

Meeting:	Cabinet	Date:	7 December 2016
Subject:	Risk Based Verification		
Report Of:	Cabinet Member for Performance & Resources		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Stacey Jellyman, Senior Client Officer		
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Appendices:	1. Risk Based Verification Policy (reviewed October 2016) – EXEMPT under paragraph (7) of schedule 12A to the Local Government Act 1972 (as amended)		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 To approve the review of the Risk Based Verification Policy in determining evidence requirements for the assessment of new Housing Benefit and Council Tax Support claims

2.0 Recommendations

- 2.1 Cabinet is asked to **RESOLVE** that:

- (1) The reviewed Risk Based Verification Policy for verifying Housing Benefit and Council Tax Support claims as outlined in Appendix 1 be approved.
- (2) Implementation of the Risk Based Verification Policy in March 2014 by the Cabinet Member for Performance and Resources under delegated powers be noted.

3.0 Background and Key Issues

- 3.1 Risk-Based Verification (RBV) was implemented in March 2014 to apply different levels of checks to different new claims made for Housing Benefit and Council Tax Support in line with DWP guidance (HB/CTB S11/2011 Risk-Based Verification of HB/CTB Guidance)

4.0 Reasons for Recommendation

- 4.1 The policy must be reviewed periodically to ensure it remains to comply in line with DWP guidance and creates the best experience for our Housing Benefit and Council Tax Support customers.

5.0 Alternative Options Considered

5.1 None.

6.0 Financial Implications

6.1 None.

7.0 Legal Implications

7.1 The risk based verification policy complies with the recommendations from the Department of Work and Pensions (DWP) outlined in Housing Benefit and Council Tax Benefit Circular HB/CTB S11/2011. This circular can be found at Appendix 2. It should be noted that this policy will be the basis on which we are audited in the future and complies with the Social Security (Administration) Act 1992. Providing we comply with this policy, we will be deemed to be verifying claims in the correct way. The policy must be approved by the Council's Section 151 Officer and adopted by the Council.

8.0 Risk & Opportunity Management Implications

8.1 An evaluation of the risk associated with the implementation of this policy was carried out when implemented. Fraud will be carefully monitored to mitigate the risk any increase with a baseline set to monitor against. Gloucester City Council's client team will continue to see claims from all levels of risk and will review 10% at all levels.

8.2 The software will randomly select 5% of low risk claims to be High Risk

9.0 People Impact Assessment (PIA):

9.1 Risk Based Verification applies to all New Claims for Housing Benefit and Council Tax Support.

9.2 The course of action to be taken in respect of the risk scored is governed by this policy. As such there should not be any equalities impact.

10.0 Other Corporate Implications

10.1 There are no other implications associated with this report

Background Documents: None