



**Renfrewshire
Council**

To: Finance, Resources and Customer Services Policy Board

On: 10 November 2021

Report by: Director of Finance and Resources

Heading: Customer & Business Services Performance Report

1. **Summary**

1.1 This report details performance across key Customer & Business Service (CBS) functions including revenue collection and benefit administration for the period ending 28 September 2021 (including an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund) as well as an update on delivery of the Low Income Pandemic Payment. This report also provides a performance update in relation to customer services provision for September and year to date.

2. **Recommendations**

2.1 It is recommended that the Board:

- Note the contents of the report.
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3. Revenue Collection

3.1 Council Tax

- 3.1.1 This section details the collection performance as at 28th September 2021 for Council Tax. It also provides details of the total sums collected for the previous financial year.
- 3.1.2 The billable sum for 2021/22 is £88,888,326.
- 3.1.3 The sums collected to date for 2021/22 are £53,150,844 which is 59.80% of the billable sum. This represents an increase of 1.32% in cash collection as a proportion of net charges billed compared with the same position for 2020/21. Aligned with other local authorities, recovery action had been suspended during the earlier part of the previous financial year leading to reduced/delayed income.
- 3.1.4 The Council Tax Reduction awarded is £13,715,299 amounting to 13.37% of the billable sum, which is 1.05% less than at the same point last year.
- 3.1.5 The Service continues to encourage the take-up of Council Tax Reduction. Activities include close tracking of potential applications and data matching to maximise Council Tax Reduction awards.

3.2 Non-Domestic Rates

- 3.2.1 This section details the collection performance as at 28th September 2021 for Non-Domestic Rates (NDR). It also provides details of the total sums collected for the last financial year.
- 3.2.2 The Non-Domestic Rates (NDR) charges billed for 2021/22 amount to £90,208,896, this is significantly higher than the levied amount of £80,063,917 for 2020/21. Reduced take-up of Covid-19 reliefs by larger retailers largely accounts for the increase.
- 3.2.3 The cash receipts to date amount to £33,308,019 which is 36.92% of the sum billed. This is an increase in cash collection as a proportion of net charges billed of 17.14% compared with the same position for 2020/21.
- 3.2.4 During 2020/21 the introduction of Covid-19 reliefs, and delays in the provision of software changes to deal with these, delayed the billing of Non-Domestic Rates till July. Consequently, payment collection only commenced in August 2020 as opposed to the normal May date.

4. Benefit administration

- 4.1. This section details the processing performance in relation to Housing Benefit and the Scottish Welfare Fund, as at the end of September 2021. Also provided is an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund.
- 4.2. The Service continues to successfully balance the varied and changing workload resulting from the impact of the pandemic, in particular the significant resources required to support Self-Isolation Support Grants.

4.3 Speed of Processing – Housing/Council Tax Benefit

- 4.3.1 As detailed in Table 1 below, processing speed for New Claims is within target for the period.
- 4.3.2 In relation to New Claims processed within 14 days of all information received, this measure is also within target for the period.
- 4.3.3 Processing of Changes in Circumstance (CIC) is well within target for the year to date and for the reporting period during which period. (*Supplementary processing information is attached in Appendix 2 for members' reference*)

Table 1 – Performance Summary

Performance measure	4 Week Reporting Period 13 August 2021 to 09 September 2021	Year to date position	Annual Target
New Claims – processing time	24 days	14 days	24 days
New Claims - % processed within 14 days of all information received	95%	94 %	92%
Changes in Circumstance – processing time	10 days	6 days	10 days

4.4 Discretionary Housing Payments

- 4.4.1 The total budget for Discretionary Housing Payments for 2021/22 is shown in table 2 below.
- 4.4.2 Funding for DHP was previously provided to Local Authorities by the Department for Work and Pensions, following the new social security powers devolved to the Scottish Government (SG), DHP funding is now provided entirely by SG. The total budget is detailed in table 2 below and shows the indicative spending split provided to the Council.
- 4.4.2 The DHP budget has been calculated to include the full Scottish Government estimate of the amount of funding required to fully mitigate the effect of the Bedroom Tax. This estimate includes a 20% reserve allocation which will be paid in May 2022, if required.
- 4.4.3 In line with DHP Policy and DHP Regulations, the Service makes awards to fully mitigate the effect of the Bedroom Tax and maximise spend within the year.
- 4.4.4 Table 3 shows the performance information in relation to DHPs. The table shows that processing time in relation to DHP is within target.

