

## Housing Benefit and Council Tax Benefit Circular

Department for Work and Pensions

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# HB/CTB S4/2008

### 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
<b>SUBJECT</b>	HB/CTB subsidy arrangements 2009/10: Details of the specific grant for administration costs, distribution of the government contribution

### 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/hbctb](http://www.dwp.gov.uk/hbctb)
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## HB/CTB subsidy arrangements 2009/10: Details of the administration subsidy distribution

### Introduction

- 1 This circular contains details of the Housing Benefit (HB) and Council Tax Benefit (CTB) subsidy arrangements which, following consultation with the Local Authority Associations (LAAs), will apply for 2009/10.
- 2 Provision for the 2009/10 subsidy arrangements will be made by Amendment Orders to the Income-related (Subsidy to Authorities) Order 1998, which will also be subject to consultation with the LAAs before it is laid before Parliament.

### Details of the DWP administration subsidy distribution in 2009/10

- 3 For 2009/2010 the total distributed amount of administration subsidy is £528.3 million. *Appendix A* shows the individual allocations for each LA in England, Scotland and Wales. The overall amount represents a 5% real terms reduction against the 2008/09 settlement figure of £541.5m and is consistent with the Department's Comprehensive Spending Review CSR 07 settlement. All LA Chief Executives were contacted at the end of June 2007, advising them of this on-going reduction and this was further announced in November 2007 in Circular S4/2007.
- 4 For 2010/11 the administration subsidy settlement will reduce by 5% in real terms. Allocations will be based on £515.4 m in 2010/11.
- 5 Previous netting and capping arrangements will no longer apply from 2009/10 onwards.

### Distribution methodology

- 6 Due to the data embargo between November 2007 and March 2008 Housing Benefit Matching Scan (HBMS) details have not been available for the normal 12 month period used to establish the subsidy distribution. Therefore, the distribution for 2009/10 reflects new claims and caseload information based on HBMS data for the 12 month period from November 2006 to the end of October 2007, prior to the DWP data embargo.
- 7 The distribution takes into account the weightings for different tenure types as shown in *Table 1*. These weightings are derived from the report 'Costs of Administering Housing and Council Tax Benefits' (ISBN 1841239836).

**Table 1**

<b>New Claims case types</b>	<b>Weightings</b>
Rent Rebates – not receiving income based Jobseeker’s Allowance (JSA(IB)), Income Support (IS) or Pension Credit (guarantee credit)	1.56
Rent Rebates – receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.09
Council Tax Benefit – not receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.47
Council Tax Benefit – receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.00
Housing Associations – not receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.60
Housing Associations – receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.13
Rent Allowances (other than Housing Associations) – not receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.72
Rent Allowances (other than Housing Associations) – receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.23
<b>Live Claims case types</b>	
Council Tax Benefit only	1.52
Rent Rebates	1.51
Housing Associations	2.00
Rent Allowances (other than Housing Associations)	2.13

### **Labour cost adjustments**

- 8 The Annual Survey of Hours and Earnings (ASHE) 2007 has been used to derive the labour cost indices split between England, Scotland and Wales.
- 9 The Department for Communities and Local Government (DCLG) Labour Cost Adjustment (LCA) ratios, from the 2008/09 Environmental, Protective and Cultural Services (EPCS) aspect of the Local Government Finance Settlement, have been applied to the English LAs.

