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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, 18 SEPTEMBER 2025

Location Council

Council Chamber - North West Leicestershire District

Officer to contact

Rebecca Valentine-Wilkinson

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Councillor P Beadle
Councillor S Bray
Councillor J Knight

Councillor K Lynch
Councillor A Woodman
Councillor M Wyatt

Recording of meetings

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Thank you

**LEICESTERSHIRE PARTNERSHIP REVENUES & BENEFITS JOINT COMMITTEE -
18 SEPTEMBER 2025**

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 disclosble 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)

To inform members of the performance of the Partnership for the period June 2025

5. FINANCIAL PERFORMANCE (Pages 15 - 20)

To update members on the financial performance of the Partnership to August 2025

6. FORWARD PLAN (Pages 21 - 22)

To note the joint committee's forward plan.

7. DATES OF FUTURE MEETINGS

20th November - Harborough District Council offices – 3.30pm

22nd January (2026) – Hinckley & Bosworth Borough Council offices – 3.30 pm

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

12 JUNE 2025 AT 3.30 PM

PRESENT: Cllr Beadle, Cllr MC Bools (for Cllr KWP Lynch), Cllr Woodman
and Cllr Wyatt

Officers in attendance: Anna Crouch, Julie Kenny, Sally O'Hanlon, Rebecca Owen and Ashley Wilson

1. **Appointment of chair**

In the absence of the chair and vice-chair, it was moved by Councillor Wyatt, seconded by Councillor Beadle and

RESOLVED – Councillor Bools be appointed chair for the first part of the meeting only.

2. **Appointment of Chair for the 2025/26 year**

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

RESOLVED – Councillor Beadle be appointed chair for the 2025/26 municipal year.

3. **Appointment of Vice-Chair**

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

RESOLVED – Councillor Woodman be appointed vice-chair for the 2025/26 municipal year.

4. **Apologies for absence**

Apologies for absence were submitted on behalf of Councillors Bray, Knowles and Lynch with the substitution of Councillor Bools for Councillor Lynch in accordance with paragraph 4.3 of the joint committee's constitution.

5. **Declarations of interest**

No interests were declared.

6. **Minutes of previous meeting**

On the motion of Councillor Woodman, seconded by Councillor Bools, it was

RESOLVED – the minutes of the meeting held on 27 March were confirmed as a correct record.

7. **Performance Outturn March 2025**

Members were updated on the performance of the partnership for 2024/25. Concern was expressed in relation to the low collection rates for benefit debt and it was noted that it was difficult to recover this debt due to the nature of it and the vulnerability of the debtors, but improvements had been implemented.

The report was noted.

8. **Financial Outturn April 2024 to March 2025**

The draft financial outturn for 2024/25 was presented to the committee. A member queried the making of investments with local government reorganisation on the horizon. In response, it was explained that in authorities that had already been through reorganisation, functions had taken several years to harmonise so the value of the investments would be realised.

The report was noted.

9. **Internal Audit scope**

It was proposed that the internal audit scope should focus on council tax support and business rates key controls. This was supported by members.

The report was noted.

10. **Business rates consultation**

Members were updated on the awaited business rates reset which would allow the government to redistribute the income from business rates and would result in a reduction of business rates income for the authorities within the partnership who benefitted from a relatively high level of income.

11. **Schedule of future meetings**

The dates of future meetings were agreed as:

18 September 2025 at North West Leicestershire District Council

20 November 2025 at Harborough District Council

22 January 2026 at Hinckley & Bosworth Borough Council

26 March 2026 at North West Leicestershire District Council

25 June 2026 at Harborough District Council (annual meeting 2026/27).

12. **Forward Plan**

The forward plan was noted.

