

# Housing Benefit and Council Tax Benefit Circular

Department for Work and Pensions

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## HB/CTB S2/2009

### 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 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.

### Queries

If you

- want **extra copies of this circular/copies of previous circulars**, they can be found on the website at [www.dwp.gov.uk/housingbenefit/user-communications/circulars](http://www.dwp.gov.uk/housingbenefit/user-communications/circulars)
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Contents

para

**Details of additional specific grant for administration costs for 2009/10**

Introduction .....	1
Distribution methodology .....	2
Next steps .....	6
Queries .....	7
Allocations of the additional funding .....	Appendix A

## Details of additional specific grant for administration costs for 2009/10

### Introduction

- 1 The Pre-Budget Report 2008 announced that the Government has set aside an 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 administration subsidy to respond to the expected extra Housing Benefit and Council Tax Benefit (HB/CTB) workload in Local Authorities (LAs).

### Distribution methodology

- 2 It has been agreed that in 2009/10 an additional £45m subsidy 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 Local Authority Associations (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 April 2009 together with the payments of administration subsidy already announced in *HB/CTB Circular S4/2008*.
- 5 The additional funding will be included in the figure that is pre-populated in cell 006 of the initial and mid-year estimate forms and cell 006 of the final subsidy claim form and 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.

## Queries

7 If you have a query about the additional 2009/10 Administration Subsidy

- distribution, contact  
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## Allocations of the additional funding

	<b>Additional Admin Subsidy £</b>
Aberdeen	136,637
Aberdeenshire	107,035
Adur	36,907
Allerdale	67,684
Amber Valley	74,848
Angus	75,571
Argyll and Bute	68,425
Arun	95,091
Ashfield	81,080
Ashford	61,350
Aylesbury Vale	76,738
Babergh	41,203
Barking	183,977
Barnet	260,016
Barnsley	178,061
Barrow in Furness	56,704
Basildon	138,854
Basingstoke and Deane	78,516
Bassetlaw	70,673
Bath and N E Somerset	97,414
Bedford	106,802
Bexley	145,931
Birmingham	1,050,229
Blaby	31,857
Blackburn with Darwen	134,985
Blackpool	173,579
Blaenau Gwent	66,247
Bolsover	55,188
Bolton	221,833
Boston	45,946
Bournemouth	147,512
Bracknell Forest	53,893
Bradford	432,055
Braintree	84,470
Breckland	79,490
Brent	326,019
Brentwood	32,112
Bridgend	106,773
Brighton and Hove	264,348
Bristol	340,732
Broadland	53,735
Bromley	184,365
Bromsgrove	36,932

	<b>Additional Admin Subsidy £</b>
Broxbourne	62,855
Broxtowe	54,503
Burnley	92,610
Bury	128,796
Caerphilly	136,432
Calderdale	161,838
Cambridge	67,348
Camden	276,346
Cannock Chase	63,973
Canterbury	83,202
Cardiff	251,832
Carlisle	67,917
Carmarthenshire	124,916
Castle Point	51,442
Central Bedfordshire	121,775
Ceredigion	45,244
Charnwood	67,823
Chelmsford	79,422
Cheltenham	68,742
Cherwell	69,218
Cheshire East	185,323
Cheshire West and Chester	193,129
Chesterfield	83,474
Chichester	60,593
Chiltern	39,305
Chorley	59,490
Christchurch	29,164
City of London	14,002
Clackmannanshire	43,002
Colchester	94,979
Conwy	79,073
Copeland	52,181
Corby	42,603
Cornwall	383,768
Cotswold	40,851
Coventry	299,299
Craven	25,913
Crawley	71,402
Croydon	287,374
Dacorum	75,586
Darlington	83,804
Dartford	52,269
Daventry	33,141
Denbighshire	71,654
Derby	178,880

