

## **Epping Forest District Council: Benefits Inspection Post-Inspection Action Plan**

<b>R1</b>	<b>Deliver quicker and more accurate payments to customers</b>				
	Action:	Responsibility:	Deadline Date:	Notes:	Date Completed:
a	<p>Investigate and analyse reasons for delays in the provision of supporting information /documentation. Put service improvements in place to reduce delays where possible</p> <p>Investigate alternative methods of reminding customers to provide information eg using text messaging, emailing.</p>	Benefits Manager	September 2010		
b	<p>Continue to set targets for Benefit staff for benefit processing times and other performance targets. Review performance targets on a quarterly basis.</p> <p>Identify best practice from other Authorities to reduce processing times</p>	Assistant Director – Benefits Benefits Manager Investigation & Intervention Manager Senior Benefit Officers	<p>April 2010</p> <p>September 2010</p>	Targets set as part of the PDR process	April 2010
c	Investigate the cost implications of placing advertisements in the local press to raise awareness of the importance of reporting changes in circumstances	Assistant Director – Benefits Benefits Manager	September 2010	Much work is already undertaken in this area targeted specifically at benefit claimants. An article will be placed in each edition of the Forester. The cost implications of placing advertisements in the local press will be assessed for	

	Recommend the identification of high risk cases within existing caseload and carry out a review of entitlement	Investigation & Interventions Manager	March 2010	value for money. High risk cases have been identified and full reviews are being carried out.	March 2010 and ongoing
d	Increase the amount of accuracy checking and recording being carried out by the Senior Benefit Officers. Ensure that the checking is formally recorded and a target of 5-10% to be set.	Senior Benefit Officers	March 2010	Increased checking is being carried out and formally recorded	March 2010 and ongoing
<b>R2</b>	<b>Improve the customer focus and delivery of the service</b>				
	<b>Action:</b>	<b>Responsibility:</b>	<b>Deadline Date:</b>	<b>Notes:</b>	<b>Date Completed:</b>
a	<p>Customer satisfaction survey to be undertaken to obtain customers general view of the current service provided. Surveys to be sent with new year notification letters</p> <p>General customer satisfaction survey to be scheduled annually with new year notification letters</p> <p>Develop customer satisfaction survey specifically for website to identify improvements that can be made to the benefit website pages</p> <p>Develop customer satisfaction survey specifically for Visiting Officers to identify any improvements that can be made whilst officers carry out home visits</p>	<p>Assistant Director – Benefits Benefits Manager Investigation &amp; Intervention Manager Senior Benefit Officer – System Administration</p>	<p>March 2010</p> <p>Annually from March 2011</p> <p>May 2010</p> <p>May 2010</p>	<p>1000 surveys dispatched with pre-paid reply envelopes in early March 2010</p>	<p>March 2010</p>
b	Formalise arrangements with existing and potential stakeholders	Benefits Manager	September 2010	Liasion meetings that currently take place with	

	to obtain their views on the service. The requirement for a formal landlord forum to be assessed.			JCP, PS, CAB are to be formalised.	
c/d/e	In consultation with partners and service users, develop and publish service standards to clearly publicise what can be expected of the Benefits Service. Outcomes to be reported to interested parties  Assess whether appeal submissions can be less detailed in order to speed up the appeal process and allow more challenging service standards to be set.	Assistant Director – Benefits Benefits Manager Investigation & Intervention Manager Senior Appeal and Overpayment Officer	September 2010  June 2010	Other Essex Authorities to be surveyed on service standards through the Essex Benefit Managers Group.	
f	See 5a				
g	Assess customer demand for extended office opening hours.  Benefit staff to be located at the new Limes Farm area office when completed.  Assess the requirement for Benefit staff to be located in the south of	Corporate Directors Assistant Director – Benefits Benefits Manager	April 2010  Summer 2011  March 2011	100% of the respondents to the March 2010 customer satisfaction survey have indicated that they are satisfied with the current telephone and reception opening hours. 0% indicated that they would like extended opening hours. No further action to be taken on this issue at this time although customers will be surveyed again in the future.	April 2010