(The Meeting closed at 3.58 pm)

CHAIR

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Revenue and Benefit Service

Performance Report

July 2025

1. PURPOSE OF THE REPORT

1.1 To inform members of the performance of the Partnership for the period June 2025

1.2 That performance is noted

Caseload Data							
Position at:		31/3/2025		2025/26			
Banded Council Tax Dwellings				Current Position (31/7/25)	Movement	Percentage Movement	
HBBC		52,845		53,137	292	1%	
HDC		44,892		45,302	590	1%	
NWLDC		49,150		49,609	459	1%	
Totals	Current Total:	146,887		148,048	1,161	1%	
NDR Rated Assessments				Current Position	Movement	Percentage Movement	
HBBC		3,361		3,373	12	0%	
Debit (£)	(previous month)		£48,501,914	£48,949,977			
HDC		3,340		3,353	13	0%	
Debit (£)	(previous month)		£69,250,062	£68, 816,264			
NWLDC		3,531		3,559	28	0%	
Debit (£)	(previous month)		£114,428,672	£116,822,145			
Totals	Current Total:	10,232		10,285	53	0%	
HB/CTLS Live Caseload				Current Caseload	Movement	Caseload %	
HBBC			5,210	5,222	12		
	Joint HB/CTS		1,437	1,328	-109	25%	
	HB only		293	302	9	6%	
	CTS only		3,480	3592	112	69%	
HDC			3,072	3073	1		
	Joint HB/CTS		1,013	926	-87	30%	
	HB only		149	126	-23	4%	

	CTS only			1,910		2021	111	66%
NWLDC				4,834		4,812	-22	
	Joint HB/CTS			1527		1,379	-148	29%
	HB only			157		145	-9	3%
	CTS only			3150		3288	138	68%
Totals	Current Total:			13,116		13,107	-9	

Leicestershire Partnership - Revenues and Benefits Performance Indicators

North West Leicestershire District Council													Cumulative 2025/26	Year End 2025/26 target
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In month: New Claims (Days)	17.3	21.71	18.5	18.3									18.9	
Position for 2024/25	18.4	16.6	14.2	14.6	13.9	14.9	13	14.5	15	15.8	17.7	13.4	15.2	15
In month: Change Events (Days)	3.9	4.39	5.35	4.1									4.4	
Position for 2024/25	5.6	4.9	5.9	4.9	5.9	5.7	5.4	4.8	4.3	5.1	2.3	3.2	4.8	6
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.1%	19.2%	28.2%	37.2%									37.2%	97.3%
Position for 2024/25	10.0%	19.1%	28.1%	37.3%	46.3%	55.4%	64.5%	73.5%	82.5%	91.5%	94.3%	97.2%	97.2%	
Prior years' arrears	£7.4m	£7.2m	£7.1m	£7.0m									£7.0m	INFO
Position for 2024/25	£6.7m	£6.6m	£6.4m	£6.3m	£6.1m	£5.9m	£5.8m	£5.8m	£5.7m	£5.5m	£5.5m	£5.4m	£5.4m	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	8.1%	17.3%	26%	34.7%									34.7%	99.0%
Position for 2024/25	8.9%	18.6%	26.9%	36.7%	45.5%	53.6%	62.3%	72.0%	80.3%	89.3%	93.1%	96.8%	96.8%	
Prior years' arrears	6.2m	£6.3m	£5.4m	£6.3m									£6.3m	INFO
Position for 2024/25	£3.3m	£1.6m	£2.7m	£2.3m	£3.0m	£3.1m	£3.2m	£3.2m	£3.2m	£3.0m	£3.0m		£3.0m	
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	INFO
Position for 2024/25	£1.4m	£1.4m	£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	1.25%	2.3%	3.5%	4.4%									4.4%	34%
Position for 2024/25	1.6%	2.3%	6.9%	9.8%	11.3%	12.9%	15.7%	16.3%	16.6%	17.6%	18.0%	20%	20.0%	
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLS Sanctions gained	1	2	0	1									4	6
Position for 2024/25	0	0	0	2	1	0	0	0	3	0	1	2	9	

