

# Housing Benefit and Council Tax Benefit

## General Information Bulletin

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<http://www.dwp.gov.uk/housingbenefit/>

**HB/CTB G15/2007**

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<b>Contact</b>	Queries about the <ul style="list-style-type: none"><li>• <b>technical content of this bulletin</b>, contact details are shown at the end of each section</li><li>• <b>distribution of this bulletin</b>, contact Corporate Document Services Ltd Orderline<ul style="list-style-type: none"><li>- Tel: 0113 399 4040</li><li>- Fax: 0113 399 4205</li><li>- Email: <a href="mailto:orderline@cds.co.uk">orderline@cds.co.uk</a></li></ul></li><li>• <b>bulletin in general</b>, contact Kath Murphy<ul style="list-style-type: none"><li>- <a href="mailto:Kath.Murphy@dwp.gsi.gov.uk">Kath.Murphy@dwp.gsi.gov.uk</a></li></ul></li></ul>
<b>Who should read</b>	All Housing Benefit (HB) and Council Tax Benefit (CTB) staff
<b>Action</b>	For information

## Contents

page

Housing Benefit and Council Tax Benefit data requirements from April 2008.....	2
Current HB/CTB Circulars .....	3
What's new on the web.....	4
Other publications issued this month.....	4

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## Housing Benefit and Council Tax Benefit data requirements from April 2008

- 1 From April 2008 the HBSD/IAD and HBMS Scans will be merged into one single data extract – the HB Extract.
- 2 This single HB Extract will be the main source of administrative data from April 2008 onwards. Housing Benefit (HB) and Council Tax Benefit (CTB) data collected through this scan will provide DWP with the information it needs to
  - develop and evaluate policies
  - forecast expenditure
  - provide Ministers and Parliament with statistical information
  - inform the distribution of admin subsidy
  - monitor performance
- 3 There is just one other source of Management Information that will be retained after April 2008. Overpayment recoveries and fraud investigations could not be included on the scan at this time. This is because local authorities (LAs) often hold this information on third party systems. Therefore from April 2008 a new return called the HBRF – **Housing Benefit Recoveries and Fraud** will be used to collect this information. Much of what we are asking for on this return is not new and is currently being collected via Stats 124. A consultation note setting out the requirements of this return can be found on the Stop Press page of our website – [www.knowledgenetwork.gov.uk/hbds](http://www.knowledgenetwork.gov.uk/hbds).
- 4 The HBMS scan and matching results will also be retained for a short time until we are confident in the quality of data being provided through the single HB Extract.
- 5 From April 2008 the single HB Extract will be the sole data source used by DWP to monitor the performance of LAs. Stats 124 will cease with the last quarter of 2007-08 (Quarter 4 2007-08 due in April 2008). It is therefore important that the data provided on the single HB Extract is accurate and delivered on time.
- 6 The enhanced data source provided by this single HB Extract will also be used to improve the quality of matching referrals and other risk scores sent to LAs.
- 7 Appendix 1 contains two tables enabling LAs to see at a glance the ‘Data requirements from April 2008’ and the ‘Schedule for ‘switching off’ remaining clerical Management Information data sources’.

### Further information or queries

- 8 If you have any queries or would like further information please contact:

Jan Ripley at [jan.ripley@dwp.gsi.gov.uk](mailto:jan.ripley@dwp.gsi.gov.uk).

## Current HB/CTB Circulars

- 9 Following the issue of HB/CTB Guidance Manual, Amendment 13, the current 'A' circulars are listed in the table below.

<b>Number</b>	<b>Subject</b>
A27(Revised)/2003	Employment Retention and Advancement Scheme
A30/2003	Return to Work Credit
A17/2005	Work Search Premium for Working Tax Credit Partners Submission of self-assessments against the 2005 HB/CTB Performance Standards  Amendments to the 2005 HB/CTB Performance Standards
A2/2006	Further guidance about HB/CTB suspension, termination and date of claim
A14/2006	Changes to the HBMS data extract
A17/2006 A17/2006 (Revised)	Targeting working age cases to reduce fraud and error in HB/CTB  Reissued as A17/2006 (Revised)
A20/2006	Changes to Security Performance Measures
A1/2007	Housing Benefit Matching Service (HBMS) Data Take on and Processing Schedule (DTOPS) 29
A5/2007	Submission of annual self-assessments against the HB/CTB Performance Standards for 2006/07
A7/2007	Childcare charges Student support uprating 2007/2008
A8/2007	The Housing Benefit (Amendment) Regulations 2007
A9/2007	Proposals for the Right Time and right benefit indicators to be included in the new Performance Framework from April 2008
A10/2007	The Social Security (Miscellaneous Amendments) (No.5 ) Regulations 2007
A11/2007	Social Security (Miscellaneous Amendments) (No 4) Regulations 2007, SI 2470 Supersession following a change of circumstances

- 10 You may destroy all other HB/CTB A circulars, but we recommend you keep at least one copy of each for reference purposes.

