

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**8<sup>th</sup> February 2007**

**Strategy for the administration of Council Tax Benefit and Housing Benefit**

Responsible Portfolio Holder	Cllr Margaret Taylor
Responsible Head of Service	Head of Financial Services – Jayne Pickering

**1. SUMMARY**

- 1.1 A strategy for the administration of Council Tax Benefit and Housing Benefit is an effective framework stating the Council's commitment to providing a secure, efficient and effective administration of the Benefits service.

**2. RECOMMENDATION**

- 2.1 The strategy shown at **Annex A**, is approved and adopted.

**3. BACKGROUND**

- 3.1 The Department of Work and Pensions has objectives for councils to provide a secure, efficient and effective administration of the Benefits service. A strategy document which has been approved by members shows that the authority has formally made a commitment to meet these objectives.

**4. FINANCIAL IMPLICATIONS**

- 4.1 The council pays out around £12m in benefit each year and although the majority of this money is claimed back in subsidy from the Department of Work and Pensions there are some penalties for error in the calculation of benefit. This means that accuracy is an important factor in the administration of benefit.

**5. LEGAL IMPLICATIONS**

- 5.1 There are no specific legal requirements to produce this strategy but is considered to be good practice in the administration of Council Tax and Housing Benefit.

## **6. CORPORATE OBJECTIVES**

- 6.1 Approval of this policy contributes to the Council's corporate objectives by agreeing procedures which address customer service in a fair and equitable way and support the delivery of improvements in the Council.

## **7. RISK MANAGEMENT**

- 7.1 There are no specific risks relating to the policy. It is good practice and clearly states the Council's intentions in relation to this service.

## **8. CUSTOMER IMPLICATIONS**

- 8.1 Council Tax Benefit and Housing Benefit provides assistance to some of the most vulnerable members of the community. The approval of this policy shows that the Council is committed to providing customers with an efficient Benefit Service paying benefit to the right people at the right time.

## **9.0. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Acting Chief Executive	Yes
Corporate Director (Services)	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	None

## **10. APPENDICES**

**Annex A** Strategy for the administration of Council Tax and Housing Benefit

## **11. BACKGROUND PAPERS**

None

### **CONTACT OFFICER**

Name: Sally Grieve  
E Mail: s.grieve@bromsgrove.gov.uk  
Tel: (01527) 881234