Table 2 – DHP Budget

Funding – indicative allocations	amount
Renfrewshire Council	£100,000
Financial Hardship (non-Benefit Cap) – Scottish Government	£230,932
Financial Hardship (Benefit Cap) – Scottish Government	£180,862
Bedroom Tax* – Scottish Government	£2,468,924
Total budget for the year	£2,980,718

*This figure represents the maximum amount required to cover the estimated shortfall of customers impacted by the Bedroom Tax.

Table 3 – DHP Performance Summary

Measure	1 April 2021 to 30 September 2021
Volume of DHP applications received	4,213 applications
Volume of DHP decisions made	3,971 decisions
Number of DHP awards	3,923 awards
Average processing time (target 29 days)	19 days
Total amount committed/paid	£2,388,954

4.5 The Scottish Welfare Fund

- 4.5.1 The Scottish Welfare Fund (SWF) provides a safety net for vulnerable people on low incomes through the provision of Community Care Grants and Crisis Grants. The Scottish Welfare Fund is a national scheme, underpinned by law and delivered on behalf of the Scottish Government by all local councils. The SWF replaced elements of the Social Fund abolished by the Department for Work and Pensions in 2013.
- 4.5.2 The Service makes awards in 2021/22 in line with Scottish Government guidance and had spent 49% of its total budget for the Scottish Welfare Fund (SWF) by the end of September 2021.
- 4.5.3 The Scottish Government allocated additional resources of £22 million across Scotland to meet additional demand for Crisis Grants and Community Care Grants, arising because of COVID-19. This resulted in an additional £0.782M being allocated to Renfrewshire, £0.424M of which is available in the 2021/22 budget.

- 4.5.4 The performance data relating to the Fund is presented in table 4 below. The Service has processed Crisis and Community Care Grants within target, however due to exceptional demand levels were not able to meet the stretching 1 day target for SISGs.
- 4.5.5 From October 2020, the Scottish Government committed to providing a grant of £500 to individuals who are in receipt of low-income benefits and who lost income because they are required to self-isolate to prevent the spread of COVID-19.
- 4.5.7 The Scottish Welfare Fund was determined to be the legislative and delivery mechanism for Self-Isolation Support Grants (SISGs) in the form of Crisis Grants, as they are designed to provide occasional support to people facing immediate financial need which poses a risk to their health and wellbeing.
- 4.5.8 The Service made necessary operational arrangements to support the assessment, processing, and payment of SISGs. During September 1,337 applications were received which represents a 23% increase compared to the applications received during August. Table 5 below outlines the key performance information.

Table 4 – SWF Performance Summary (Crisis & Community Care Grants)

Measure	1 April 2021 to 30 September 2021
Number of Crisis Grant applications received	4,438
Number of Crisis Grant Awards	3,169
Total amount paid for Crisis Grants	£328,496
Average Processing time (2 working days target)	2 days
Average Processing time within September	2 days
Number of Community Care Grant applications received	1,200
Number of Community Care Grant Awards	594
Total amount paid for Community Care Grant	£485,392
Average processing time year to date (15 working days target)	9 days
Average processing time within September	8 days
Total amount paid/committed from the fund	£813,888
Budget provided by Scottish Government	£1,675,804

Table 5 – SWF Performance Summary (Self-Isolation Support Grants) (SISG)

Measure	1 April 2021 to 30 September 2021
Number of SISG applications received	4,307
Number of SISG Awards	2,730
Average Processing time (1 working day target)	4 days
Average Processing time within September	4 days
Total amount paid/committed from the fund	£1,354,500
Budget provided by Scottish Government	£1,354,500