Hinckley & Bosworth Borough Council													20.4	Year-End 2025/26 Target
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In month: New Claims (Days)	16.7	22.3	18.1	16.3									18.8	15
<i>Position for 2024/25</i>	17.9	18.4	15.2	15.3	14.6	13.0	12.2	11.7	11.7	15.2	15.6	14.7	14.6	
In month: Change Events (Days)	3.8	4.9	5.1	4.0									4.5	6
<i>Position for 2024/25</i>	6.1	4.5	5.9	5.8	5	5.7	5	4.5	4.0	5.6	1.9	3.4	4.8	
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.5%	19.5%	28.1%	37.7%									37.7%	97.6%
<i>Position for 2024/25</i>	10.5%	19.6%	28.6%	37.8%	46.8%	56.1%	65.2%	74.2%	83.2%	92.2%	94.8%	97.6%	97.6%	
Prior years' arrears	£6.6m	£6.4m	6.3m	6.2m									£6.2m	INFO
<i>Position for 2024/25</i>	£5.9m	£5.8m	£5.7m	£5.5m	£5.4m	£5.3m	£5.2m	£5.2m	£5.1m	£4.9m	£4.9m	4.8m	£4.8m	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.7%	18.7%	27.5%	37.4%									37.4%	98.8%
<i>Position for 2024/25</i>	10.5%	20.0%	28.8%	39.1%	47.9%	56.6%	65.2%	73.6%	82.6%	91.7%	94.8%	97.8%	97.8%	
Prior years' arrears	£1.9m	£1.8m	£2.5m	£1.8m									£1.8m	INFO
<i>Position for 2024/25</i>	£1.5m	£1.3m	£1.4m	£1.4m	£1.2m	£1.1m	£1.2m	£1.2m	£1.3m	£1.2m	£0.70m		£0.7m	
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 2024/25</i>	£1.1m	£1.1m	£1.1m	£1.0m	£1.1m	£1.1m	£1.1m	£1.1m	£1.1m	£1.2m	£1.1m	£1.1m	£1.1m	
HB Overpayments Recovered	3.6%	5.7%	9.5%	13.6 %									9.5%	36%
<i>Position for 2024/25</i>	1.5%	3.0%	4.5%	9%	10%	11%	12%	15%	16%	17.2%	20.6%	22%	22%	
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLS Sanctions gained	3	0	0	3									6	6
<i>Position for 2024/25</i>	0	0	1	0	3	0	0	1	1	0	2	1	9	

Harborough District Council													Cumulative 2025/26	Year - End 2025/26 target
BENEFITS	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In month: New Claims (Days)	18	25.4	17.6	17.4									19.7	15
<i>Position for 2024/25</i>	19.2	16.5	20.4	17	15.5	14.4	13.6	15.1	14.6	13.4	12.9	15.6	15.7	
In month: Change Events (Days)	4.3	5.1	5.4	3.4									4.5	6
<i>Position for 2024/25</i>	5.1	5.4	6.7	5.2	6.3	5.5	3.9	3.9	4.7	5.8	2.0	4.4	4.9	
COUNCIL TAX	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	10.6%	19.7%	28.8%	38%									38%	98.1%
<i>Position for 2024/25</i>	10.5%	19.7%	29.0%	38.1%	47.1%	56.5%	65.7%	74.6%	83.6%	92.5%	95.3%	98.1%	98.1%	
Prior years' arrears	£4.4m	£ 4.3m	£4.1m	£4.1m									£4.1m	INFO
<i>Position for 2024/25</i>	£3.8m	£3.7m	£3.6m	£3.5m	£3.4m	£3.3m	£3.2m	£3.2m	£3.1m	£3.0m	£3.0m	£3.0m	£3.0m	
NON DOMESTIC RATES	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
In Year (%)	8.9%	18.1%	26.7%	36.2%									36.2%	99.2%
This years profiled target (based on 24/25)	8.9%	18.4%	27.6%	36.9%	46.2%	55.7%	65.1%	73.3%	81.8%	90.8%	95.0%	99.1%	99.1%	
Prior years' arrears	£0.2m	£0.2m	£0.2m	£0.2m									£0.2m	INFO
<i>Position for 2024/25</i>	£0.4m	£0.2m	£1.0m	£0.2m	£0.1m	£0.03m	£-0.1m	£-0.1m	£-0.20m	£0.25m	£-0.4		£-0.4m	
HOUSING BENEFIT DEBT	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
HB Overpayments outstanding	£0.8m	£0.7m	£0.74m	0.74m									£0.74m	INFO
<i>Position for 2024/25</i>	£0.78m	£0.77m	£0.77m	£0.77m	£0.77m	£0.77m	£0.78m	£0.77m	£0.77m	£0.76m	£0.76m	£0.79m	£0.79m	
HB Overpayments Recovered end of month	1.58%	13.5%	14.6%	16.9%									16.9%	34%
<i>Position for 2024/25</i>	1.2%	3.6%	5.3%	6.5%	7.4%	8.7%	9.7%	11.5%	12.5%	13.5%	14.5%	15%	15%	
FRAUD	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar		
CTLS Sanctions gained	0	2	0	0									2	6
<i>Position for 2024/25</i>	2	0	2	1	0	0	0	0	0	2	0	1	8	

