

Finance

Mike Snow - Head of Service

Benefits and Revenues

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25th November 2016

Dear Sir or Madam

I would like to make the following representations on behalf of Warwick District Council in respect of the audit results as reported in the accompanying qualification letter.

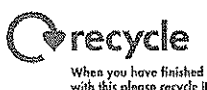
Authority unable to produce proof of rent.

A rent increase was applied to the claim from the 1st July 2014, a diary note was made at the time of processing stating that the rent increase was processed as per claimant notification, however it appears on this occasion, the evidence of the rent increase was not saved in the workflow system. Following the identification of this during the audit process, the claimant was contacted and evidence has been obtained to show that the rent increase was in fact input correctly, the only omission being the failure to save the evidence into the workflow system.

As the authority are able to demonstrate Benefit has been correctly paid, I would request that the Secretary of State be minded to agree that further 40+ testing is not necessary, and that no adjustment to the final claim is required.

No evidence to support child tax credits and working tax credits.

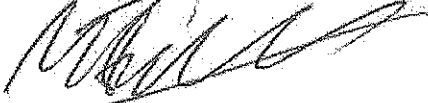
Cases were identified in both Rent Rebates and Non HRA testing where evidence of child and working tax credits had not been saved to the claim, however in all cases diary notes confirm CIS has been checked. In one case the authority contacted the HMRC who confirmed that the amount of tax credits used on the claim had at one time been correct but the award had since been superseded and therefore the authority would no longer be able to see that award on CIS. The HMRC are unable to issue the supporting evidence in these cases to the authority due to their data protection rules. The authority notes that auditors can be provided with access to CIS to confirm awards of other Benefits, and therefore the authority believe it was a reasonable assumption that the authority was not required to hold evidence where information can be obtained from CIS by the auditor. It is unfortunate that on these occasions the awards have been superseded. I can confirm that all staff have now been advised to ensure that evidence of any CIS awards exist on the claim to avoid this situation happening in the future.



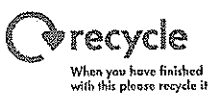
The authority would request that the Secretary of State be minded to waive the requirement to carry out the additional 40+ testing on this occasion.

As a result of our representations, we would be grateful if the figures provided in the final audited claim be accepted as satisfactory, without the need for any additional testing or further cell adjustments.

Yours sincerely



Mike Snow
Head of Finance



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