
REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	11 DECEMBER 2003	CATEGORY: DELEGATED
REPORT FROM:	CHIEF FINANCE OFFICER	OPEN
MEMBERS' CONTACT POINT:	CHRIS SWAIN (595812)	DOC:
SUBJECT:	HOUSING AND COUNCIL TAX BENEFIT	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

1.1 Members are asked to note the contents of the report and associated documents.

2.0 Purpose of Report

2.1 To inform members of the contents of some of the documentation submitted to the Benefit Fraud Inspectorate as part of the Corporate Performance Assessment process and to bring to their attention the Benefit Business Plan for 2003-2004 and the Service Standards adopted.

3.0 Detail

3.1 A comprehensive submission has been made to the Benefit Fraud Inspectorate as part of the Corporate Performance Assessment.

3.2 The main submission consisted of the following documents:

- *A storyboard (given details of the development of the service)
- *The Benefit Assessment, 2003 (this is the questionnaire produced by the BFI)
- The HB/CTB Performance Standards (an initial assessment based on 500 standards)

3.3 Included in the raft of supporting documentation was the following documents:

- *The Benefit and Council Tax Benefit Business Plan 2003-2004
- *The Housing and Council Tax Benefit Service Standards 2003-2004

3.4 Copies of the documents marked * have already been despatched to members of this committee.

3.5 The initial inspection took place on 13 November 2003 and the resultant report is awaited.

- 3.6 As soon as the results of the assessment are known, a report will be submitted to this committee and will address any issues that flow from the inspection.
- 3.7 The above report will also include an action plan showing how the service will move to embrace more of the HB/CTB Performance Standards.

4.0 Financial Implications

- 4.1 None from this report

5.0 Corporate Implications

- 5.1 The inspection by the Benefit Fraud Inspector forms an integral part of the Corporate Performance Assessment.

6.0 Background Papers

- 6.1 The submission to the Benefit Fraud Inspectorate dated 28 October 2003 along with the supporting documents