## What's new on the web

11 The following items can be found on the website link shown

Document Type	Subject	Link
Circular HB/CTB A9/2007	Proposals for the Right Time and right benefit indicators to be included in the new Performance Framework from April 2008	<a href="http://www.dwp.gov.uk/hbctb/circulars/2007/a9-2007.pdf">http://www.dwp.gov.uk/hbctb/circulars/2007/a9-2007.pdf</a>
Bulletin G13/2007	Use of the Police National Computer in the caution process What's new on the web Other publications issued this month	<a href="http://www.dwp.gov.uk/housingbenefit/news/newsletter/bulletins/2007/g13-2007.pdf">http://www.dwp.gov.uk/housingbenefit/news/newsletter/bulletins/2007/g13-2007.pdf</a>
HB Direct Issue no 69	Newsletter	<a href="http://www.dwp.gov.uk/housingbenefit/news/newsletter/2007/issue69-sep07.pdf">http://www.dwp.gov.uk/housingbenefit/news/newsletter/2007/issue69-sep07.pdf</a>
Touchbase Magazine	Magazine	<a href="http://www.dwp.gov.uk/publications/dwp/touchbase/2007/touchbase48.pdf">http://www.dwp.gov.uk/publications/dwp/touchbase/2007/touchbase48.pdf</a>

## Other publications issued this month

12 The following publications have also been issued this month

- HB/CTB Guidance Manual Amendment 13
- HB/CTB Circular A10/2007 (by email – hard copy to follow)
- HB/CTB Circular A11/2007 (by email – hard copy to follow)

## Appendix 1

**Table 1: HB/CTB data requirements post-April 2008**

<b>HB Extract (previously HBSD/IAD and HBMS Scans)</b>	Two consultation notes setting out the proposals for the April 2008 specification of the single HB Extract (merging the HBSD/IAD and HBMS Scans) were issued on 27 June and 23 August 2007. This has been designed to be the main source of administrative data from April 2008 onwards and the vehicle for the provision of data match referrals and subsequent feedback of results.
<b>HBRF</b>	A separate consultation note setting out our requirements for this form is now in circulation – dated 16 August. This has been designed to collect information at a local authority level about overpayments recovered and fraud investigations carried out.
<b>HBMS Scan</b>	Our vision for the future is a single scan to collect all of the information we require from local authorities. The April 2008 specification for the single HB Extract will allow us to achieve this, although the HBMS scan will be retained for a short period until we are able to create accurate referrals using the single scan.
<b>HBMS Matching Results</b>	Our intention is to collect all results through the single scan. The separate results sheets will be retained for a short time until we are confident that the scan returns are providing us with accurate information.

**Table 2: Schedule for 'switching-off' remaining HB/CTB clerical Management Information data sources**

<b>Source</b>	<b>Description</b>	<b>Schedule for 'switch-off'</b>
<b>Stats 116/123</b>	1% sample of HB/CTB claimants	Last returned in May 2005
<b>Stats 121/122</b>	Quarterly caseload information	It is hoped that the vast majority of LAs will not be required to return this data beyond February 2008. Some LAs may be required to continue returning this form after April 2008.
<b>Stats 124</b>	Quarterly performance data	The last return of this form will be for Q4 of 2007/8, due in April 2008
<b>Stats 124a</b>	Annual performance data	No longer needs to be returned to DWP but 2007/8 data should be held by the local authority until requested by the relevant audit body.
<b>Stats 128</b>	Record of accuracy checks	Last returned in April 2007, although the Accuracy PI is still required on Stats 124. LAs should continue to maintain an audit trail during 2007/8 for auditing purposes.
<b>WIB 1</b>	Information about overpayments identified	No returns required after 31 <sup>st</sup> March 2008 - subject to timely implementation of the April 2008 specification of the HBSD/IAD scan.