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	£6,206	£10,697	£14,605	£18,874								
Upper Threshold	£6,982	£12,034	£16,431	£21,233								
Actual	£472	£978	£1,831	£4,620								
Lower Tolerance	£5,735	£9,719	£12,774	£14,254	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£6,510	£11,056	£14,600	£16,613	£0	£0	£0	£0	£0	£0	£0	£0

HDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£4,532	£7,317	£9,847	£12,460								
Upper Threshold	£5,099	£8,231	£11,078	£14,018								
Actual	£173	£ 234	£400	£1,586								
Lower Tolerance	£4,359	£6,585	£9,447	£10,874	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	£4,926	£7,408	£10,678	£12,431	£0	£0	£0	£0	£0	£0	£0	£0

NWLDC	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Lower Threshold	£5,051	£8,828	£12,059	£15,284								
Upper threshold	£5,682	£9,932	£13,566	£17,194								
Actual	£7,779	£9,372	£11,826	£12,884								
Lower Tolerance	-£2,728	-£544	£233	£2,400	£0	£0	£0	£0	£0	£0	£0	£0
Upper Tolerance	-£2,097	-£40	£1,740	£4,310	£0	£0	£0	£0	£0	£0	£0	£0

Benefits Operational Team

(Housing Benefit, Council Tax Support and Fraud)

Speed of Processing – The continued trend of reduction in processing days has continued. All three authorities are below the current national average of 20 days for New Claims and 6 days for Changes as reported by the DWP.

All New Claim and Change work items are currently being looked at within 5 working days of receipt.

LA Error and Subsidy

The subsidy position is looking healthy across all three authorities with good bandwidth against thresholds being established.

Welfare Reform

- **Crisis and Resilience Fund Update**

The DWP held a national call with all LAs recently, in which they outlined their approach to develop the fund. They were not able to confirm at this point where the funds would be administered from in two-tier areas and if there would be any policy direction or limitations on how councils would distribute funds.

There was a lack of understanding with regard to the internal decision-making process to develop and agree policies. Their current thinking was they had until 1 April 2026 to deliver the project however it was presented to them that 31 December 2025 should be their target date to allow LAs the time to develop their policies and set-up the administrative infrastructure in advance of schemes opening from 1 April 2026 and enabling continuity for existing recipients of additional support.

The DWP have not confirmed a date when they will provide a further update however the LGA have devised a survey to gather detail of how the fund is likely to impact on local welfare provision. This is due to close on the 12 September 2025 and the Partnership will contribute information to the responses.

- **Universal Credit Roll-out**

There have not been any operational issues identified in relation to the final stages of UC migration with LCTS caseloads increasing in volumes as Housing Benefit moves into UC.

