

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

**16 JANUARY 2025 AT 3.30 PM**

PRESENT: Cllr KWP Lynch - Chair

Cllr MB Cartwright, Woodiwiss, Cllr Woodman and Cllr Wyatt

Also in attendance:

Officers in attendance: Julie Kenny, Clive Mason, Sally O'Hanlon, Paul Stone, Rebecca Valentine-Wilkinson and Ashley Wilson

**1. Appointment of chair**

It was proposed by Councillor Wyatt, seconded by Councillor Cartwright and

RESOLVED – that Councillor Lynch be appointed chair for the next municipal year.

**2. Appointment of vice-chair**

It was proposed by Councillor Woodiwiss, seconded by Councillor Lynch and

RESOLVED – that Councillor Graves be appointed as vice-chair for the municipal year.

**3. Apologies for absence**

Apologies for absence were submitted from Councillors Beadle, Graves and Bray, with the following substitutions authorised:

Councillor Cartwright for Councillor Bray  
Councillor Woodiwiss for Councillor Graves.

**4. Declarations of interest**

There were no interests declared at this meeting.

**5. Minutes of previous meeting**

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

RESOLVED – the minutes of the meeting held on 21 March 2024 be confirmed as a correct record.

**6. Performance report to March 2024**

Members were informed of the performance of the Partnership for the period April 2023 to March 2024. This item was discussed and voted on as part of item 8 under the performance report to November 2024.

**7. Performance report to September 2024**

Members were informed of the performance of the Partnership for September 2024. This item was discussed and voted on as part of item 8 as part of the performance report to November 2024.

**8. Performance report to November 2024**

Members were informed of the performance of the Partnership from April 2023 up to November 2024.

In response to a question from members around what monitoring controls were in place, officers confirmed that the Partnership Management Board discussed performance management monitoring in great detail and received very detailed financial analysis on a quarterly basis.

In response to additional questions from members, officers confirmed that:

- In relation to business rates forecast the Section 151 officer ultimately forecasted the rates from financial information provided by the team taking into account valuation information and exemptions and it was not unusual that there was a variance at year end due to the transient nature of business rates;
- Housing Benefit overpayments were notoriously difficult to collect and the legal remedies were limited, and customers would be already receiving benefits in the first instance so the levels would be lower.

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

RESOLVED –

- (i) Performance for the period April 2023 to March 2024 is noted and used to determine targets for 2024/25
- (ii) Performance for the period up to September 2024 is noted
- (iii) Performance for the period up to November 2024 is noted.

**9. Financial performance to March 2024**

Members were informed of the provisional year-end position on financial performance of the Partnership for the period April 2023 to March 2024. This item was discussed and voted on as part of item 11 under the financial report to November 2024.

**10. Financial performance to September 2024**

Members were informed of the financial performance of the Partnership for the period April 2024 to September 2024. This item was discussed and voted on as part of item 11 under the financial report to November 2024.

11. **Financial report to November 2024**

Members received reports on the financial performance of the Partnership for the periods: April 2023 to March 2024; April 2024 to September 2024; and April 2024 to November 2024.

It was moved by Councillor Cartwright, seconded by Councillor Woodman and

RESOLVED –

- (i) That the financial performance is noted
- (ii) That the savings in year-end are approved to be added to the ICT earmarked reserves

12. **2025/26 Proposed Budget**

Members received a report on the draft budget for 2025/26.

It was proposed by Councillor Wyatt, seconded by Councillor Cartwright and

PROPOSED – the budget proposals for the Partnership 2025/26 be approved.

13. **Service Plan 2025/26**

Members were presented with the service plan for 2025/26.

It was proposed by Councillor Cartwright, seconded by Councillor Wyatt and

RESOLVED – the plan be approved.

14. **Schedule of future meetings**

Members agreed the schedule of meetings for the forthcoming year.

15. **Forward Plan**

Members noted the forward plan.

(The Meeting closed at 4.09 pm)

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CHAIR