9%
Totals	135,038		136,697		138,683			Current Total:	143,320	4,637	148,386		
NDR Rated Assessments										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	3,337	39	2.30%
Debit (£)									(previous month)	40,741,035	40,661,235		
HDC	3,086	46	3,123	37	3,189	66	3,246	57	3,277	31	3,296	19	1.54%
Debit (£)									(previous month)	62,077,002	62,009,388		
NWLDC	3,440	23	3,519	79	3,563	44	3,554	-9	3,589	35	3,516	-73	-1.07%
Debit (£)									(previous month)	99,361,728	99,241,444		
Totals	9,707		9,821		9,976			Current Total:	10,164	188	10,149		
HB/CTLS Live Caseload										Caseload	Current Caseload	In Year Movement	Caseload %
HBBC	5,579	-204	5,321	-258	5,257	-64	5,257	-260	5,249		5,202	-47	
					Current Caseload Analysis	Joint HB/CTS			1,892	1,836	1,735	-101	33%
						HB only			301	300	309	9	6%
						CTS only			3,019	3,113	3,158	45	61%
HDC	3,243	-145	3,185	-58	3,210	25	3,210	-198	3,076		3,129	53	
					Current Caseload Analysis	Joint HB/CTS			1,322	1,233	1,205	-28	39%
						HB only			196	173	168	-5	5%
						CTS only			1,692	1,670	1,756	86	56%
NWLDC	5,413	-283	5,118	-295	4,964	-154	4,964	-312	4,972		4,934	-38	
					Current Caseload Analysis	Joint HB/CTS			2,100	2,069	1,944	-125	39%
						HB only			206	197	188	-9	4%
						CTS only			2,655	2,706	2,802	96	57%
Totals	14,235		27,248			Current Total:			13,297		13,265		

Leicestershire Partnership - Revenues and Benefits Performance Indicators

North West Leicestershire District 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)	24.3	24.6	19.7	15.7	15.6	14.9	15.8	19.1	17.7	17.5	13.9	14.6	17.8	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	4.9	5.3	5.7	5.5	5.4	6.5	2.2	5	5.4	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	
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	9.9%	18.9%	28.0%	37.0%	46.1%	55.1%	64.2%	73.3%	82.2%	91.3%	94.3%	97.2%	97.2%	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	£6.0m	£5.9m	£5.8m	£5.6m	£5.5m	£5.4m	£5.4m	£5.3m	£5.2m	£5.1m	£4.8m	£4.8m	£4.8m	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	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	9.2%	18.0%	26.8%	37.0%	45.7%	54.9%	62.1%	70.2%	78.5%	89.2%	92.5%	97.2%	97.2%	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	£0.5m	£0.5m	£0.8m	£0.9m	£2.3m	£2.1m	£0.18m	£0.28m	£0.28m	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	
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
HB Overpayments outstanding end of month	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£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%	7%	8%	9%	10%	10%	11%	11%	13%	13%	34%
This years profiled target (based on 22/23)	5%	10%	11%	14%	14%	16%	17%	18%	19%	20%	21%	21%	21%	
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLS Sanctions gained	0	0	1	1	0	0	1	0	0	0	0	0	3	6
This years profiled target (Based on 22/23)	0	0	1	0	1	0	2	0	0	0	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	16.8	14.2	16.9	13.9	12.9	16.2	13.9	13.8	16.2	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	5.2	4.7	5	4.8	3.8	7	2.1	3.7	5.2	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%	46.7%	55.9%	65.1%	74.3%	83.1%	92.2%	94.9%	97.5%	97.5%	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	£5.1m	£5.0m	£4.9m	£4.8m	£4.8m	£4.7m	£4.6m	£4.5m	£4.5m	£4.4m	£4.2m	£4.2m	£4.2m	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%	48.6%	57.0%	66.3%	75.0%	83.3%	92.7%	95.6%	98.5%	98.5%	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	£1.5m	£1.4m	£1.4m	£1.4m	£1.4m	£1.3m	£1.2m	£1.0m	£1.0m	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	£1.1m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0	£1.0m	INFO
<i>Position for 2022/23 £m</i>	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m		
HB Overpayments Recovered	1%	4%	6%	7%	9%	11%	15%	16%	17%	19%	20%	21%	21%	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	1	0	0	2	1	0	0	4	6
This years profiled target (Based on 22/23)	2	0	0	0	1	2	0	1	0	1	0	2	9	

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	16.2	14.5	15.3	15.8	13.4	19.1	16.1	15.2	17.0	15
Position for 2022/23	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	5.7	5.8	5.4	5.1	4.6	6.6	2.1	4.1	5.4	6
Position for 2022/23	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%	47.1%	56.2%	65.5%	74.5%	83.5%	92.5%	95.3%	98.0%	98.0%	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	£3.1m	£3.0m	£2.9m	£2.8m	£2.7m	£2.6m	£2.6m	£2.6m	£2.5m	£2.5m	£2.5m	£2.4m	£2.4m	INFO
Position for 2022/23	£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%	44.1%	53.1%	61.7%	70.8%	80.3%	89.4%	94.9%	98.7%	98.7%	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	£1.9m	£1.3m	£0.75m	£0.5m	£0.5m	£0.4m	£0.6m	£0.4m	£0.4m	INFO
Position for 2022/23	£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	£0.76m	£0.76m	£0.77m	£0.77m	£0.77m	£0.78m	£0.78m	£0.78m	£.078m	INFO
Position for 2022/23 (£m)	£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%	6%	7%	8%	9%	10%	11%	12%	14%	14%	31%
This year profiled 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	0	0	0	1	1	3	0	9	6
This years profiled target (based on 22/23)	0	0	2	1	0	0	0	0	0	1	0	0	4	