10 Table 2 shows a summary of the regional values used for the 2009/10 distribution.

**Table 2**

<b>ASHE survey</b>	<b>Weight</b>
England	1.0043
Wales	0.9395
Scotland	0.9908
<b>DCLG LCAs</b>	
Avon	1.0449
Bedfordshire and Hertfordshire Non-Fringe	1.0535
Berkshire Non-Fringe	1.1609
Berkshire, Surrey and West Sussex Fringe	1.1654
Buckinghamshire Non-Fringe	1.1131
Cambridgeshire	1.0610
Cheshire	1.0100
City of London	1.5680
East Sussex	1.0127
Essex Non-Fringe	1.0195
Gloucestershire	1.0203
Greater Manchester	1.0275
Hampshire & Isle of Wight	1.0526
Hertfordshire and Buckinghamshire Fringe	1.1257
Inner London	1.3151
Isles of Scilly	1.00
Kent and Essex Fringe	1.0941
Kent Non-Fringe	1.0136
Leicestershire	1.0120
Merseyside	1.0050
Northamptonshire	1.0197
Nottinghamshire	1.0027
Oxfordshire	1.0877
Rest of England	1.00
Rest Outer London	1.1099
Suffolk	1.0000
Warwickshire	1.0256
West Midlands	1.0150
West Outer London	1.1766
West Sussex Non-Fringe	1.0000
West Yorkshire	1.0126
Wiltshire	1.0386

## Accommodation factors

- 11 Figures from the latest update of the Property Market Report (January 2008) have been provided by the Valuations Office Agency. These have been used to derive the indices to represent a split of accommodation costs between England, Scotland and Wales.
- 12 The DCLGs Rates Cost Adjustment (RCA) ratios from the EPCS aspect of the Local Government Finance Settlement have been applied to the English LAs.
- 13 *Table 3* shows a summary of the regional values used for the 2009/10 distribution.

**Table 3**

<b>VOA-Property Market Report</b>	<b>Weight</b>
England	1.0310
Wales	0.6800
Scotland	0.9590
<b>DCLG's RCAs</b>	
City of London	4.1827
Inner London	2.5497
Outer London	1.6518
London Fringe	1.9961
Rest of the South East	1.3641
South East Fringe	1.2872
Northern ACA area	1.2190
Rest of England	1.0000

## Treatment of stock transfers

- 14 All Large Scale Voluntary transfers (LSVT's) occurring before the end of May 2008 and confirmed as being completed by DCLG, National Assembly for Wales and the Scottish Executive have been taken into account in the 2009/10 distribution.

## The formula

- 15 The subsidy is distributed among LAs by taking HB and CTB caseloads into account, with different weightings for different case types such as private or LA housing, and adjustments to compensate for variations in accommodation and labour costs between regions.

- 16 The administration subsidy for a particular LA is equal to a fraction of the total Administration subsidy. This fraction is calculated using the Adjusted Caseloads and the labour and accommodation indices which are scaled by the average which has been weighted by caseload

***Factor = Adjusted Caseload x [0.25 + 0.65 x Scaled Labour indices + 0.1 x Scaled Accommodation indices]***

***Admin Subsidy = Factor x Total Admin Subsidy / Sum of Factors for all LAs***

- 17 The Adjusted Caseloads for HB and CTB are calculated by applying the relevant weighting to each aspect of the caseload (both live load and new claim volumes using the weights from *Table 1*) and summing the total.

### **Payments of subsidy**

- 18 Payments of interim administration subsidy will be made in 12 monthly instalments beginning in April. As always, the overall grant available to support HB and CTB administration costs is cash limited and so there is no provision for any adjustments to be made to individual authority's allocations.

### **Queries**

- 19 If you have a query about the 2009/10 Administration Subsidy distribution, contact

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LA Performance Division  
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The Adelphi  
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- 20 If you have a query about the payment arrangements, please contact

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## 2009/10 Individual LA allocations – Summary

