



'leading for tomorrow'

INFORMATION BULLETIN

ISSUE:- 13th July 2007

| ITEM | REPORT HEADING | CONTACT | CONTACT NUMBER (01276) AND E-MAIL | PAGE |
|-------------|----------------------------------|-------------------|--|-------------|
| 1. | Benefits Monthly Statistics | June Simpson | 01276 707119 june.simpson@surreyheath.gov.uk | 1 |
| 2. | Bed and Breakfast Arrears | Sandra Burningham | 01276 707348 sandra.burningham@surreyheath.gov.uk | 4 |
| 3. | Council Tax Monitoring Statement | Andrew Davis | 01276 707156 andrew.davis@surreyheath.gov.uk | 5 |
| 4. | NNDR Monthly Statement | Andrew Davis | 01276 707156 andrew.davis@surreyheath.gov.uk | 6 |

The following document contains reports for your information. If you would like any matters to be raised at the next Executive or regulatory committee, one day's written notice should be given to the Head of Legal and Corporate Services (with a copy to Michelle Grieve). Any matters must be raised within one calendar month of it being published in the Information Bulletin.

Produced by Legal and Support Services
Contact:- Michelle Grieve
01276 707335
michelle.grieve@surreyheath.gov.

Caseload

- a) No. of benefit claimants –3099
No. of LIVE HB/CTB claims – 5074

PI's

- a) Average days to process C of C's – 15 days
b) Average no. of days to process NEW claims – 33 days
% of NEW claims processed within 14 days of completion – 90%
% of ALL claims assessed within 14 days of completion – 89%

Outstanding Work

Total no. of items for processing – 601
Oldest Work – 25/05/07

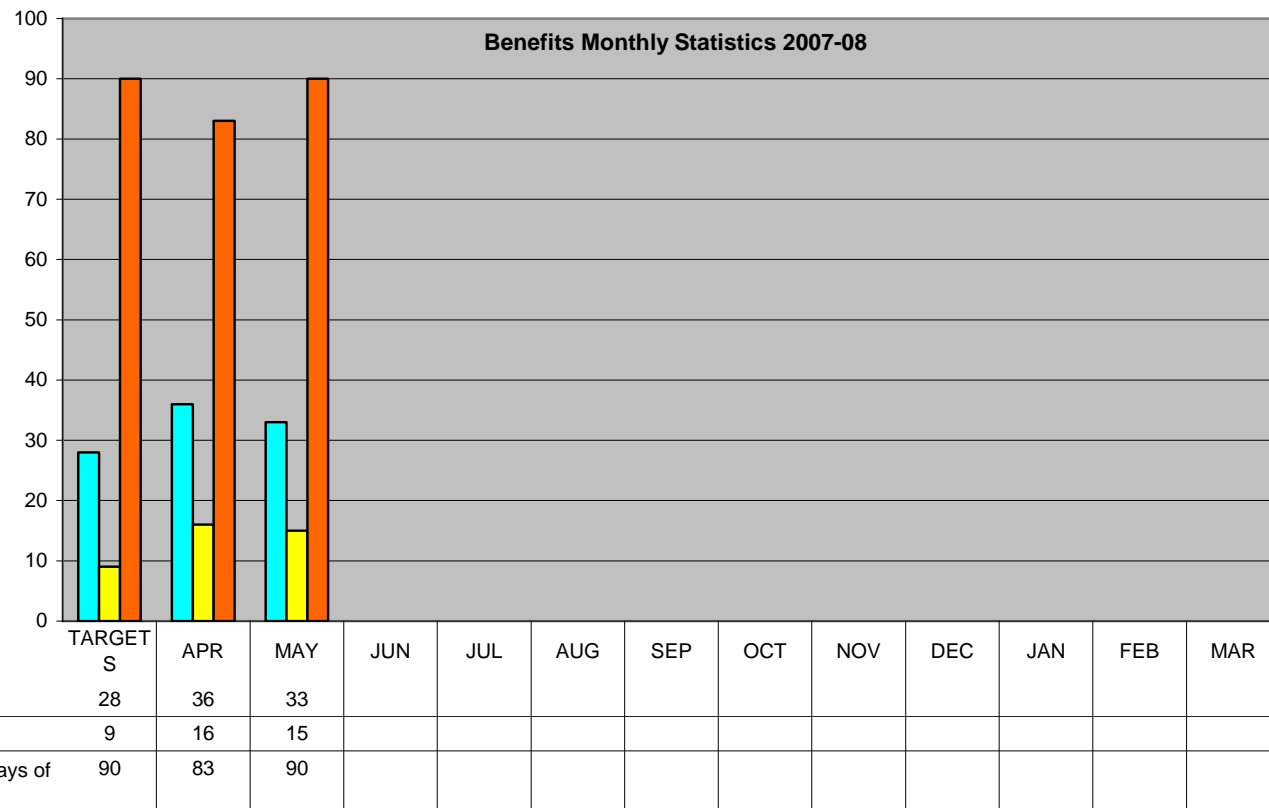
Expenditure to date

HB expenditure to date - £1,437,803
CTB expenditure to date - £2,611,954

J.Simpson
12/06/07

NB * Composition of Outstanding work:

- 11 New Claims
- 3 Review Claims (Interventions)
- 25 Changes of Circumstance
- 11 Cancellations
- 551 Other items of correspondence