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	£4,379	£10,586	£15,264	£19,445	£23,699	£28,334	£32,839	£37,492	£41,625	£45,968	£50,206	£54,356
Upper Threshold	£4,926	£11,910	£17,172	£21,876	£26,662	£31,876	£36,944	£42,179	£46,828	£51,714	£56,481	£61,150
Actual	£547	£2,501	£6,861	£9,492	£9,917	£12,485	£12,682	£13,093	£18,521	£18,944	£19,233	£20,468
Lower Tolerance	£3,831	£8,085	£8,403	£9,954	£13,783	£15,849	£20,157	£24,399	£23,104	£27,024	£30,973	£33,887
Upper Tolerance	£4,379	£9,408	£10,311	£12,384	£16,745	£19,391	£24,261	£29,085	£28,307	£32,770	£37,249	£40,682

HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£2,716	£7,700	£10,579	£13,451	£16,516	£19,412	£22,187	£25,350	£28,207	£31,179	£33,960	£36,764
Upper Threshold	£3,056	£8,663	£11,902	£15,132	£18,581	£21,838	£24,960	£28,518	£31,733	£35,076	£38,205	£41,359
Actual	£25	£119	£716	£769	£917	£1,583	£1,699	£1,698	£1,852	£2,802	£2,802	£4,316
Lower Tolerance	£2,691	£7,581	£9,863	£12,681	£15,599	£17,829	£20,488	£23,652	£26,355	£28,377	£31,158	£32,447
Upper Tolerance	£3,031	£8,544	£11,185	£14,363	£17,664	£20,255	£23,261	£26,820	£29,881	£32,274	£35,403	£37,043

NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£4,400	£8,470	£15,015	£19,049	£23,044	£27,514	£31,537	£35,988	£39,027	£42,849	£46,776	£50,593
Upper threshold	£4,950	£9,528	£16,892	£21,430	£25,925	£30,953	£35,480	£40,487	£43,906	£48,205	£52,623	£56,918
Actual	£9,454	£2,632	£3,123	£3,576	£747	£1,473	£1,781	£1,968	£2,190	£3,217	£3,560	£8,508
Lower Tolerance	-£5,054	£5,838	£11,892	£15,473	£22,297	£26,041	£29,757	£34,021	£36,838	£39,632	£43,217	£42,085

Upper Tolerance	-£4,504	£6,897	£13,769	£17,854	£25,178	£29,480	£33,699	£38,519	£41,716	£44,988	£49,064	£48,409
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Benefits Operational Team

(Housing Benefit, Council Tax Support and Fraud)

Speed of Processing

All 3 LA's are meeting the target for processing changes in circumstances and despite our best efforts we have not been able to claw back the processing time lost during April 2023. To recap Vodafone disconnected the PSN circuit we use to gain real time access to DWP and HMRC data which meant that if we needed to verify a claimant details, we had to contact them direct. The link was not restored until 3 May 2023 which meant we did not have this functionality for over 30 days. In addition to this, we continue to have difficulties recruiting experienced staff for vacant roles.

LA Error and Subsidy

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

Universal Credit Managed Migration

A separate briefing has been prepared setting out the DWP's plans but 'Shelter' have already raised concerns that because of the significant differences between housing benefit and universal credit, there will be claimants who struggle to make a new claim on time. They have asked the DWP to pause the rollout to people who only claim housing benefit and make sure there are adequate safeguards in place to identify and support people who may find the move to UC difficult.

Housing Support Fund & Debt Relief Orders

To help the most vulnerable households with the cost of essentials such as food and utilities, the government is providing an additional £500 million to enable the extension of the Household Support Fund in England from April to September 2024. The fund was supposed to end on 31 March 2024 but pressure from Councils has seen this extension.

To support households struggling with problem debts, the government is making it easier to access a debt relief order (DRO). DROs are a personal insolvency debt solution for individuals who cannot pay their debts. At Spring Budget, the government is removing the £90 administration fee from 6 April 2024. The government is also raising the maximum debt value threshold from £30,000 to £50,000 and increasing the maximum value of motor vehicle that an individual can retain from £2,000 to £4,000, from 28 June 2024.

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

Council Tax collection

All three LAs are only 0.1% behind the profiled target at year end, in monetary terms this amounts to approximately £70k. NWLDC maintains the same level of collection as last year.

At the IRRV virtual conference it was highlighted that Council Tax collection remains very difficult nationwide.

Business Rate collection

All three LA's have not met the profiled target. In monetary terms HDC required a further £300k; HBBC £130k and NWLDC £1.8m to hit target.