5. Low Income Pandemic Payment

- 5.1 Scottish Government and COSLA have agreed that local authorities will act as the Scottish Government delivery agent for the Low Income Pandemic Payment; a £130 Low Income Pandemic Payment (LIPP) will be made to each household in receipt of Council Tax Reduction in April 2021 and to additional households who are either exempt from Council Tax or who have no liability.
- 5.2 It is anticipated that around 20,000 Renfrewshire households will benefit from this payment. The payment is intended to support the wellbeing of people living on low incomes and help them to manage the ongoing impacts of the pandemic on their household finances.
- 5.3 The payment can be used by recipients as they see fit and there is no requirement or expectation that payments received are used for a particular purpose. Common uses may include purchasing essentials, such as food and fuel.
- 5.4 LIPP payment will be made to households that meet the eligibility criteria by 31 October 2021.
- 5.5 19,936 eligible households have been written to advising them that they are eligible for the payment and explaining that they would be asked to complete an on-line form to provide their bank account information. Follow up letters have been issued to each customer giving guidance on how to access the form and explaining what information is required. The letters also explained how customers could request assistance to complete the form.
- 5.6 Once the on-line form is completed by the Council Tax reduction recipient, validation checks are carried out to minimise the risk of fraud before the payment process is initiated.

- 5.7 By 30 September 2021 10,004 payments, totalling £1,300,520, had been paid to customers. Those who haven't applied will be issued with a reminder letter requesting that they do so. If no application is received from a customer a credit of £130 will be made to their Council Tax account.

6 Customer Service Provision

- 6.1 This section details the performance of the customer service for September 2021, and the current year to date position. The report provides an update on the overall contact centre call handling volumes and response times. Some face-to-face services have now reopened in Renfrewshire House and customer volumes will be reported. COVID-19 continues to see an increase in demand for Digital Services and this report will update members on the level of online transactions being completed.

6.2 Telephone Call handling

- 6.2.1 High level monthly summary – for the month of September, the contact centre received 27,255 calls and answered 96% against a primary target of 90% for the period.

Table 6 – Customer Service Unit – Primary Target (call handling)

Primary target	Year	Calls Received	September Performance	Year to Date
90% calls answered	2021	27,255	96%	97%
	2020	28,455	95%	96%

- 6.2.2 The contact centre achieved the primary target of answering 90% of all calls. The percentage of calls answered remains higher for the month and year to date compared to the same period last year. Although calls for the month were slightly below September 2020 levels, year to date the contact centre has received 10,427 calls more than the same period last year (a 7% increase in demand).
- 6.2.3 The secondary target is to respond to 70% of all calls within 40 seconds

Table 7 – Customer Service Unit – Secondary Target (call handling)

Secondary target	Year	September Performance	Year to Date
70% calls in 40 seconds	2021	59%	57%
	2020	60%	66%

- 6.2.4 The contact centre is performing below the secondary target and is in line with the performance for the same month last year. Although calls for the month were slightly below September 2020 levels, year to date the contact centre has received 10,427 calls more than the same period last year (a 7% increase in overall demand).

For some individual service areas (shown in the table below) the increase has been much higher than the overall average and this is mainly due to the reintroduction of full service offering over the course of the last few months and the associated build-up of demand created from a period of reduced service during lockdown periods. These significant increases in call volumes driven by specific service changes have led to a concentration in demand within certain teams, with a consequential reduction in the number of calls answered within secondary target. However critically the overall performance in relation to the number of calls answered remains high, ensuring customer demand is being met by the service.

Service	2020 volume	2021 volume	Increase	% Increase
Housing Repairs	23,220	32,090	8,870	38%
Council Tax	19,760	23,352	3,592	18%
Environmental	9,886	10,943	1,057	11%
Blue Badges	3,430	4,936	1,506	44%
Housing Benefit	11,158	12,046	888	8%
Registration	5,764	6,669	905	16%

- 6.2.5 Recruitment is also underway to fill vacancies within the call centre which will have a positive impact on performance in the months to come.

6.3 Face to face provision

- 6.3.1 The Customer Service Centres in Paisley has re-opened and is offering face to face services to customers by appointment for some services, however Johnstone and Renfrew remain closed due to the Coronavirus Pandemic. Customers continue to receive support over the telephone and with online services.
- 6.3.2 The following table shows the volume of customers who received face to face service in Paisley during the month of September 2021. Members will be aware the customer service centre has a target for face-to-face customers to be seen within 20 minutes.