Monthly Statistics 2007

| | | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Average |
|---|--|-------|------|------|------|-----|------|-----|-----|-----|-----|-----|-----|---------|
| Caseload Count | Claimants | 3123 | 3099 | | | | | | | | | | | |
| | No. of claims | 5104 | 5074 | | | | | | | | | | | |
| App Forms Received | | 101 | 163 | | | | | | | | | | | |
| No.of days to process NEW claims | | | | | | | | | | | | | | |
| Target | 28 days | 36 | 33 | | | | | | | | | | | |
| 14 day % NEW ALL | | 83 | 90 | | | | | | | | | | | |
| Target | 90% service set | | | | | | | | | | | | | |
| C of Cs days Target | 9 days | 16 | 15 | | | | | | | | | | | |
| Interventions (cumulative) | Target 2390 reductions in benefit | 125 | 149 | | | | | | | | | | | |

BED AND BREAKFAST ARREARS

1. The amount of bed and breakfast arrears outstanding as at 30 June 2007 was £37,532.58 compared to £54,375.47 as at 31 March 2007.
2. The arrears due are made up as follows (case figures as shown in brackets):

| | | June 2007 | | Mar 2007 |
|------------------------------|-------|-------------------|-------|------------------|
| Currently in B&B: | (4) | 2,086.83 | (2) | 2,791.10 |
| Re-Housed by SHBC: | (27) | 12,418.43 | (40) | 24,508.86 |
| Rec. for Write-Off: | (126) | 23,027.32 | (126) | 38,670.62 |
| | | | | |
| Sub Total: | | 37,532.58 | | 65,970.58 |
| Less Credit: | | Nil | | -11,595.11 |
| | | | | |
| Total Outstanding: | | £37,532.58 | | £54375.47 |

3. There are no claimants waiting for an assessment of Housing Benefit, a total of 12 cases have been passed to the Legal Services Division for possible Court action in the total sum of £12,212.32

RENT DEPOSIT GUARANTEE SCHEME

1. The amount of rent deposit outstanding as at 30 June 2007 was £26,642.46 compared to £24,838.59 as at 31 March 2007
2. The arrears due are made up as follows (case figure as shown in brackets).
3. All figures are totals for year except New Deposits and Refunded - this quarter only

| | | June 2007 | | Mar 2007 |
|-------------------------------------|--------------------|-------------------|--------------------|-------------------|
| New Deposits & Advances: | (3) | 1,050.00 | (6) | 3,925.00 |
| Paid up to Quarter: | (1 st) | 956.33 | (4 th) | 6,564.53 |
| Refunded to Landlord: | (1 st) | Nil | (4 th) | nil |
| Current Arrears: | | 26,548.79 | | 27,478.12 |
| | | | | |
| Total Outstanding: | | £26,642.46 | | £24,838.59 |

3. Currently 7 cases have been passed to the Legal Services Division for possible Court action in total sum of £2,385.00

COUNCIL TAX MONITORING STATEMENT**July 2007**

The position regarding the collection of Council Tax at 30 June 2007 compared with the position at 30 June 2006 is as follows:

| | 2006/07 £ | 2007/08 £ |
|---|---------------|---------------|
| Net Arrears b/f | 592,793.48 | 256,950.95 |
| Opening Debit | 52,594,940.90 | 55,530,949.82 |
| Less Adjustments | -6,746,690.56 | -7,621,756.32 |
| Plus Costs | 44,022.20 | 53,942.80 |
| | | |
| Net Collectable Debit | 46,485,066.02 | 48,220,087.25 |
| | | |
| Payments received net of refunds | 13,396,545.38 | 13,928,337.69 |
| | | |
| Balance Outstanding | 33,088,520.64 | 34,291,749.56 |
| | | |
| As % of Collectable Debit | 71.18% | 71.12% |
| | | |
| % Payments received of collectable debit | 28.82% | 28.88% |

Recovery Action Taken to 30 June 2007

| <u>Date</u> | <u>Reminders/ Final Notices</u> | <u>Summonses</u> |
|----------------|-------------------------------------|------------------|
| 25/4/07 | 3639 | |
| 18/5/07 | | 1252 |
| 25/5/07 | 1740 | |
| 26/6/07 | 1529 | |

The position regarding the collection of Non-Domestic Rates at 30 June 2007 compared with the position at 30 June 2006 is as follows:

| | 2006/07 | 2007/08 |
|---------------------------|----------------------|----------------------|
| | £ | £ |
| Net Arrears+/Credits- b/f | 144,220.23 | -599,016.10 |
| Opening Debit | 37,190,452.01 | 37,302,311.45 |
| Transitional Relief | -58,836.87 | -289,081.85 |
| Small Business Relief | -217,241.38 | -241,598.20 |
| Charitable Relief | -1,093,876.03 | -1,207,661.37 |
| Void Relief | -3,724,470.43 | -3,173,246.68 |
| Occupation Changes | 129,492.66 | 11,389,041.90 |
| Debts Written Off | 0.00 | 807.45 |
| Rateable Value Incr/Decr | -366,314.48 | -11,468,939.27 |
| Interest | -17,029.17 | -86,757.76 |
| Costs | 7,081.00 | 5,348.90 |
| Total | -5,341,194.70 | -5,072,086.88 |

| | | |
|--|---------------|---------------|
| Net Collectable Debit | 31,993,477.54 | 31,631,208.47 |
| Payments net of Refunds | 10,161,998.30 | 9,372,512.42 |
| Balance Outstanding | 21,831,479.24 | 22,258,696.05 |
| As % of Collectable Debit | 68.24% | 70.37% |
| % Payments Received of Collectable Debit | 31.76% | 29.63% |

Recovery Action taken to 30 June 2007

| Date | Reminder/Final Notice | Summonses |
|----------------|------------------------------|------------------|
| 26/4/07 | 283 | |
| 18/5/07 | | 91 |
| 26/6/07 | 185 | |