	Gross Subsidy	% change on 2008/09
Aberdeen	1,604,119	-0.4%
Aberdeenshire	1,256,591	-2.3%
Adur	433,282	-3.3%
Allerdale	794,605	-7.0%
Amber Valley	878,713	-3.1%
Angus	887,201	-4.8%
Argyll and Bute	803,305	-1.6%
Arun	1,116,363	-2.4%
Ashfield	951,882	-1.1%
Ashford	720,248	-0.6%
Aylesbury Vale	900,903	-0.2%
Babergh	483,720	-4.4%
Barking	2,159,894	-5.3%
Barnet	3,052,591	-7.0%
Barnsley	2,090,440	-0.1%
Barrow in Furness	665,709	-4.4%
Basildon	1,630,147	-7.4%
Basingstoke and Deane	921,777	-2.2%
Bassetlaw	829,695	-4.3%
Bath and N E Somerset	1,143,646	-2.6%
Bedford	1,253,852	0.2%
Bexley	1,713,235	-2.3%
Birmingham	12,329,694	-2.2%
Blaby	373,998	0.0%
Blackburn with Darwen	1,584,720	-5.6%
Blackpool	2,037,815	-2.3%
Blaenau Gwent	777,737	-4.4%
Bolsover	647,906	-4.2%
Bolton	2,604,325	-3.6%
Boston	539,401	-3.4%
Bournemouth	1,731,792	-5.7%
Bracknell Forest	632,708	1.1%
Bradford	5,072,328	-7.5%
Braintree	991,674	2.1%
Breckland	933,217	-7.2%
Brent	3,827,465	-1.4%
Brentwood	376,996	-5.8%
Bridgend	1,253,517	-6.1%
Brighton and Hove	3,103,448	2.7%
Bristol	4,000,193	-4.1%
Broadland	630,854	-2.5%
Bromley	2,164,449	-3.6%



Bromsgrove	433,586	-4.2%
Broxbourne	737,913	-3.3%
Broxtowe	639,861	-2.4%
Burnley	1,087,245	-1.5%
Bury	1,512,067	-1.5%
Caerphilly	1,601,709	-4.7%
Calderdale	1,899,980	-1.2%
Cambridge	790,669	-1.1%
Camden	3,244,305	-2.4%
Cannock Chase	751,048	-2.2%
Canterbury	976,796	-3.4%
Cardiff	2,956,504	1.8%
Carlisle	797,345	-2.5%
Carmarthenshire	1,466,508	-0.5%
Castle Point	603,932	4.1%
Central Bedfordshire 2009	1,429,642	-1.4%
Ceredigion	531,169	-3.5%
Charnwood	796,243	-5.2%
Chelmsford	932,410	-3.6%
Cheltenham	807,036	-0.2%
Cherwell	812,618	-0.8%
West Cheshire & Chester 2009	2,267,332	-3.6%
Cheshire East 2009	2,175,694	-2.6%
Chesterfield	979,984	-2.4%
Chichester	711,366	-7.1%
Chiltern	461,446	-5.0%
Chorley	698,415	-0.9%
Christchurch	342,388	-4.2%
City of London	164,381	6.9%
Clackmannanshire	504,840	-0.1%
Colchester	1,115,053	-3.5%
Conwy	928,319	-6.1%
Copeland	612,607	-3.9%
Corby	500,155	3.3%
Cornwall 2009	4,505,433	-2.8%
Cotswold	479,585	-3.5%
Coventry	3,513,765	-6.1%
Craven	304,213	-2.8%
Crawley	838,262	-3.7%
Croydon	3,373,772	-2.3%
Dacorum	887,381	-0.7%
Darlington	983,859	-4.5%
Dartford	613,635	-9.0%
Daventry	389,081	2.7%
Denbighshire	841,212	-2.8%
Derby	2,100,054	5.1%