	<b>Additional Admin Subsidy £</b>
Derbyshire Dales	30,155
Doncaster	225,335
Dover	81,421
Dudley	218,483
Dumfries and Galloway	125,754
Dundee	163,528
Durham 2009	433,210
Ealing	274,963
East Ayrshire	115,319
East Cambridgeshire	39,669
East Devon	65,892
East Dorset	39,493
East Dunbartonshire	49,108
East Hampshire	47,834
East Hertfordshire	59,356
East Lindsey	112,125
East Lothian	60,825
East Northamptonshire	44,402
East Renfrewshire	38,568
East Riding of Yorkshire	176,673
East Staffordshire	63,210
Eastbourne	87,391
Eastleigh	55,204
Eden	22,700
Edinburgh	357,567
Elmbridge	59,411
Enfield	292,890
Epping Forest	65,937
Epsom and Ewell	29,377
Erewash	72,231
Exeter	75,374
Falkirk	114,891
Fareham	40,664
Fenland	70,702
Fife	286,847
Flintshire	85,994
Forest Heath	30,313
Forest of Dean	50,039
Fylde	40,577
Gateshead	181,949
Gedling	61,743
Glasgow	864,977
Gloucester	82,396
Gosport	55,418
Gravesham	62,224

	<b>Additional Admin Subsidy £</b>
Great Yarmouth	96,132
Greenwich	283,251
Guildford	61,145
Gwynedd	79,572
Hackney	378,851
Halton	117,179
Hambleton	38,609
Hammersmith and Fulham	207,713
Harborough	25,960
Haringey	310,173
Harlow	70,679
Harrogate	66,407
Harrow	171,341
Hart	25,200
Hartlepool	107,695
Hastings	103,109
Havant	78,856
Havering	137,943
Herefordshire	107,793
Hertsmere	60,140
High Peak	54,172
Highland	143,933
Hillingdon	193,953
Hinckley and Bosworth	44,747
Horsham	51,491
Hounslow	191,581
Huntingdonshire	75,342
Hyndburn	75,831
Inverclyde	91,223
Ipswich	103,796
Isle of Anglesey	44,518
Isle of Wight	120,579
Isles of Scilly	569
Islington	296,982
Kensington and Chelsea	170,450
Kettering	49,540
Kings Lynn and West Norfolk	98,667
Kingston upon Hull	272,509
Kingston upon Thames	87,870
Kirklees	282,779
Knowsley	182,487
Lambeth	387,663
Lancaster	91,853
Leeds	528,274
Leicester	293,574



	<b>Additional Admin Subsidy £</b>
Lewes	55,793
Lewisham	356,847
Lichfield	46,983
Lincoln	74,476
Liverpool	605,255
Luton	145,996
Maidstone	78,208
Maldon	32,330
Malvern Hills	38,811
Manchester	550,437
Mansfield	80,413
Medway	183,904
Melton	18,812
Mendip	64,254
Merthyr Tydfil	55,319
Merton	128,378
Mid Devon	39,126
Mid Suffolk	36,597
Mid Sussex	50,174
Middlesbrough	164,118
Midlothian	52,458
Milton Keynes	157,318
Mole Valley	34,203
Monmouthshire	41,162
Moray	52,159
Neath and Port Talbot	121,232
New Forest	83,450
Newark and Sherwood	65,865
Newcastle under Lyme	80,639
Newcastle upon Tyne	250,457
Newham	416,606
Newport	104,562
North Ayrshire	134,515
North Devon	70,756
North Dorset	31,789
North East Derby	54,881
North East Lincoln	151,296
North Hertfordshire	71,554
North Kesteven	46,083
North Lanarkshire	305,725
North Lincolnshire	114,615
North Norfolk	69,713
North Somerset	136,386
North Tyneside	160,384
North Warwickshire	34,094

