

## Housing Benefit and Council Tax Benefit Circular

Department for Work and Pensions

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# HB/CTB S4/2009 (Revised)

### SUBSIDY CIRCULAR

<b>WHO SHOULD READ</b>	Housing Benefit and Council Tax Benefit managers and staff. Fraud managers and staff. Officers preparing subsidy claims and estimates
<b>ACTION</b>	For information only
<b>SUBJECT</b>	Details of further additional specific grant for administration costs for 2009/10

### Guidance Manual

The information in this circular does not affect the content of the HB/CTB Guidance Manual.

### About this circular

Some of the subsidy figures shown in HB/CTB Circular S4/2009 issued 5 June 2009 were unfortunately incorrect. This circular, showing the correct amounts, replaces that circular. We apologise for any inconvenience this may have caused.

### Queries

If you

- want **extra copies of this circular/copies of previous circulars**, they can be found on the website at <http://www.dwp.gov.uk/housingbenefit/user-communications/circulars/>
- have any queries about the
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## Details of further additional specific grant for administration costs for 2009/10

### Introduction

- 1 The Budget Report 2009 announced that the Government has set aside further additional funding for DWP over the next two years as a result of the economic downturn to ensure that we can continue to deliver and improve effective support services for the unemployed. Included in this figure is provision for additional administrative subsidy to respond to the expected extra Housing Benefit and Council Tax Benefit (HB/CTB) workload in Local Authorities (LAs). Following discussions with Local Authority Associations (LAAs) we have agreed to allocate a further proportion of the additional LA funding for 2009/10.

### Distribution methodology

- 2 It has been agreed that in 2009/10 an additional £30m subsidy in addition to the previously agreed £45m announced in *HB/CTB Circular S2/2009* will be provided solely for the purpose of assisting LAs in their statutory duties to administer and process HB/CTB claims and directly related enquiries during the economic downturn. This additional resource will not form part of future baselines.
- 3 Following discussions with the LAAs, it has been agreed that the distribution will be based on the existing administration subsidy distribution formula, using the same workload information that was used for the main 2009/10 administration subsidy distribution. Details are shown in *Appendix A*.
- 4 Payments will be made in monthly instalments from July 2009 together with the payments of administration subsidy already announced in *HB/CTB Circulars S4/2008 and S2/2009*. The July 2009 monthly instalment will include a retrospective adjustment for April to June 2009 inclusive.
- 5 The administration subsidy included in the mid-year estimate and final subsidy claim forms will include the additional funding. By signing the forms, Section 151 officers are certifying the additional HB/CTB administration funding has been used for the purpose of administering HB/CTB claims.

### Next steps

- 6 DWP will be looking to see what impact the economic downturn has on future workloads in order to inform any future discussions and decisions on administration subsidy distribution. Therefore, LAs should ensure that their Single HB Extract (SHBE) returns are accurate and produced on time. LAs failing to send in complete data returns promptly, without prior agreement with DWP, could see a negative impact on any future funding distributions.

- 7 In cases where LAs are facing difficulties in maintaining performance levels in processing HB claims, DWP can provide direct support through the consultancy services of the Performance Development Team.

## Queries

- 8 If you have a query about the further additional 2009/10 Administration Subsidy

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**Allocations of further additional funding 2009/10**

	<b>Additional Admin Subsidy £</b>
Aberdeen	91,091
Aberdeenshire	71,357
Adur	24,604
Allerdale	45,122
Amber Valley	49,899
Angus	50,381
Argyll and Bute	45,616
Arun	63,394
Ashfield	54,053
Ashford	40,900
Aylesbury Vale	51,159
Babergh	27,468
Barking	122,652
Barnet	173,344
Barnsley	118,708
Barrow in Furness	37,803
Basildon	92,569
Basingstoke and Deane	52,344
Bassetlaw	47,115
Bath and N E Somerset	64,943
Bedford	71,201
Bexley	97,288
Birmingham	700,153
Blaby	21,238
Blackburn with Darwen	89,990
Blackpool	115,719
Blaenau Gwent	44,164
Bolsover	36,792
Bolton	147,889
Boston	30,630
Bournemouth	98,341
Bracknell Forest	35,929
Bradford	288,037
Braintree	56,313
Breckland	52,994
Brent	217,346
Brentwood	21,408
Bridgend	71,182
Brighton and Hove	176,232

