

Claim/Return (deadline)	Issue	Recommendation	Management response	Responsibility (Implementation date)
Housing and council tax benefits subsidy (BEN 01)	<p>Some minor issues were noted in testing of the BEN 01 claim:</p> <ul style="list-style-type: none"> • Incorrect tax credit rates applied to two cases out of twenty tested in our initial sample • Incorrect classification of one claimant as a “modified scheme” • Minor issues with the production of the draft claim form 	<p>MEDIUM</p> <p>While the issues noted were minor in the context of the complex arrangements for the BEN01 claim, we recommend that the Council continues its programme of training officers regularly, to minimise the possibility that errors occur in future.</p>	<p>Agreed</p> <p>Issues arising from the audit of the BEN01 claim will continue to be incorporated into the Benefit Officer training programme.</p>	<p>Responsible Officer</p> <p>Benefits Manager/Head of Customer Services</p> <p>Timescale</p> <p>On-going</p>
HRA Subsidy Base Data Return (HOU02)	<p>During testing we found six instances where Council dwellings had been wrongly classified by type. For example, being classified as medium rise rather than low rise.</p> <p>Identified errors were amended by the Authority.</p>	<p>MEDIUM</p> <p>The Council should review the specific issues noted during the certification and consider whether further work should be carried out to ensure that dwellings are correctly classified.</p>	<p>Partially Agreed</p> <p>From 1 April 2012 there will no longer be the need for auditors to certify the stock for subsidy purposes. The last return was in August 2011.</p> <p>However it will be good practice in the future to maintain the classification. HiH will continue to sample check the stock analysis as and when the properties are surveyed for decent homes works. However it is not deemed value for money to undertake a whole stock check.</p>	<p>Responsible Officer</p> <p>HiH – Director of Finance and Corporate Services</p> <p>Timescale:</p> <p>On-going</p>