	<b>Additional Admin Subsidy £</b>
North West Leicester	46,710
Northampton	134,802
Northumberland	207,417
Norwich	124,676
Nottingham	289,099
Nuneaton and Bedworth	84,578
Oadby and Wigston	22,614
Oldham	184,869
Orkney	12,000
Oxford	91,203
Pembrokeshire	76,060
Pendle	79,461
Perth and Kinross	83,911
Peterborough	147,507
Plymouth	196,174
Poole	84,842
Portsmouth	182,387
Powys	70,352
Preston	105,881
Purbeck	24,964
Reading	108,629
Redbridge	176,952
Redcar and Cleveland	130,837
Redditch	54,757
Reigate and Banstead	61,183
Renfrewshire	160,213
Rhondda Cynon Taff	194,877
Ribble Valley	19,998
Richmond upon Thames	99,482
Richmondshire	21,192
Rochdale	189,848
Rochford	37,495
Rossendale	48,391
Rother	61,770
Rotherham	184,665
Rugby	51,348
Runnymede	36,791
Rushcliffe	41,433
Rushmoor	50,513
Rutland	13,176
Ryedale	27,579
Salford	223,384
Sandwell	298,892
Scarborough	97,397
Scottish Borders	80,726

	<b>Additional Admin Subsidy £</b>
Sedgemoor	68,903
Sefton	236,842
Selby	33,188
Sevenoaks	55,822
Sheffield	408,875
Shepway	79,233
Shetland	11,038
Shropshire 2009	163,176
Slough	107,415
Solihull	113,713
South Ayrshire	91,269
South Bucks	26,574
South Cambridgeshire	51,015
South Derbyshire	38,392
South Gloucestershire	120,605
South Hams	48,962
South Holland	46,073
South Kesteven	62,308
South Lakeland	45,612
South Lanarkshire	258,382
South Norfolk	62,418
South Northamptonshire	25,683
South Oxfordshire	50,417
South Ribble	57,108
South Somerset	90,239
South Staffordshire	53,401
South Tyneside	150,481
Southampton	183,872
Southend on Sea	149,359
Southwark	363,440
Spelthorne	49,055
St Albans	51,426
St Edmundsbury	54,712
St Helens	166,613
Stafford	56,101
Staffordshire Moorlands	45,544
Stevenage	62,936
Stirling	50,138
Stockport	171,065
Stockton on Tees	141,742
Stoke on Trent	218,745
Stratford on Avon	59,680
Stroud	53,191
Suffolk Coastal	60,642
Sunderland	304,667

	<b>Additional Admin Subsidy £</b>
Surrey Heath	29,720
Sutton	115,721
Swale	100,121
Swansea	182,876
Swindon	115,456
Tameside	205,263
Tamworth	43,159
Tandridge	31,777
Taunton Deane	62,735
Teignbridge	77,995
Telford and Wrekin	129,111
Tendring	127,129
Test Valley	52,489
Tewkesbury	37,072
Thanet	144,055
Three Rivers	41,319
Thurrock	105,494
Tonbridge and Malling	55,538
Torbay	135,021
Torfaen	70,661
Torridge	42,520
Tower Hamlets	389,017
Trafford	143,428
Tunbridge Wells	56,714
Uttlesford	24,871
Vale of Glamorgan	76,426
Vale of White Horse	57,615
Wakefield	257,343
Walsall	263,644
Waltham Forest	239,647
Wandsworth	251,478
Warrington	110,419
Warwick	66,491
Watford	59,446
Waveney	97,489
Waverley	49,686
Wealden	64,827
Wellingborough	50,252
Welwyn Hatfield	64,810
West Berkshire	70,281
West Devon	26,666
West Dorset	56,070
West Dunbartonshire	112,257
West Lancashire	71,257
West Lindsey	52,845

	<b>Additional Admin Subsidy £</b>
West Lothian	132,327
West Oxfordshire	42,493
West Somerset	28,590
Western Isles	24,171
Westminster	247,426
Weymouth and Portland	53,752
Wigan	236,877
Wiltshire 2009	221,096
Winchester	44,650
Windsor and Maidenhead	64,859
Wirral	296,193
Woking	44,043
Wokingham	40,465
Wolverhampton	247,052
Worcester	64,219
Worthing	67,993
Wrexham	85,202
Wychavon	60,698
Wycombe	77,795
Wyre	73,697
Wyre Forest	72,813
York	93,552