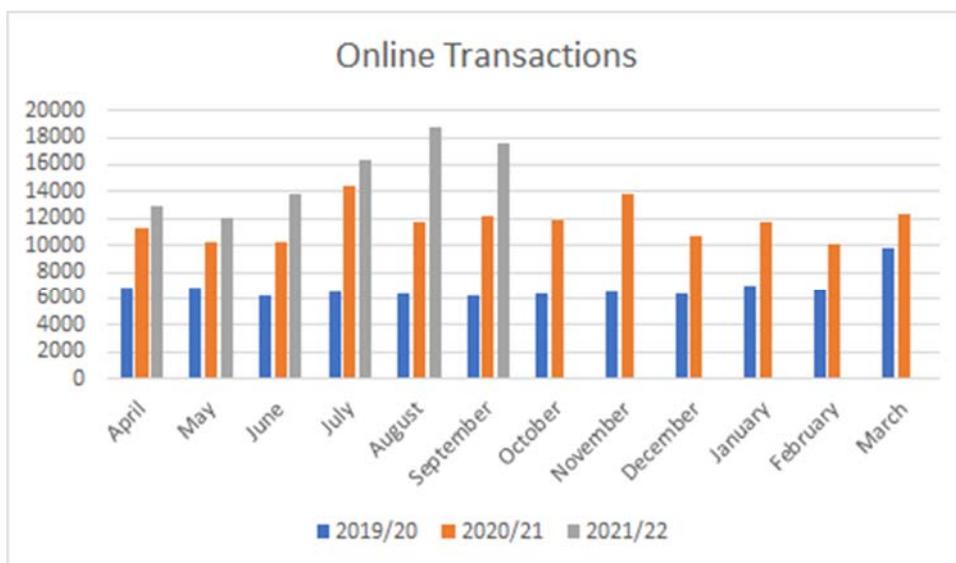
Service	Total Customers	Ave Wait Time (Mins:Secs)
Birth Registration	132	04:34
Marriage Registration	80	08:22
Licensing	120	04:14
Blue Badge	3	11:50
Housing Benefit	2	05:08
Other	319	00:00
TOTAL	656	05:22

- 6.3.3 “Other” in the table above represents customers who visit the customer service centre without an appointment. These customers are supported by the reception staff and provided details of how to access the service they require, the top three requests from customers are; to speak to their housing officer, request a copy of a registration certificate and enquiries about civic licences.

6.4 Digital Services

- 6.4.1 The council continues to see an increase in the use of their online services with a further 4,426 new users registered on the platform since 1st April 2021. This continues the trend seen throughout last year, with a total of 19,917 new users since the start of the pandemic. The Council’s MyAccount service is now used by 92.1% of all households in Renfrewshire, compared to 69% of households in March 2020.

- 6.4.2 The level of online transactions also continues to rise, with a 134% increase in customers using the MyAccount platform to request Council Services compared to the same period in 2019. The graph below shows the level of online transactions per month since the start of April 2019.
- 6.4.3 Since the start of April this year there have been 91,482 transactions supported on the MyAccount platform, compared to 140,771 the whole of the last financial year.



Implications of the Report

1. **Financial** - The level of collection of Local Taxation continues to provide funding for the delivery of Council services throughout Renfrewshire. In relation to the LIPP, Scottish Ministers have committed to fully fund the payments and committed to an allocation of administration funding for local authorities in recognition of the administration overhead that will be required to deliver the payments. The administration funding allocated to Renfrewshire Council is £147,820.
2. **HR & Organisational Development** – temporary resources are being recruited to provide support to customers who require it to access the LIPP. The recruitment and recruitment mechanism have been agreed with the Council's HR team.
3. **Community/Council Planning –**
 - Our Renfrewshire is fair - An effective Benefits service is vital to the quality of life of many of our citizens as it provides vital support for low income households to sustain tenancies and meet their rent obligations
 - Working together to improve outcomes - An efficient and effective billing and administrative process for the collection of local taxes is vital for ensuring the recovery of income to the council to support the provision of local services. This is supported by a range of payment opportunities for the public, including electronic and digital payments (e.g. Direct Debit, Website and Telephone).
 - Working together to improve outcomes – An efficient and effective Customer Service Unit is vital to ensuring citizens have equality of access to Council services whether this is digitally, by telephone or face to face
4. **Legal** – None
5. **Property/Assets** - None
6. **Information Technology** – None
7. **Equality & Human Rights** - The recommendations contained within this report in relation to performance updates has been considered in relation to its impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for consideration of performance only. In terms of the LIPP, Renfrewshire Council is acting as delivery agent for Scottish Government policy and is following Scottish Government guidance on how to implement and delivery the LIPP. As such the equality and human rights impacts of this policy are a matter for Scottish Government.