As previously highlighted, both HDC and HBBC have seen significant increases in their respective debits throughout the financial year. HDC had £1.2m and HBBC £509k in new assessments in the final 6 months of the year, reducing the time available for repayment and collection. At NWLDC one assessment valued at £2.15m remained uncollected due to delays from the Government in issuing Freeport relief guidance. This equates to 2.16% of their net collectible debit. Without this assessment the target would have been exceeded.

We have faced a number of challenges this year in relation to collection which includes the cost-of-living crisis affecting both businesses and households and to a lesser extent changes in finance systems at NWLDC & HDC which has created difficulties in cash allocation in some cases.

Business Rates recovery

Prior years' recovery continues in Business Rates. Comparison against the position last year is unreliable due to the nature of the business rates system, where changes to the rating list can be backdated for several years, impacting on the arrears levels.

Select Committee report on council tax collection.

The Government has responded to the Levelling Up, Housing and Communities Select Committee report on collection setting out their views and amongst other areas have confirmed that:

- There are no plans to remove imprisonment as a sanction for non-payment. "The payment of council tax is critical to the delivery of local services to the local community and the ultimate risk of imprisonment for willful non-payment

is a tool that can assist councils in getting residents to engage and to assist councils in council tax collection.”

- The government has no plans to conduct a revaluation of council tax bands. “A revaluation would be expensive to undertake, and it would particularly risk penalising those on a lower income, including pensioners, who have seen their homes appreciate in value, and might face a substantial increase in tax without having the income to pay it. It may also increase council tax for households where home improvements have been made since they moved in”.

Key Performance Indicators 2024/2025

It is normal process to wait for outturn before setting targets. The above information will assist in target setting, the targets are recommended as below.

	Ave Outturn 2022/23	Ave Outturn 2023/24	Target 2022/3 & 2023/4	Suggested 2024/25
New Claims	17	17	15	15 days (this is an ambitious target, though needs to be ambitious to make payments to our residents in a timely manner during the cost-of-living crisis)
Change of Circumstances	5.3	5.3	6	6 days (remain the same)
NDR	NWLDC 23/4 Target 99.0% Outturn 97.2%	HBBC 23/24 Target 98.8% Outturn 98.5%	HDC 23/4 Target 99.2 % Outturn 98.7%	All three LAs remain the same, (noting a % may not be the best measure)
Council Tax	23/4 Target 97.3 Outturn 97.2 %	23/4 Target 97.6% Outturn 97.5%	23/4 Target 98.1% Outturn 98.0%	Reduction of 0.1% to all three authorities; in recognition of ongoing cost of living pressures/collection pressures felt nationwide.

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Revenue and Benefit Service

Performance Report September 2024

1. PURPOSE OF THE REPORT

1.1. To inform the Joint Committee of the performance of the Partnership for September 2024.

1.2. That performance is noted.

Caseload Data										
Position at:				31/03/2024		2024/25				
Banded Council Tax Dwellings						Current Position	Movement	Percentage Movement		
HBBC				52,305		52,628	323	0.6%		
HDC				44,398		44,642	244	0.5%		
NWLDC				48,554		48,854	300	0.6%		
Totals		Current Total:		145,257		146,124				
NDR Rated Assessments				Position		Current Position	Movement	Percentage Movement		
HBBC				3,337		3,358	21	0.63%		
Debit (£)				(previous month)		£46,156,000	£46,056,914	-£99,086		
HDC						3,296		3,326	30	0.91%
Debit (£)				(previous month)		£65,796,823	£65,950,255	£153,432		
NWLDC						3,516		3,535	19	0.54%
Debit (£)				(previous month)		£111,736,872	£112,454,871	£717,999		
Totals					Current Total:		10,149		10,219	
HB/CTLS Live Caseload				Caseload		Current Caseload	Movement	Caseload %		
HBBC				5,202		5,193	-9			
	Joint HB/CTS			1,735		1,596	-139	31%		
	HB only			309		278	-31	5%		
	CTS only			3,158		3,319	161	64%		
HDC				3,129		3,101	-28			
	Joint HB/CTS			1,205		1,107	-98	36%		
	HB only			168		162	-6	5%		
	CTS only			1,756		1,832	76	59%		
NWLDC				4,934		4,834	-100			
	Joint HB/CTS			1,944		1,760	-184	36%		
	HB only			188		159	-29	4%		
	CTS only			2,802		2,915	113	60%		
Totals	Current Total:			13,265		13,128				

