



# **A G E N D A**

## **ANGLIA REVENUES & BENEFITS PARTNERSHIP JOINT COMMITTEE**

**DATE & TIME** Thursday, 28th February, 2008 at 4.00 pm  
**VENUE:** Level 8, Breckland House, St Nicholas Street, Thetford

**For the attention of:**

Mr P.D. Claussen, Breckland Council  
Mr W.H.C. Smith, Breckland Council  
Mr. P. Cresswell, East Cambridgeshire District Council  
Mr S. Edwards, Forest Heath District Council  
Mr E. Stewart, Forest Heath District Council  
Mr G. Wilson, East Cambridgeshire District Council

### **PART A** **ITEMS OPEN TO THE PUBLIC**

1. **MINUTES**

To confirm the minutes of the meeting held on 20 December 2007.

2. **APOLOGIES**

To receive apologies for absence.

3. **URGENT BUSINESS**

To note whether the Chairman proposes to accept any items of urgent business pursuant to Section 100(B)(4)(b) of the Local Government Act 1972.

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herewith

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Committee Services  
Elizabeth House, Walpole Loke,  
Dereham Norfolk, NR19 1EE

Date: Tuesday, 19 February 2008

Contact: Elaine Wilkes. Senior Committee Officer (01362) 656354  
Email: elaine.wilkes@breckland.gov.uk

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<b>4. <u>DECLARATION OF INTEREST</u></b> Members are asked at this stage to declare any interests they may have in any of the following items on the agenda. The Members' Code of Conduct requires that declarations include the nature of the interest and whether it is a personal or prejudicial interest.	
<b>5. <u>PERFORMANCE REPORT AS AT 31 JANUARY 2008</u></b> Report of the Operational Board.	7 - 15
<b>6. <u>FINANCIAL PERFORMANCE STATEMENT TO 31ST JANUARY 2008</u></b>	To Follow
<b>7. <u>STATEMENT OF ACCOUNTS 2006-07 ARP JOINT COMMITTEE - UN-AUDITED DRAFT</u></b> To consider the un-audited draft Statement of Accounts for the financial year ended 31 March 2007.	16 - 33
<b>8. <u>MANAGEMENT SERVICE LEVEL AGREEMENT</u></b> Report of the Strategic Manager.	34 - 45
<b>9. <u>REPORT ON CHANGES TO THE DWP HBSD/IAD RETURN</u></b> Report of the Operational Board.	46 - 47
<b>10. <u>ARP NATIONAL PERFORMANCE INDICATORS UPDATE</u></b> Report of the Operational Board.	48 - 50
<b>11. <u>DOCUMENT RETENTION POLICY</u></b> Report of the Operational Board.	51 - 58
<b>12. <u>LOCAL HOUSING ALLOWANCE UPDATE</u></b> To receive a verbal update.	
<b>13. <u>LOCAL HOUSING ALLOWANCE - POLICY REVIEW</u></b> To consider the following draft policies which have been reviewed to meet the requirements of the Local Housing Allowance scheme:	
a) <u>Draft Appeals Policy &amp; Procedure 2008</u>	59 - 66
b) <u>Draft Debt Management Recovery Policy 2008</u>	67 - 72
c) <u>Draft Discretionary Housing Payment Policy 2008</u>	73 - 83
d) <u>Draft Methods of Benefit Payments Policy 2008</u>	84 - 91
e) <u>Draft Over-payments Policy 2008</u>	92 - 100
f) <u>Counter-Fraud Strategy &amp; Policies</u>	101 - 120
g) <u>Draft Write-off Policy 2008</u>	121 - 126
h) <u>Draft Post Opening Policy 2008</u>	127 - 132
i) <u>Draft Staff Training and Development Policy 2008</u>	133 - 137

j) Code of Conduct and Safety Policy

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**14. ITEMS FOR NEXT MEETING**

To note any items for inclusion on the agenda for the next meeting.

**15. NEXT MEETING**

To agree a date for the next meeting.