Housing Benefits Overpayments

There has been some traction on HBBC and HDC for recovery however NWL remains low, this is the focus for the next

period to enable positive movement. Final agreement has been confirmed to proceed with trial with Payment Plan with the contract and Information Governance arrangements in the process of being agreed. Cases are now in the process of being issued to the DWP for address and employer matching to enable earnings attachments to be placed on cases which are not in recovery.

Revenues Operational Team

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

Council Tax collection

Two of the three LAs are down on collection; HBBC 0.5% and HDC 0.2% whilst NWLDC is 0.1% up on the 24/25 position. There is outstanding activity for the May & June court which should realise an improvement in the position during the next period. The current backlog in the team will also impact; whilst outstanding work accounts are awaiting processing there is a recovery inhibit to stop action and in turn contact.

Cash Posting Issue NWL

A routine job failed on two consecutive days affecting cash posting impacting 168 accounts, six of these were payments in full which would have prevented Liability Orders from being issued.

All accounts were corrected on the day the issue was identified and customers contacted with the incorrect Liability Orders withdrawn.

The source of why the system job to post the cash failed has not been identified. Additional checks have been instigated ahead of large runs for Reminders, Summons and Liability Orders going forward.

Outstanding work in Council Tax

The controls put in place to manage the outstanding work on Council Tax have been effective with more than a third of the backlog cleared during July. August will be a challenging period due to higher leave however the position is being monitored constantly aimed at directing resources to maximise the clearance and prevent the avoidable contact of customers chasing delays in expected processing times.

Business Rate collection

All three LAs are down on the collection rate for this time last year with several contributing factors:

- As reported last month the net collectible debit increase compared to 24/25 has swayed the collection %
- NWL have two large cases pending Freeport relief applications with recovery on hold

- The ESFA payment for schools has not been allocated for NWL or HDC accounts worth £0.5m for each authority
- The first batch of court cases for this year for HBBC and HDC had not been sent to the Enforcement Agents in the past period; these will now start to see recovery action
- Focused resources have been reduced for the period whilst training of a new officer has been undertaken. They are progressing well and will become more self-sufficient over the coming weeks

Business Development & Support (Systems and Administration)

Two P1 incidents occurred in the last period; 21 and 23 July, both affecting Citrix and the ability to access core systems resulting in a number of hours where productivity was impacted. This has been recorded across the teams as 72 hours of reduced capacity to deliver services.

Innovation and Improvement

To support the development work across the section an agency project lead, Laverne Belle, who has a wealth of system and technical knowledge has been appointed. Her early focus is to finalise the DD automation for Council Tax and undertake a review of system parameters to identify opportunities to introduce additional automation within existing system parameters without incurring additional expense of third-party supplier engagement.

Work has also commenced with the Hybrid Mail provider to reduce the volume of internal printing to create efficiencies within the team and realise savings from the postal discounts obtained under the contract.

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Leicestershire Partnership Revenues & Benefits

Financial Performance to August 2025

Joint Committee

1. PURPOSE OF THE REPORT

- 1.1 To inform members of the financial performance of the Partnership for the period April 2025 to August 2025.

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 of 31 August 2025, the Partnership had an overall net underspend on expenditure of £36,732 as a variance to date, with an overall net underspend of 36.732. Therefore, at the year end, there is likely to be an overall underspend on expenditure due to the vacancy position noted below.

Table 1 31 August 2025	Budget to Date	Actual to Date	Variance to Date
Income	(£1,471,614)	(£1,471,614)	£0
Expenditure	£2,044,528	£2,007,796	(£36,732)
Net Expenditure Over / (Under) Spend	£572,914	£536,182	(£36,732)

- 3.3 The key variances to the end of August 2025 to bring to the attention of the Joint Committee are:
- Salaries are underspent by £33,000 due to vacant posts at the end of August 2025, which is lower than previously reported due to one off staff costs.