Leicestershire Partnership - Revenues and Benefits Performance Indicators

North West Leicestershire District Council													2024/25	Year End 2023/24 target
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In month: New Claims (Days)	18.4	16.6	14.2	14.6	13.9	14.9							15.4	15
Position for 2023/24	24.3	24.6	19.7	15.7	15.6	14.9	15.8	19.1	17.7	17.5	13.9	14.6	17.8	
In month: Change Events (Days)	5.6	4.9	5.9	4.9	5.9	5.7							5.5	6
Position for 2023/24	6.9	8	5	4.6	4.9	5.3	5.7	5.5	5.4	6.5	2.2	5	5.4	
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.0%	19.1%	28.1%	37.3%	46.3%	55.4%							55.4%	97.3%
Position for 2023/24	9.9%	18.9%	28.0%	37.0%	46.1%	55.1%	64.2%	73.3%	82.2%	91.3%	94.3%	97.2%	97.2%	
Arrears Reduction (£m) end of month	£6.7m	£6.6m	£6.4m	£6.3m	£6.1m	£5.9m							£5.9m	INFO
Position for 2023/24	£6.0m	£5.9m	£5.8m	£5.6m	£5.5m	£5.4m	£5.4m	£5.3m	£5.2m	£5.1m	£4.8m	£4.8m	£4.8m	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	8.9%	18.6%	26.9%	36.7%	45.5%	53.6%							53.6%	99.0%
Position for 2023/24	9.2%	18.0%	26.8%	37.0%	45.7%	54.9%	62.1%	70.2%	78.5%	89.2%	92.5%	97.2%	97.2%	
Arrears Reduction (£m) end of month	£3.3m	£1.6m	£2.7m	£2.3m	£3.0m	£3.1m							£3.1m	INFO
Position for 2023/24	£1.6m	£1.5m	£2.1m	£1.5m	£0.5m	£0.5m	£0.8m	£0.9m	£2.3m	£2.1m	£0.18m	£0.28m	£0.28m	
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
HB Overpayments outstanding end of month	£1.4m	£1.4m	£1.3m	£1.3m	£1.3m	£1.3m							£1.3m	INFO
Position for 2023/24	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	£1.3m	
HB Overpayments Recovered	1.6%	2.3%	6.9%	9.8%	11.3%	12.9%							12.9%	34%
Position for 2023/24	1%	3%	4%	5%	7%	8%	9%	10%	10%	11%	11%	13%	13%	
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLS Sanctions gained	0	0	0	2	1	0							3	6
Position for 2023/24	0	0	1	1	0	0	1	0	0	0	0	0	3	

Hinckley & Bosworth Borough Council													Cumulative 2024/25	Year-End 2024/25 Target
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In month: New Claims (Days)	17.9	18.4	15.2	15.3	14.6	13.0							15.7	
<i>Position for 2023/24</i>	21.7	21.8	16.7	15.6	16.8	14.2	16.9	13.9	12.9	16.2	13.9	13.8	16.2	15
In month: Change Events (Days)	6.1	4.5	5.9	5.8	5	5.7							5.5	
<i>Position for 2023/24</i>	8.2	8.1	5	4.5	5.2	4.7	5	4.8	3.8	7	2.1	3.7	5.2	6
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.5%	19.6%	28.6%	37.8%	46.8%	56.1%							56.1%	
<i>Position for 2023/24</i>	10.4%	19.5%	28.6%	37.6%	46.7%	55.9%	65.1%	74.3%	83.1%	92.2%	94.9%	97.5%	97.5%	97.6%
In Year Arrears Reduction (£) end of month	£5.9m	£5.8m	£5.7m	£5.5m	£5.4m	£5.3m							£5.3m	INFO
<i>Position for 2023/24</i>	£5.1m	£5.0m	£4.9m	£4.8m	£4.8m	£4.7m	£4.6m	£4.5m	£4.5m	£4.4m	£4.2m	£4.2m	£4.2m	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.5%	20.0%	28.8%	39.1%	47.9%	56.6%							56.6%	
<i>Position for 2023/24</i>	10.5%	20.2%	29.1%	39.4%	48.6%	57.0%	66.3%	75.0%	83.3%	92.7%	95.6%	98.5%	98.5%	98.8%
Arrears Reduction (£m) end of month	£1.5m	£1.3m	£1.4m	£1.4m	£1.2m	£1.1m							£1.1m	INFO
<i>Position for 2023/24</i>	£1.2m	£1.2m	£1.2m	£1.2m	£1.5m	£1.4m	£1.4m	£1.4m	£1.4m	£1.3m	£1.2m	£1.0m	£1.0m	
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	£1.0m	£1.1m	£1.1m							£1.1m	INFO
<i>Position for 2023/24</i>	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0m	£1.0	£1.0m	
HB Overpayments Recovered	1.5%	3.0%	4.5%	9%	10%	11%							11.0%	
<i>Position for 2023/24</i>	1%	4%	6%	7%	9%	11%	15%	16%	17%	19%	20%	21%	21%	36
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLS Sanctions gained	0	0	1	0	3	0							4	
<i>Position for 2023/24</i>	0	0	0	0	0	1	0	0	2	1	0	0	4	6

