

S40(2)

Reply by email: [S4 0\(2\)](#)

Telephone: 01636 655216/7

Email: freedom@nsdc.info

Your ref:

Our ref: **RFI-2016-0894**

05 August 2016

Dear Mr [S40\(2\)](#)

Request for information: RFI-2016-0894

Your request for information about DHP applications has now been considered. The information held by the Council relevant to your request is attached with this covering letter/ set out below:

1) How many applications for Discretionary Housing Payments were made to your council by eligible applicants in the 2015-2016 financial year?

423

2) How many of those applications were rejected/unsuccessful?

115

3) What were the five main reasons that eligible DHP applicants had their DHP applications turned down in the 2015-2016 financial year?

Income exceeds, no shortfall in Housing Benefit awarded and rent payable, no Housing Benefit entitlement.

4) If one of the reasons that eligible applicants were turned down was that application forms were not adequately completed, could you please let me know:

-if the council follows up inadequately completed forms with applicants and how – does the council contact applicants to ask for missing information, or offer a service to help applicants fill in forms correctly if they h

- what information do applicants in these cases generally neglect to include – is it supporting information (such as bank statements) that is left out, or do people not complete fields in the application forms?

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5) Does your council restrict the number of DHP awards an applicant can receive? If Yes, how many awards can an eligible applicant receive? Are they excluded from multiple applications even if their financial circumstances remain the same/don't improve?

No restrictions

6) Are DHPs ever awarded to applicants who do not complete your formal application forms – for example, will your council award DHPs to applicants whose councillors or support workers apply

on their behalf by email or phone call? If Yes, how many DHPs were awarded that way in the 2015-2016 financial year?

Application form required initially although for substantially adapted properties we renew the DHP without the requirement for a repeat form

7) Did your council exceed its government Discretionary Housing Payment allocation in the 2015-2016 financial year? Did your council top up its government allocation?

No

8) Did your council return any DHP monies to the DWP as unspent in the 2015-2016 financial year? If Yes, what was the total amount returned?

Yes - £6,337

9) How many applications for Discretionary Housing Payments were made to your council by eligible applicants in the 2014-2015 financial year?

486

This request has been handled under the Freedom of Information Act 2000.

This response refers to information held by Newark & Sherwood District Council and does not include information relating to the Council's housing stock or the management of that stock. This information is held by a wholly owned arm's length company, Newark and Sherwood Homes Ltd, which for the purposes of Freedom of Information, is classed as a separate public body. Newark and Sherwood Homes Ltd can be contacted via their website at www.nshomes.co.uk

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by the Director of Safety or the Deputy Chief Executive who have not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website www.ico.org.uk/

More details of this complaints process are available to view on our website at the following link: www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/

Yours sincerely

David Clarke

S40(2)

Information Governance Officer