	<p>the District to enable easier public access. Identify potential premises that could be used. To be involved in working parties for the Debden Broadway redevelopment if a need for an area office, or relocation of the service, is identified.</p> <p>Subject to possible service relocation, redesign of existing reception area in the Civic Offices</p> <p>Clear signposting in the reception area for customers who speak no English. Access to interpreting service to be maintained.</p> <p>Investigate the possibility of introducing e-claims</p>		<p>March 2011</p> <p>April 2010</p> <p>March 2011</p>	<p>If service is to be relocated, it would not be cost effective to totally refurbish the existing reception area</p> <p>Information leaflets and posters in the reception area</p>	<p>April 2010</p>
<b>R3</b>	<b>Improve value for money</b>				
	<b>Action:</b>	<b>Responsibility:</b>	<b>Deadline Date:</b>	<b>Notes:</b>	<b>Date Completed:</b>
a/b/c	<p>Continue with benchmarking of performance &amp; cost data via both the Cipfa benchmarking club and the Essex Benefit Managers Group. Identify specific areas of high cost/poor performance and learn from best practice to achieve improvements</p> <p>Regular reporting to the Finance &amp; Performance Management Scrutiny Panel</p>	<p>Director of Finance Assistant Director – Benefits Benefit Manager Investigation &amp; Intervention Manager</p>	<p>December 2010</p> <p>June 2010 &amp; December 2010</p>	<p>2009/10 cipfa Benchmarking data will not be available until Autumn 2010</p>	

<b>R4</b>	<b>Increase income levels of the poorest parts of the community</b>				
	Action:	Responsibility:	Deadline Date:	Notes:	Date Completed:
a/b	<p>Consult with other Authorities to ascertain best practice. Develop a take up strategy for the maximisation of benefits. Involve partners in the development of the strategy</p> <p>Utilise existing ward data and Mosaic tool to identify potential areas of deprivation and target those areas for the take up of benefits</p> <p>Obtain a quotation from Capita for their CTB take up campaign and assess whether it represents value for money.</p> <p>Continue to identify potential partners for participation in any take up event opportunities in the local area and identify measures of effectiveness for each event.</p> <p>Publicise the Benefit scheme in every edition of The Forester</p>	Assistant Director – Benefits Benefit Manager	<p>September 2010</p> <p>September 2010</p> <p>April 2010</p> <p>September 2010</p> <p>April 2010</p>	<p>Quote obtained from Capita. To be reported to Members but the quote in the region of £40,000 does not appear to represent value for money</p> <p>Posters have already been distributed to leisure centres, health centres and libraries.</p> <p>Arrangements have been made for an article to be regularly published in future editions of The Forester to advertise take up and the importance of reporting changes in circumstances</p>	<p>April 2010</p>

<b>R5</b>					
<b>Improve the effectiveness of performance management and service planning</b>					
	Action:	Responsibility:	Deadline Date:	Notes:	Date Completed:
a	Review the establishment of the Benefits Division and report to Members on performance and any proposed changes to the establishment	Director of Finance Assistant Director – Benefits	October 2010	When Cabinet approved the restructure in July 2009, an update report was requested within 18 months.	
b	See 3a/b/c				
c	Performance statistics to continue to be updated on a weekly basis, ensuring that all staff are aware of ongoing performance. Monthly Academy performance and <a href="mailto:information@work">information@work</a> statistics to also be provided and discussed between Senior Officers and their staff with a view to improving performance.  Use performance data to identify any training need.	Benefits Manager Senior Benefit Officers Training Officer	May 2010          September 2010	Staff have been reminded of the availability of performance data and where that data is held.	
d	Investigate and analyse reasons for avoidable contact. Put service improvements in place to reduce avoidable contact where possible	Benefits Manager Senior Benefit Officer – System Administration	September 2010	Continue with the work that has already been started looking at causes of avoidable contact and potential solutions.	
<b>R6</b>					
<b>Protect taxpayers money and improve the effectiveness of counter fraud work</b>					
	Action:	Responsibility:	Deadline Date:	Notes:	Date Completed:
a	In consultation with partners, develop and publish a service specific counter-fraud strategy.  Fraud awareness training to be delivered to staff. Raise awareness	Investigation & Intervention Manager	September 2010       December 2010		

	of benefit fraud with partners and service users.				
b	Continue to apply sanctions consistently and in line with fraud prosecution policy.	Investigation & Intervention Manager	March 2010	The recent additional resource on the team has meant that a greater number of investigations can be undertaken and the number of sanctions can be increased	March 2010 and ongoing
c	Identify potential obstacles to the recruitment of Investigation Officers and seek to overcome those obstacles to attract experienced candidates.	Assistant Director – Benefits Investigation & Interventions Manager Human Resources	April 2010	Following previous unsuccessful recruitment exercises, one Investigation Officer commenced employment in February 2010 and recruitment to the other vacant post is being undertaken in April 2010. Fraud specific publications and websites have been identified for a wider audience when advertising. The issue will be reviewed further should another vacancy arise.	April 2010
	To assess performance against targets and evaluate resources quarterly		December 2010		