Harborough District Council													Cumulative 2024/25	Year - End 2024/25 target
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In month: New Claims (Days)	19.2	16.5	20.4	17	15.5	14.4							17.2	
<i>Position for 2023/24</i>	22.1	21.8	18.5	16.5	16.2	14.5	15.3	15.8	13.4	19.1	16.1	15.2	17.0	15
In month: Change Events (Days)	5.1	5.4	6.7	5.2	6.3	5.5							5.7	
<i>Position for 2023/24</i>	7.2	8.6	5.2	3.9	5.7	5.8	5.4	5.1	4.6	6.6	2.1	4.1	5.4	6
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.5%	19.7%	29.0%	38.1%	47.1%	56.5%							56.5%	
<i>Position for 2023/24</i>	10.6%	19.7%	28.9%	38.0%	47.1%	56.2%	65.5%	74.5%	83.5%	92.5%	95.3%	98.0%	98.0%	98.1%
Arrears Reduction (£m) end of month	£3.8m	£3.7m	£3.6m	£3.5m	£3.4m	£3.3m							£3.3m	INFO
<i>Position for 2023/24</i>	£3.1m	£3.0m	£2.9m	£2.8m	£2.7m	£2.6m	£2.6m	£2.6m	£2.5m	£2.5m	£2.5m	£2.4m	£2.4m	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	8.9%	18.4%	27.6%	36.9%	46.2%	55.7%							55.7%	
This years profiled target (based on 22/23)	7.9%	15.9%	25.6%	35.4%	44.1%	53.1%	61.7%	70.8%	80.3%	89.4%	94.9%	98.7%	98.7%	99.2%
Arrears Reduction (£m) end of month	£0.4m	£0.2m	£1.0m	£0.2m	£0.1m	£0.03m							£0.03m	INFO
<i>Position for 2023/24</i>	£2.1m	£1.7m	£1.5m	£1.7m	£1.9m	£1.3m	£0.75m	£0.5m	£0.5m	£0.4m	£0.6m	£0.4m	£0.4m	
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
HB Overpayments outstanding	£0.78m	£0.77m	£0.77m	£0.77m	£0.77m	£0.77m							£0.77m	INFO
<i>Position for 2023/24</i>	£0.75m	£0.77m	£0.75m	£0.75m	£0.76m	£0.76m	£0.77m	£0.77m	£0.77m	£0.78m	£0.78m	£0.78m	£0.78m	
HB Overpayments Recovered end of month	1.2%	3.6%	5.3%	6.5%	7.4%	8.7%							8.7%	
<i>Position for 2023/24</i>	2%	3%	5%	5%	6%	7%	8%	9%	10%	11%	12%	14%	14%	34%
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLs Sanctions gained	2	0	2	1	0	0							5	
<i>Position for 2023/24</i>	0	0	2	0	2	0	0	0	1	1	3	0	9	6

Local Authority Error (HB Subsidy)

Cumulative position:

HBBC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£6,786	£11,664	£16,104	£20,588	£25,108	£29,276						
Upper Threshold	£7,634	£13,122	£18,117	£23,162	£28,246	£32,936						
Actual	£3,456	£7,752	£9,169	£11,365	£12,022	£12,455						
Lower Tolerance	£3,330	£3,911	£6,934	£9,224	£13,086	£16,821	£0	£0	£0	£0	£0	£0
Upper Tolerance	£4,179	£5,369	£8,947	£11,797	£16,224	£20,481	£0	£0	£0	£0	£0	£0

HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£5,119	£8,016	£10,945	£14,126	£16,925	£19,729						
Upper Threshold	£5,759	£9,018	£12,313	£15,892	£19,041	£22,195						
Actual	£852	£1,717	£2,572	£2,439	£6,681	£6,685						
Lower Tolerance	£4,267	£6,298	£8,373	£11,688	£10,245	£13,044	£0	£0	£0	£0	£0	£0
Upper Tolerance	£4,907	£7,300	£9,741	£13,454	£12,360	£15,510	£0	£0	£0	£0	£0	£0

[illegible]

Lower Threshold	£4,468	£10,983	£15,218	£19,284	£23,614	£27,366						
Upper threshold	£5,027	£12,356	£17,120	£21,694	£26,566	£30,787						
Actual	£1,574	£11,176	£13,029	£14,198	£15,899	£16,054						
Lower Tolerance	£2,894	-£193	£2,189	£5,086	£7,715	£11,312	£0	£0	£0	£0	£0	£0
Upper Tolerance	£3,453	£1,180	£4,091	£7,496	£10,667	£14,732	£0	£0	£0	£0	£0	£0

Housing Benefit overpayment analysis

HBBC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals
Debt raised	£53,037	£15,616	£23,507	£35,126	£69,441	£27,386							£224,112
Partnership collection Rate	2%	3%	4%	9%	10%	11%							
Partnership anticipated collection rate	5%	9%	15%	19%	23%	25%	27%	28%	30%	32%	34%	36%	

HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals
Debt raised	£11,250	£15,734	£12,072	£8,293	£17,112	£13,102							£77,563
Partnership collection Rate	1%	4%	5%	7%	7%	9%							
Partnership anticipated collection rate	3%	7%	11%	15%	17%	18%	21%	23%	25%	26%	29%	31%	

NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals
Debt raised	£28,862	£48,987	£34,086	£31,964	£45,098	£47,356							£236,353
Partnership collection Rate	2%	3%	7%	10%	11%	13%							
Partnership anticipated collection rate	4%	4%	11%	16%	19%	20%	23%	24%	26%	29%	31%	34%	

Benefits Operational Team (Housing Benefit, Council Tax Support and Fraud)
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Speed of Processing

All 3 LA's are meeting the processing time target for change of circumstances and both North West Leicestershire and Hinckley are at 15 days processing time for new claims.

