
PKF GRANT CLAIM CERTIFICATION REPORT FOR YEAR ENDING 31 MARCH 2010 UPDATE OF RECOMMENDATIONS

1 SUMMARY

- 1.1 Recommendations from the Audit Commission, external auditors and inspectors are monitored by Internal Audit and their review falls within the discretion of this Committee.

2 INTRODUCTION

- 2.1 This report draws Members' attention to the recommendations from the "Grant Claim Certification Report for Year Ending 31 March 2010".
- 2.2 The Council's External Auditors, PKF, presented this report to the Audit Committee on 12 April 2011.

3 EXTERNAL AUDIT RECOMMENDATIONS

- 3.1 The recommendations and management responses arising from the report have been included as appendix 1, together with progress to date.

4 RECOMMENDATION

- 4.1 It is proposed that the Committee **RESOLVES** that the monitoring sheets for the External Audit recommendations be agreed.

Yvonne Woodward

Head of Finance

Background Papers:-

None.

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ACTION PLAN – HOUSING AND COUNCIL TAX SUBSIDY

Matter Arising	Recommendations	Priority	Management Response	Responsibility	Timing
<p>Some errors were due to excess benefit being misclassified between types, for rent allowances resulting in misstatement of subsidy claimed</p> <p>This issue was also identified in the previous year's audit which suggests that arrangements could be improved further.</p>	<p>1. Review the approach to undertaking targeted test checking of claim cells and consider increasing sample sizes, or re-targeting based on the results of cases identified where excess benefit is classified incorrectly, through identification and targeting any trends identified both by staff member and common error types.</p>	<p>Medium</p>	<p>We are currently looking at ways to reallocate some resource to increase our checking sample.</p>	<p>Revenues & Benefits Manager</p>	<p>April 2011 IMPLEMENTED</p>
			<p>Internal Audit will be checking a sample of claims one day a week with effect from 1/4/2011.</p>	<p>Principal Auditor</p>	<p>April 2011 IMPLEMENTED</p>
			<p>We are going to provide all benefit assessors with an aide-memoir to assist in overpayment classification.</p>	<p>Senior Benefit Officer (Procedures)</p>	<p>April 2011 IMPLEMENTED</p>
<p>Academy incorrectly netted excess benefit from gross benefit awarded on Rent Allowance local scheme claims which have both standard expenditure</p>	<p>2. Liaise with Capita to develop and implement an IT solution to ensure that overpayments are correctly processed and classified for Rent Allowance local scheme</p>	<p>High</p>	<p>This has been outstanding with Capita for several years but we will raise it again with our Account Manager at the next meeting.</p>	<p>Revenues & Benefits Manager</p>	<p>May 2011 IMPLEMENTED</p>

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			Only 5 claims were affected and we will ensure that any claims affected in 2010/11 Subsidy claim will be checked and the claim form manually adjusted.	Senior Benefit Officer (Procedures)	May 2011 IMPLEMENTED
The Council did not carry out N/A Implemented up-ratings of war widow pensions for some claimants. For these claimants it was identified that the pension figures had not been up-rated for both the current year and prior years, resulting in discrepancies for the income figure used in the assessment compared to the correctly uprated figure.	3. Obtain direct confirmations of war widow pensions from claimants to ensure the most up to date figure is used in the benefit assessment.	High	All customers that we did not hold evidence of their War Pension since 2008 have now been contacted and claims have been updated	N/A	Implemented
	4. For any up-ratings applied, ensure that a secondary independent check is carried out by an appropriate revenues & benefits officer.	High	A second Senior Revenues & Benefits Officer will ensure that War Pensions are uprated.	Senior Benefit Officer (Procedures) / Senior Benefit Officer	Immediate