The forecast year end position:

- It is too early to assume the current salary underspend will continue at the same rate, and further information is required. There is currently a number of vacant posts, which if unfilled, could lead to a significant year end underspend.
- 3.4 Reserves are listed at appendix 2 for information, with a total balance of £638,940 as at the 31 March 2025

Appendix 1: Leicestershire Revenues & Benefits Partnership Monitoring Report to 31st August 2025

Page 17

Expenditure / Income Type	2025/26 Latest Budget to Date	Actual to Date	Timing Differences	Variance after Timing Differences		2025/26 Total Estimate (Original)		2025/26 Total Estimate (Revised)
	£	£	£	£		£		£
Employees	1,425,419	1,215,652	176,186	33,581		3,414,150		3,414,150
Premises Related Expenditure	18,531	18,521		10		44,450		44,450
Transport Related Expenditure	5,000	2,336	0	2,664		12,000		12,000
Supplies & Services	587,778	587,302	0	476		1,032,130		1,032,130
Central & Administrative Exp	7,800	7,800		0		31,200		31,200
Revenue Income	-1,471,614	-1,471,614	0	0		-		-
						4,533,930		4,533,930
Sum:	572,914	359,997	176,186	36,732		0		0

Timing Differences

	HDC	NWLDC	HBBC	Total
Salaries - August 2025	50,784	125,402		176,186
Mileage & Disturbance Costs - August 2025	0	0		0
Supplies & Services - August 2025	0	0		0
	50,784	125,402	0	176,186

<u>Explanations</u>	Variance at 31/12/24(Over) / Under Spend £	Year-end Forecast	Explanation £5k+
Salaries	33,000		This is due to a number of vacant posts and is after including the agreed pay award, payable to date
Training	1,000		Variance < £5k
Car Allowances	3,000		Variance < £5k
Printing & Stationery	3,000		Variance < £5k
Postages	-8,000		Postage costs higher than anticipated
Liability Expenses	6,000		Court Costs lower than anticipated
Minor Variances	-1,000		Variance < £5k
	37,000	0	

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Appendix 2: Reserves at 31/03/2025

Reserves at 31/03/2025	Earmarked	General	Total
Review on Automation	£61,000		£61,000
Agency Cost Back Fill	£40,000		£40,000
Transfer to FERIS Reserve	£44,626		£44,626
ICT Reserve - ICT Kit & Server	£60,727		£60,727
Single employer project management costs	£99,016		99016
Forecast underspend 2023/24 (Use for IT pressures)	£199,199		£199,199
Forecast underspend 2024/25 (Use for IT pressures)	£84,372		£84,372
Balance B/F		£50,000	£50,000
Forecast Total at year end	£588,940	£50,000	£638,940

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FORWARD PLAN FOR JOINT COMMITTEE 2025-2026

Decision	Date of Decision (approx.)	Contacts
Financial Performance Report	September 2025	Ashley Wilson – Section 151 Officer
Performance Report	September 2025	Sally O’Hanlon – Head of Partnership
Financial Performance Report	November 2025	Ashley Wilson – Section 151 Officer
Performance Report	November 2025	Sally O’Hanlon – Head of Partnership
Budget Setting Report	January 2026	Ashley Wilson – Section 151 Officer
Financial Performance Report	January 2026	Ashley Wilson – Section 151 Officer
Service Plan 2025/26	January 2026	Sally O’Hanlon – Head of Partnership
Performance Report	January 2026	Sally O’Hanlon – Head of Partnership
Financial Performance report	March 2026	Ashley Wilson – Section 151 Officer
Performance Report	March 2026	Sally O’Hanlon – Head of Partnership
Internal Audit Final report	March 2026	Mazars – Internal Auditors
Year End Performance Report	Annual meeting June 2026	Sally O’Hanlon – Head of Partnership
Year End Financial Report	June 2026	Ashley Wilson – Section 151 Officer
Schedule of meetings	June 2026	Democratic Services

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