LA Error and Subsidy

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

Fraud Error and Debt Bill

The government will bring forward a new Fraud, Error and Debt Bill in this parliamentary session to crack down on fraud in the social security system.

This legislation will give DWP powers to:

- Better investigate suspected fraud and new powers of search and seizure so DWP can take greater control investigations into criminal gangs defrauding the taxpayer.
- Allow DWP to recover debts from individuals who can pay money back but have avoided doing so, bringing greater fairness to debt recoveries.
- Require banks and financial institutions to share data that may show indications of potential benefit overpayments

Revenues Operational Team (Council Tax, Non-Domestic Rates and Housing Benefit Overpayments)
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Council Tax collection

All three LA's are either meeting or exceeding collection performance for the same period last year.

Business Rate collection

It is only HDC who are exceeding last year's performance for the same period last year and HBBC & NWLDC are behind by 0.4% and 1.3% respectively, however NWLDC has seen its debit grow by £717k over the last month.

Housing Benefit (HB) Overpayments

The latest national HB overpayment stats have been issued. The key issues include:

- LAs identified £445 million overpaid HB – £14 million more than during FYE 2023
- LAs recovered £439 million overpaid HB – £32 million more than during FYE 2023
- LAs wrote off £68 million overpaid HB – £4 million less than during FYE 2023
- at the start of Q4 of FYE 2024, there was £1.6 billion outstanding overpaid HB – £74 million less than at the start of Q4 of FYE 2023

Visits Team

We have provided a snapshot of the number of long-term empty properties that have been identified as being occupied and the number of second homes no longer meeting that definition. This is timely as it has an impact on the tax base calculation but validates the effectiveness of the team.

AMOUNT OF PROPERTIES TAKEN OFF THE LONG TERM EMPTY REPORT FOR EACH BAND										
COUNCIL	BAND									
	A	B	C	D	E	F	G	H	Total removed off list	Percentage removed off list
NWLDC	31	24	16	14	5	2	3	0	95	34.29%
HBBC	23	30	18	16	6	5	1	0	99	30.27%
HDC	13	17	14	13	12	6	4	0	79	25.48%
Totals	67	71	48	43	23	13	8	0	273	30.01%

AMOUNT OF PROPERTIES TAKEN OFF THE SECOND HOME REPORT FOR EACH BAND										
COUNCIL	BAND									
	A	B	C	D	E	F	G	H	Total removed off list	Percentage removed off list
NWLDC	14	11	8	9	2	3	2	0	49	28.00%
HBBC	6	14	10	13	1	1	3	0	49	29.16%
HDC	6	21	11	6	5	5	2	0	56	27.18%
Totals	26	46	29	28	8	9	7	0	154	28.11%

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Leicestershire Partnership Revenues & Benefits

Provisional Financial Performance to March 2024

Joint Committee

1. PURPOSE OF THE REPORT

- 1.1 To inform the Joint Committee of the provisional year end position on financial performance of the Partnership for the period April 2023 to March 2024.

2. RECOMMENDATION

- 2.1 That the financial performance of the Partnership is noted.
- 2.2 That members of the Joint Committee approve the savings in year are added to the ICT earmarked reserves while work is done to finalise ICT costs and pressures.

3. INFORMATION

Budget Position

- 3.1. The provisional financial position of the Partnership has been outlined in **Appendix 1** to this report. The key headlines are detailed below for information.
- 3.2. As at 31 March 2024, the Partnership had a provisional overall net underspend of £199,199 with expenditure being underspend by £205,883 and an income variance of £0. Note that income is profiled evenly throughout the year, while expenditure is profiled as and when expected.

Table 1 31 March 2024	Income	Expenditure	Net Expenditure Over / (Under) Spend
Budget to Date	(£4,123,690)	£4,123,690	£0
Actual to Date	(£4,117,006)	£3,917,807	(£199,199)
Variance	(£6,684)	£205,883	£199,199

- 3.3 The key variances to the end of March 2024 to bring to the attention of the Management Board are:
- Salaries are underspend by £183,000 due to vacant posts and Printing and Stationery by £10,000.

Reserves

- 3.4 Table 2 gives a breakdown of reserves, which at the end of 2024 total £554,568. The joint committee has agreed to keep £50,000 as a general balance, with the rest moved to earmarked reserves or used to reduce contributions as decided by the Joint Committee.

Table 2: Reserves at 31/03/2024	Earmarked	General
Review on Automation	£61,000	
Agency Cost Back Fill	£40,000	
Transfer to FERIS Reserve	£44,626	
ICT Reserve - ICT Kit & Server	£60,727	
Single employer project management costs	£99,016	
Balance B/F		£50,000
Underspend in year 2023/24 (Provisional)		£199,199
Total	£305,369	£249,199

3.5 There is increasing pressure to upgrade our IT systems and changes required. The above earmarked reserves have £161,727 of resources that can be used to assist with these pressures, as listed below.