Derbyshire Dales	354,024	-5.5%
Doncaster	2,645,430	-2.3%
Dover	955,885	-1.3%
Dudley	2,564,996	-4.3%
Dumfries and Galloway	1,476,349	-3.4%
Dundee	1,919,823	-1.6%
Durham 2009	5,085,888	-1.3%
Ealing	3,228,061	-1.9%
East Ayrshire	1,353,841	-6.6%
East Cambridgeshire	465,712	-3.2%
East Devon	773,578	-3.4%
East Dorset	463,652	-2.9%
East Dunbartonshire	576,528	2.3%
East Hampshire	561,567	-3.1%
East Hertfordshire	696,837	-3.8%
East Lindsey	1,316,350	-4.0%
East Lothian	714,081	-1.8%
East Northamptonshire	521,280	-0.8%
East Renfrewshire	452,793	-6.5%
East Riding of Yorkshire	2,074,146	-2.5%
East Staffordshire	742,081	-1.4%
Eastbourne	1,025,975	-3.2%
Eastleigh	648,098	-3.2%
Eden	266,493	-4.4%
Edinburgh	4,197,837	-3.0%
Elmbridge	697,489	-6.4%
Enfield	3,438,535	-0.9%
Epping Forest	774,101	-4.1%
Epsom and Ewell	344,887	-3.1%
Erewash	847,995	-2.5%
Exeter	884,892	-2.9%
Falkirk	1,348,820	-0.5%
Fareham	477,400	0.0%
Fenland	830,039	-1.7%
Fife	3,367,580	2.2%
Flintshire	1,009,574	-2.9%
Forest Heath	355,876	-5.2%
Forest of Dean	587,459	-3.1%
Fylde	476,379	-6.0%
Gateshead	2,136,083	0.5%
Gedling	724,865	3.0%
Glasgow	10,154,836	-5.3%
Gloucester	967,324	-2.9%
Gosport	650,604	0.7%
Gravesham	730,511	-2.7%
Great Yarmouth	1,128,586	-2.3%
Greenwich	3,325,363	-4.1%
Guildford	717,841	-3.8%

Gwynedd	934,172	-3.4%
Hackney	4,447,713	-5.4%
Halton	1,375,685	-7.0%
Hambleton	453,272	-0.9%
Hammersmith and Fulham	2,438,546	-3.9%
Harborough	304,766	2.8%
Haringey	3,641,430	-4.5%
Harlow	829,770	-5.1%
Harrogate	779,617	-2.9%
Harrow	2,011,547	4.8%
Hart	295,843	-0.4%
Hartlepool	1,264,333	-2.0%
Hastings	1,210,500	0.1%
Havant	925,771	-4.7%
Havering	1,619,452	-4.3%
Herefordshire	1,265,488	-1.6%
Hertsmere	706,047	-1.2%
High Peak	635,980	2.9%
Highland	1,689,773	-4.2%
Hillingdon	2,277,005	-2.8%
Hinckley and Bosworth	525,334	-1.3%
Horsham	604,503	-3.3%
Hounslow	2,249,159	-4.5%
Huntingdonshire	884,512	-1.1%
Hyndburn	890,257	-2.4%
Inverclyde	1,070,963	-4.1%
Ipswich	1,218,562	0.0%
Isle of Anglesey	522,642	-4.4%
Isle of Wight	1,415,601	-4.9%
Isles of Scilly	6,676	-18.6%
Islington	3,486,564	-1.4%
Kensington and Chelsea	2,001,081	-8.2%
Kettering	581,598	-0.9%
Kings Lynn and West Norfolk	1,158,354	-4.5%
Kingston upon Hull	3,199,251	-5.4%
Kingston upon Thames	1,031,597	-3.2%
Kirklees	3,319,829	-1.9%
Knowsley	2,142,392	-3.3%
Lambeth	4,551,167	-1.5%
Lancaster	1,078,356	-5.4%
Leeds	6,201,942	-1.7%
Leicester	3,446,557	0.5%
Lewes	655,011	-2.7%
Lewisham	4,189,383	0.7%
Lichfield	551,579	-2.6%
Lincoln	874,343	-4.9%