	<b>Additional Admin Subsidy £</b>
Bristol	227,155
Broadland	35,824
Bromley	122,910
Bromsgrove	24,622
Broxbourne	41,903
Broxtowe	36,335
Burnley	61,740
Bury	85,864
Caerphilly	90,954
Calderdale	107,892
Cambridge	44,899
Camden	184,231
Cannock Chase	42,649
Canterbury	55,468
Cardiff	167,888
Carlisle	45,278
Carmarthenshire	83,277
Castle Point	34,295
Central Bedfordshire	81,184
Ceredigion	30,163
Charnwood	45,215
Chelmsford	52,948
Cheltenham	45,828
Cherwell	46,145
Cheshire East	123,549
Cheshire West and Chester	128,753
Chesterfield	55,649
Chichester	40,396
Chiltern	26,204
Chorley	39,660
Christchurch	19,443
City of London	9,335
Clackmannanshire	28,668
Colchester	63,319
Conwy	52,715
Copeland	34,787
Corby	28,402
Cornwall	255,845
Cotswold	27,234
Coventry	199,532
Craven	17,275
Crawley	47,601
Croydon	191,583
Dacorum	50,391
Darlington	55,869

	<b>Additional Admin Subsidy £</b>
Dartford	34,846
Daventry	22,094
Denbighshire	47,769
Derby	119,253
Derbyshire Dales	20,104
Doncaster	150,223
Dover	54,281
Dudley	145,656
Dumfries and Galloway	83,836
Dundee	109,019
Durham	288,807
Ealing	183,308
East Ayrshire	76,879
East Cambridgeshire	26,446
East Devon	43,928
East Dorset	26,329
East Dunbartonshire	32,739
East Hampshire	31,889
East Hertfordshire	39,571
East Lindsey	74,750
East Lothian	40,550
East Northamptonshire	29,601
East Renfrewshire	25,712
East Riding of Yorkshire	117,782
East Staffordshire	42,140
Eastbourne	58,261
Eastleigh	36,803
Eden	15,133
Edinburgh	238,378
Elmbridge	39,608
Enfield	195,260
Epping Forest	43,958
Epsom and Ewell	19,585
Erewash	48,154
Exeter	50,249
Falkirk	76,594
Fareham	27,110
Fenland	47,135
Fife	191,231
Flintshire	57,330
Forest Heath	20,209
Forest of Dean	33,359
Fylde	27,052
Gateshead	121,299

	<b>Additional Admin Subsidy £</b>
Gedling	41,162
Glasgow	576,652
Gloucester	54,930
Gosport	36,945
Gravesham	41,483
Great Yarmouth	64,088
Greenwich	188,834
Guildford	40,763
Gwynedd	53,048
Hackney	252,567
Halton	78,120
Hambleton	25,739
Hammersmith and Fulham	138,475
Harborough	17,306
Haringey	206,782
Harlow	47,119
Harrogate	44,271
Harrow	114,228
Hart	16,800
Hartlepool	71,796
Hastings	68,739
Havant	52,571
Havering	91,962
Herefordshire	71,862
Hertsmere	40,094
High Peak	36,115
Highland	95,955
Hillingdon	129,302
Hinckley and Bosworth	29,832
Horsham	34,327
Hounslow	127,721
Huntingdonshire	50,228
Hyndburn	50,554
Inverclyde	60,816
Ipswich	69,197
Isle of Anglesey	29,679
Isle of Wight	80,386
Isles of Scilly	379
Islington	197,988
Kensington and Chelsea	113,633
Kettering	33,027
Kings Lynn and West Norfolk	65,778
Kingston upon Hull	181,672
Kingston upon Thames	58,580

	<b>Additional Admin Subsidy £</b>
Kirklees	188,519
Knowsley	121,658
Lambeth	258,442
Lancaster	61,235
Leeds	352,183
Leicester	195,716
Lewes	37,195
Lewisham	237,898
Lichfield	31,322
Lincoln	49,650
Liverpool	403,504
Luton	97,330
Maidstone	52,139
Maldon	21,553
Malvern Hills	25,874
Manchester	366,958
Mansfield	53,609
Medway	122,602
Melton	12,541
Mendip	42,836
Merthyr Tydfil	36,879
Merton	85,586
Mid Devon	26,084
Mid Suffolk	24,398
Mid Sussex	33,450
Middlesbrough	109,412
Midlothian	34,972
Milton Keynes	104,879
Mole Valley	22,802
Monmouthshire	27,441
Moray	34,773
Neath and Port Talbot	80,821
New Forest	55,633
Newark and Sherwood	43,910
Newcastle under Lyme	53,759
Newcastle upon Tyne	166,971
Newham	277,737
Newport	69,708
North Ayrshire	89,677
North Devon	47,171
North Dorset	21,193
North East Derby	36,588
North East Lincoln	100,864
North Hertfordshire	47,703
North Kesteven	30,722