- Review on Automation £61,000
- Agency Cost Back Fill £40,000
- ICT Reserve - ICT Kit & Server £60,727

3.6 However, there are potentially £383,350 of one off pressures and growing annual pressures for subscription fees associated with IT improvements needed. These cover the areas of Automation, software and Kit needs, plus Anti-fraud improvements. The table below covers the potential costs.

Table 3: Automation using Govtech	One – off set up cost	Year 1	Year 2	Year 3 Annually thereafter	P2P VPN Annually
HBBC	£8,600	£21,775	£26,000	£32,500	£500
NWLDC	£8,600	£21,775	£26,000	£32,500	£500
HDC	£8,600	£21,775	£26,000	£32,500	£500
Closing Balance 2023/24	£25,800	£65,325	£78,000	£97,500	£1,500

3.7 Customers adopting a Govtech digital process automation service for the first time and entering into an Initial Term commitment of not less than 3 years benefit from a reduction applied to annual fees in the first 2 years of the Initial Term. Reductions of 33% have been applied to first year annual service fees and 20% to the second-year annual service fees above. Further exploration of market needed , feasibility required together with Capita's offer and our use of their automation elements.

Table 3a Kit and software needs	Year 1	Year 2	Year 1 Annually	Year 2 Annually
Laptop and peripheral kit replacements December 2025	£94,000	£0	£0	£0
Migration to Server Desktop on the DHCi environment. This may cost more	£0	£80,000	£0	£0
Costs for Packaged applications	£0	£0		£20,000
XL Print Upgrade (Migration and Annual Hosting)	£14,250			£14,200
MoU needs (Encryption. Scrambler Tool and GDPR needs)	£45,000			
Enterprise upgrade	£14,300			
Strategic Improvement works (LRBP share)	£85,000			
Hub (SBRR identifier)	£5,000		£9,000	£9,000
Nexus	£8,000		£18,000	£18,000
Vist Module (possibly - need full investigation)	£12,000		£30,000	£30,000
Total	£277,550	£80,000	£57,000	£91,200

3.8 The Table below summarises the initial costs that could be funded from reserves and in year savings, and the annual ongoing costs that would fall on contributions. As there have been salary

savings, and posts have been removed from the establishment, the annual costs can be covered from the savings in salary costs running at £183,000.

Table 3b, Total use and pressures	Year 1	Year 2	Total From Reserves	Year 1 From Contributions	Year 2 From Contributions	Year 3 From Contributions	Annually from Contributions
Automation	£25,800	£0	£25,800	£66,825	£79,500	£99,000	£99,000
Kit and Software Needs	£277,550	£80,000	£357,550	£57,000	£91,200	£91,200	£91,200
Closing Balance 2023/24	£303,350	£80,000	£383,350	£123,825	£170,700	£190,200	£190,200

The initial costs will be funded from reserves and savings as follows:

Table 4, use of reserves to cover set up costs	
Opening ICT Earmarked reserves	£161,727
IN year savings transferred to Earmarked reserves.	£199,199
use of FERRIS ring fenced reserve	£25,000
Reserve available total	£385,926
Less set up costs	-£383,350
Left in reserve	£2,576

Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 31st March 2024

Expenditure / Income Type	2023/24 Latest Budget to Date	Actual to Date	Variance after Timing Differences		2023/24 Total Estimate (Original)		2023/24 Total Estimate (Revised)
	£	£	£		£		£
Employees	3,092,460	2,607,561	184,884		3,092,460		3,092,460
Premises Related Expenditure	42,310	42,312	-2		42,310		42,310
Transport Related Expenditure	15,000	8,599	5,087		15,000		15,000
Supplies & Services	942,720	925,166	16,365		942,720		942,720
Central & Administrative Exp	31,200	31,650	-450		31,200		31,200
Revenue Income	-4,123,690	-3,156,355	-6,684		-4,123,690		-4,123,690
Use of Reserves to Cover Automation Costs			0		0		0
Sum:	0	458,934	199,199		0		0

<u>Explanations</u>	Variance at 31/03/24(Over) / Under Spend £	Explanation £5k+
Salaries	183,000	This variance is due to a number of vacant posts during the year and after pay award which was higher than the original 5% budgeted for. The pay award was around £20k higher than budgeted for.
Other Minor Employee Related Costs	2,000	Variance > £5k
Car Allowances	5,000	Variance > £5k
Flexible working	5,000	Variance > £5k
Computer Software & Maintenance	-8,000	Additional cost incurred for upgrade of Enterprise
Computer Consumables	4,000	Variance > £5k
Printing & Stationery	10,000	Printing costs lower than anticipated
Postages	-7,000	Postage Costs higher than anticipated
Liability Expenses	7,000	Court Costs lower than anticipated
Subscriptions	4,000	Variance > £5k
Minor Variances	1,000	Variance > £5k
Contributions	-7,000	Reduced contributions as a result of reduced court costs
	199,000	



Leicestershire Partnership Revenues & Benefits

Financial Performance to September 2024

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 2024 to September 2024.

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 are detailed below for information.
- 3.2. As at 30 September 2024, the Partnership had an overall net underspend on expenditure of £152,426 as a variance to date, with an overall net underspend of £45,547. Note that income is profiled evenly throughout the year, while expenditure is profiled as and when expected. Therefore, at the year end, there is likely to be an overall underspend due to the vacancy position noted below.