8. **Health & Safety** - None
 9. **Procurement** – None
 10. **Risk** - None
 11. **Privacy Impact** – A Privacy Impact Assessment will be developed as part of the delivery arrangements for the Low Income Pandemic payment and privacy notices included on the form used to gather information from eligible customers
 12. **Cosla Policy Position** – COSLA leaders have agreed that councils will act as the Scottish Government delivery agent for payment of the Low Income Pandemic Payment to those that meet the SG eligibility criteria
 13. **Climate Risk** – None
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List of Background Papers

- (a) None
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Appendix 1

RENFREWSHIRE COUNCIL

REVENUES COLLECTION STATEMENT AS AT 28th SEPTEMBER 2021

COUNCIL TAX		2020/21	2021/22
		£m	£m
Projected Yield		97.740	98.307
Gross Charges		100.840	102.604
Less rebates		14.321	13.715
Net Charges Billed		<u>86.519</u>	<u>88.888</u>
Cash Collected		82.079	53.151
Rebate Grant		14.321	13.715
		<u>96.400</u>	<u>66.866</u>
Cash collected as % of Net Charges		94.87%	59.80%
Income as % of Projected Yield		98.63%	68.02%

NON-DOMESTIC RATES		2020/21	2021/22
		£m	£m
Projected Yield		77.497	88.405
Gross Charges		145.609	145.637
Less reliefs		66.530	55.428
Net Charges Billed		<u>79.079</u>	<u>90.209</u>
Cash Collected		72.443	33.308
Cash collected as % of Net Charges		91.61%	36.92%
Cash collected as % of Projected Yield		93.48%	37.68%

Customer & Business Services Performance Report – Appendix 2

Supplementary KPIs – Finance & Resources Policy Board

APPEALS

Where a claimant disputes a Benefits decision and also disputes a revision decision they can formally make an Appeal. The Benefits Service will prepare a detailed submission which is then considered by the Independent Tribunals Service. Preparation of a submission is a very involved process and requires significant data gathering.

Target processing speed (number of days)	60
Result: last 3 months (days)	July: 75 days
Average (12 months to date)	60 days
Average Appeals Completed	2 Appeals per month

Comment:- Appeals volumes very low, which is expected due to reducing Housing Benefit caseload. Monthly targets were missed due resources being spread tp support Self-Isolation Support Grants.

REVISIONS

Where a claimant disputes a benefits decision in the first instance, they can request for it to be looked at again. This is known as a Revision. The process involves a Senior Benefit Assessor reviewing the decision thoroughly to decide whether the decision should stand.

Target	28 days
Result last report	May 21: 20
Result Last 3 months	July 21: 29

Comment:- The Service has missed target for revisions processing as a result of balancing workloads, including the processing of Self-Isolation Support Grants.

ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit 4% of all calculations. The actual level of checking for this reporting period is higher due to a number of new staff joining the Benefits team and therefore requiring 100% of their work to be checked.

	Target %	Actual %
Volume of Audits 2021/22	4%	29%
Accuracy – September 21	95%	84%
Accuracy – 2021/22	95%	92%

Comment:- The Service has set a stretching target for Accuracy with current performance being slightly below target. The service continues to analyse errors and action trends/patterns by providing additional guidance/training where needed.

Customer & Business Services Performance Report – Appendix 2
Supplementary KPIs – Finance & Resources Policy Board

HOUSING BENEFIT OVERPAYMENTS

The service is responsible for raising overpayments where Housing Benefit has been paid in error. If these have resulted from errors made by claimants, the cost is partially funded by the DWP. The service attempts to recover both newly raised and historic debts from claimants or landlords as appropriate. In year collections performance is detailed below and shows an improved position since the last report with slightly less outstanding total debt and improved

Overpayments raised 2021/22 £535,151

Overpayments raised and recovered in year £146,604

% Recovery 27.39%

All recovery in year £602,746

All recovery vs raised in year 112.63%

All recovery vs all debt 7.49%

Total debt outstanding at end of reporting period £7,447,548