	<b>Additional Admin Subsidy £</b>
North Lanarkshire	203,816
North Lincolnshire	76,410
North Norfolk	46,475
North Somerset	90,924
North Tyneside	106,923
North Warwickshire	22,730
North West Leicester	31,140
Northampton	89,868
Northumberland	138,278
Norwich	83,117
Nottingham	192,732
Nuneaton and Bedworth	56,385
Oadby and Wigston	15,076
Oldham	123,246
Orkney	8,000
Oxford	60,802
Pembrokeshire	50,707
Pendle	52,974
Perth and Kinross	55,941
Peterborough	98,338
Plymouth	130,783
Poole	56,562
Portsmouth	121,591
Powys	46,901
Preston	70,587
Purbeck	16,643
Reading	72,419
Redbridge	117,968
Redcar and Cleveland	87,225
Redditch	36,504
Reigate and Banstead	40,788
Renfrewshire	106,809
Rhondda Cynon Taff	129,918
Ribble Valley	13,332
Richmond upon Thames	66,321
Richmondshire	14,128
Rochdale	126,565
Rochford	24,997
Rossendale	32,261
Rother	41,180
Rotherham	123,110
Rugby	34,232
Runnymede	24,527
Rushcliffe	27,622
Rushmoor	33,675

	<b>Additional Admin Subsidy £</b>
Rutland	8,784
Ryedale	18,386
Salford	148,923
Sandwell	199,261
Scarborough	64,932
Scottish Borders	53,818
Sedgemoor	45,936
Sefton	157,895
Selby	22,125
Sevenoaks	37,215
Sheffield	272,583
Shepway	52,822
Shetland	7,359
Shropshire	108,784
Slough	71,610
Solihull	75,809
South Ayrshire	60,846
South Bucks	17,716
South Cambridgeshire	34,010
South Derbyshire	25,595
South Gloucestershire	80,404
South Hams	32,641
South Holland	30,715
South Kesteven	41,539
South Lakeland	30,408
South Lanarkshire	172,255
South Norfolk	41,612
South Northamptonshire	17,122
South Oxfordshire	33,611
South Ribble	38,072
South Somerset	60,159
South Staffordshire	35,601
South Tyneside	100,321
Southampton	122,581
Southend on Sea	99,572
Southwark	242,293
Spelthorne	32,704
St Albans	34,284
St Edmundsbury	36,475
St Helens	111,076
Stafford	37,400
Staffordshire Moorlands	30,363
Stevenage	41,957
Stirling	33,425
Stockport	114,043

	<b>Additional Admin Subsidy £</b>
Stockton on Tees	94,495
Stoke on Trent	145,830
Stratford on Avon	39,787
Stroud	35,461
Suffolk Coastal	40,428
Sunderland	203,111
Surrey Heath	19,813
Sutton	77,147
Swale	66,747
Swansea	121,917
Swindon	76,970
Tameside	136,842
Tamworth	28,773
Tandridge	21,185
Taunton Deane	41,823
Teignbridge	51,997
Telford and Wrekin	86,074
Tendring	84,752
Test Valley	34,993
Tewkesbury	24,714
Thanet	96,037
Three Rivers	27,546
Thurrock	70,330
Tonbridge and Malling	37,025
Torbay	90,014
Torfaen	47,108
Torridge	28,346
Tower Hamlets	259,345
Trafford	95,618
Tunbridge Wells	37,809
Uttlesford	16,581
Vale of Glamorgan	50,951
Vale of White Horse	38,410
Wakefield	171,562
Walsall	175,762
Waltham Forest	159,765
Wandsworth	167,652
Warrington	73,613
Warwick	44,327
Watford	39,631
Waveney	64,993
Waverley	33,124
Wealden	43,218
Wellingborough	33,502
Welwyn Hatfield	43,207

	<b>Additional Admin Subsidy £</b>
West Berkshire	46,854
West Devon	17,777
West Dorset	37,380
West Dunbartonshire	74,838
West Lancashire	47,505
West Lindsey	35,230
West Lothian	88,218
West Oxfordshire	28,328
West Somerset	19,060
Western Isles	16,114
Westminster	164,951
Weymouth and Portland	35,835
Wigan	157,918
Wiltshire	147,397
Winchester	29,766
Windsor and Maidenhead	43,240
Wirral	197,462
Woking	29,362
Wokingham	26,977
Wolverhampton	164,701
Worcester	42,813
Worthing	45,329
Wrexham	56,801
Wychavon	40,465
Wycombe	51,864
Wyre	49,131
Wyre Forest	48,542
York	62,368