	Budget to Date	Actual to Date	Variance to Date
INCOME	(£2,219,455)	(£2,112,486)	£106,969
EXPENDITURE	£2,264,163	£2,111,737	(£152,426)
Net Expenditure Over / (Under) Spend	£44,708	(£749)	(£45,457)

- 3.3 The key variances to the end of September 2024 to bring to the attention of the Joint Committee are:
- Salaries are underspent by £69,000 due to vacant posts and £56,000 due to the delay in pay award. The underspend on the pay award should be dealt with once we know of the final settlement figure. The budgeted pay award was based on 4%.
- 3.4 If the current underspend on pay continues, the expected year end underspend is forecast to be £100,000. This would increase the overall level of reserves held as at the 1 April 2024 of £554,568 to £654,568 by the partnership.

Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 30th September 2024

Expenditure / Income Type	2024/25 Latest Budget to Date	Actual to Date	Timing Differences	Variance after Timing Differences		2024/25 Total Estimate (Original)		2024/25 Total Estimate (Revised)
	£	£	£	£		£		£
Employees	1,618,090	1,193,907	297,040	127,143		3,236,620		3,236,620
Premises Related Expenditure	21,804	21,790		14		43,580		43,580
Transport Related Expenditure	7,500	2,850	1,961	2,690		15,000		15,000
Supplies & Services	601,169	578,325	265	22,579		973,030		973,030
Central & Administrative Exp	15,600	15,600		0		31,200		31,200
Revenue Income	-2,219,455	-1,192,461	-920,026	-106,969		-4,299,430		-4,299,430
Sum:	44,708	620,011	-620,760	45,457		0		0

Timing Differences

	HDC	NWLDC	HBBC	Total
Salaries - Quarter 2 - 2024/25	87,190	209,850		297,040
Mileage & Disturbance Costs - Quarter 2 - 2024/25	60	1,901		1,961
Supplies & Services - Quarter 2 - 2024/25	356	-91		265
Contributions - Quarter 2 - 2024/25	-265,606	-311,144	-343,276	-920,026
	-178,000	-99,485	-343,276	-620,760

<u>Explanations</u>	Variance at 30/09/24(Over) / Under Spend £		Explanation £5k+
Salaries	69,000	100,000	This is due to a number of vacant posts
Salaries - Pay Award	56,000		This element of the underspend is due to there being no settlement of the annual pay award, 4% was budgeted
Other Minor Employee Related Costs	2,000		Variance < £5k
Car Allowances	3,000		Variance < £5k
Printing & Stationery	4,000		Variance < £5k
Postages	7,000		Posts lower than anticipated
Liability Expenses	6,000		Court Costs lower than anticipated
Minor Variances	5,000		Variance < £5k
Contributions	-107,000		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.
	45,000	100,000	



Revenue and Benefit Service

Schedule of Meetings 2024/25

1. PURPOSE OF THE REPORT

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

2. RECOMMENDATION

2.1 To consider the proposed schedule of meetings for 2024/25 attached at Appendix 1 of the report and agree the proposed schedule.

3. MAIN FEATURES OF THE SCHEDULES

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

3.2 The proposed schedule of quarterly meetings for 2024/25 is attached at appendix 1 to the report.

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

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

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

3.6 Currently all meetings are held on Thursdays at 3.30pm and are held in rotation around each of the Partnership authorities.

4. NEXT STEPS

4.1 Members are asked to consider the dates detailed in the appendices and notify the Democratic Services officer of any issues.

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

2024/25

Annual Meeting	Thursday 21 November 2024	3.30pm HBBC Hinckley
	Thursday 16 January 2025	3.30pm NWL, Coalville
	Thursday 27 March 2025	3.30pm Harborough DC

2025/26

Annual Meeting	Thursday 12 June 2025	3.30pm HBBC Hinckley
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FORWARD PLAN FOR JOINT COMMITTEE 2024-25

Decision	Date of Decision (approx.)	Contacts
Financial Performance Report	November 2024	Ashley Wilson – Section 151 Officer
Performance Report	November 2024	Sally O’Hanlon – Head of Partnership
Budget Setting Report	January 2025	Ashley Wilson – Section 151 Officer
Financial Performance Report	January 2025	Ashley Wilson – Section 151 Officer
Service Plan 2023/24	January 2025	Sally O’Hanlon – Head of Partnership
Performance Report	January 2025	Sally O’Hanlon – Head of Partnership
Financial Performance Report	March 2025	Ashley Wilson – Section 151 Officer
Performance Report	March 2025	Sally O’Hanlon – Head of Partnership
Year End Performance Report	Annual meeting June 2025	Sally O’Hanlon – Head of Partnership
Year End Financial Report	June 2025	Ashley Wilson – Section 151 Officer
Schedule of meetings	June 2025	Democratic Services
Audit Review Plan	September 2025	Ashley Wilson – Section 151 Officer
Financial Performance Report	September 2025	Ashley Wilson – Section 151 Officer
Performance Report	September 2025	Sally O’Hanlon – Head of Partnership

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