Liverpool	7,105,699	4.2%
Luton	1,713,988	-1.8%
Maidstone	918,167	-5.4%
Maldon	379,552	-16.6%
Malvern Hills	455,641	-2.9%
Manchester	6,462,134	3.1%
Mansfield	944,046	0.6%
Medway	2,159,029	-1.7%
Melton	220,855	-1.7%
Mendip	754,343	1.5%
Merthyr Tydfil	649,446	-0.3%
Merton	1,507,163	-3.9%
Mid Devon	459,342	-3.5%
Mid Suffolk	429,646	-3.2%
Mid Sussex	589,047	-5.4%
Middlesbrough	1,926,747	-1.1%
Midlothian	615,861	-14.0%
Milton Keynes	1,846,918	-2.4%
Mole Valley	401,545	2.1%
Monmouthshire	483,236	-5.9%
Moray	612,349	-3.9%
Neath and Port Talbot	1,423,259	-3.9%
New Forest	979,699	-3.1%
Newark and Sherwood	773,252	-1.9%
Newcastle under Lyme	946,701	-0.8%
Newcastle upon Tyne	2,940,361	-3.6%
Newham	4,890,952	8.5%
Newport	1,227,562	-4.9%
North Ayrshire	1,579,204	-1.0%
North Devon	830,679	-5.0%
North Dorset	373,204	-4.0%
North East Derby	644,308	-3.2%
North East Lincoln	1,776,220	-2.9%
North Hertfordshire	840,046	-4.0%
North Kesteven	541,015	-3.3%
North Lanarkshire	3,589,208	-4.0%
North Lincolnshire	1,345,585	3.7%
North Norfolk	818,429	-0.3%
North Somerset	1,601,166	1.4%
North Tyneside	1,882,909	-3.7%
North Warwickshire	400,267	-1.3%
North West Leicester	548,374	0.3%
Northampton	1,582,570	-4.0%
Northumberland 2009	2,435,076	-2.5%
Norwich	1,463,696	-3.3%
Nottingham	3,394,020	1.3%
Nuneaton and Bedworth	992,942	-4.3%
Oadby and Wigston	265,490	-1.1%

Oldham	2,170,364	-1.9%
Orkney	140,878	-0.3%
Oxford	1,070,717	-4.7%
Pembrokeshire	892,948	-4.3%
Pendle	932,868	1.1%
Perth and Kinross	985,114	2.9%
Peterborough	1,731,735	-1.0%
Plymouth	2,303,088	0.0%
Poole	996,050	-4.3%
Portsmouth	2,141,227	-0.8%
Powys	825,933	-5.0%
Preston	1,243,046	-4.6%
Purbeck	293,081	-3.9%
Reading	1,275,305	-1.7%
Redbridge	2,077,420	-4.9%
Redcar and Cleveland	1,536,031	-2.9%
Redditch	642,842	4.8%
Reigate and Banstead	718,284	-3.8%
Renfrewshire	1,880,900	-0.5%
Rhondda Cynon Taff	2,287,857	-5.1%
Ribble Valley	234,771	1.2%
Richmond upon Thames	1,167,915	-2.9%
Richmondshire	248,795	-4.2%
Rochdale	2,228,819	-1.6%
Rochford	440,192	0.4%
Rosendale	568,113	-6.6%
Rother	725,174	-1.6%
Rotherham	2,167,968	-2.3%
Rugby	602,821	-2.8%
Runnymede	431,921	-1.5%
Rushcliffe	486,421	-0.5%
Rushmoor	593,021	1.0%
Rutland	154,682	-2.0%
Ryedale	323,779	-5.1%
Salford	2,622,530	-0.8%
Sandwell	3,508,994	0.6%
Scarborough	1,143,446	0.1%
Scottish Borders	947,727	-1.6%
Sedgemoor	808,925	-4.9%
Sefton	2,780,530	-3.3%
Selby	389,629	-1.5%
Sevenoaks	655,351	-3.8%
Sheffield	4,800,196	-0.4%
Shepway	930,191	-4.8%
Shetland	129,592	-6.4%
Shropshire 2009	1,915,683	-2.8%
Slough	1,261,051	-2.1%
Solihull	1,334,996	-0.1%

South Ayrshire	1,071,497	-3.7%
South Bucks	311,984	-4.5%
South Cambridgeshire	598,919	-6.5%
South Derbyshire	450,724	-5.6%
South Gloucestershire	1,415,906	10.4%
South Hams	574,808	-5.1%
South Holland	540,892	-0.3%
South Kesteven	731,494	-0.3%
South Lakeland	535,479	-2.8%
South Lanarkshire	3,033,403	-3.7%
South Norfolk	732,789	-4.0%
South Northamptonshire	301,521	-4.7%
South Oxfordshire	591,892	-3.2%
South Ribble	670,451	-4.3%
South Somerset	1,059,404	-2.4%
South Staffordshire	626,926	-1.3%
South Tyneside	1,766,646	-7.4%
Southampton	2,158,655	-2.0%
Southend on Sea	1,753,472	-5.5%
Southwark	4,266,785	-2.0%
Spelthorne	575,909	-5.0%
St Albans	603,743	-5.9%
St Edmundsbury	642,323	-3.1%
St Helens	1,956,042	-4.0%
Stafford	658,622	-7.0%
Staffordshire Moorlands	534,692	-1.6%
Stevenage	738,866	3.8%
Stirling	588,620	-4.5%
Stockport	2,008,300	-5.0%
Stockton on Tees	1,664,057	-3.9%
Stoke on Trent	2,568,069	-3.4%
Stratford on Avon	700,644	-3.4%
Stroud	624,462	-5.1%
Suffolk Coastal	711,937	-3.7%
Sunderland	3,576,793	-3.5%
Surrey Heath	348,907	-2.6%
Sutton	1,358,567	-2.2%
Swale	1,175,415	-3.0%
Swansea	2,146,966	-4.5%
Swindon	1,355,448	-1.4%
Tameside	2,409,793	-3.3%
Tamworth	506,684	-4.5%
Tandridge	373,064	0.0%
Taunton Deane	736,506	-0.4%
Teignbridge	915,662	-3.6%
Telford and Wrekin	1,515,768	-0.9%
Tendring	1,492,489	0.1%
Test Valley	616,223	-2.8%

Tewkesbury	435,220	-4.3%
Thanet	1,691,209	-3.1%
Three Rivers	485,090	-1.9%
Thurrock	1,238,504	-0.4%
Tonbridge and Malling	652,015	-0.6%
Torbay	1,585,149	-4.2%
Torfaen	829,565	-2.2%
Torrige	499,180	-2.0%
Tower Hamlets	4,567,061	2.5%
Trafford	1,683,840	-5.3%
Tunbridge Wells	665,819	-4.3%
Uttlesford	291,989	-14.7%
Vale of Glamorgan	897,246	-4.2%
Vale of White Horse	676,401	-1.0%
Wakefield	3,021,209	-1.7%
Walsall	3,095,178	-1.0%
Waltham Forest	2,813,460	-7.6%
Wandsworth	2,952,348	-4.1%
Warrington	1,296,321	-4.4%
Warwick	780,607	-5.0%
Watford	697,902	2.5%
Waveney	1,144,523	-5.8%
Waverley	583,310	-3.2%
Wealden	761,075	-3.9%
Wellingborough	589,962	1.0%
Welwyn Hatfield	760,867	-3.2%
West Berkshire	825,098	-4.9%
West Devon	313,055	-3.7%
West Dorset	658,261	-4.4%
West Dunbartonshire	1,317,892	-4.5%
West Lancashire	836,561	-0.4%
West Lindsey	620,404	-1.9%
West Lothian	1,553,518	-2.8%
West Oxfordshire	498,862	-5.1%
West Somerset	335,652	-0.8%
Western Isles	283,771	9.8%
Westminster	2,904,781	-5.6%
Weymouth and Portland	631,050	-0.4%
Wigan	2,780,939	-4.8%
Wiltshire 2009	2,595,664	-0.9%
Winchester	524,185	-6.6%
Windsor and Maidenhead	761,450	-4.7%
Wirral	3,477,302	-2.3%
Woking	517,061	-3.8%
Wokingham	475,059	-3.4%
Wolverhampton	2,900,393	-0.3%
Worcester	753,934	-1.6%

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Worthing	798,236	-2.9%
Wrexham	1,000,267	-4.7%
Wychavon	712,591	-2.3%
Wycombe	913,317	-4.1%
Wyre	865,201	-3.1%
Wyre Forest	854,822	-2.3%
York	1,098,303	-3.6%
	528,300,000	