

Department for
Work and Pensions

HB Subsidy Team
Housing Delivery Division
Room B120D
Warbreck House
Blackpool FY2 0UZ

Telephone: 01253 337972

MR JASON GRANGER
CUSTOMER SOLUTIONS MANAGER
COLCHESTER BOROUGH COUNCIL
ROWAN HOUSE
33 SHEEPEN ROAD
COLCHESTER
ESSEX, CO3 3WG

Date: 13 February 2019

Dear Mr Granger,

**Housing Benefit
2017/18 Qualified Final Subsidy Claim**

Following representations made by Colchester Borough Council to DWP, the DWP agrees to some aspects of the request for Further Work to be carried out in relation to the final subsidy claim for 2017/18. This work is to be completed and the Reporting Accountant's final report delivered to DWP no later than 12 weeks from the date of this letter. If you become aware that this timescale is likely to be missed, you should inform the DWP at the earliest possible opportunity.

The specific tests and checks to be carried out are specified in Part 2 of Appendix 2 to Module X. The detail of the error being tested, the volume of cases to be tested by the Local Authority and the level of re-performance testing to be carried out by a Reporting Accountant are set out in the table overleaf. Please note that you must appoint a Reporting Accountant and agree the format that testing will be recorded in, prior to commencing testing.

The principles for carrying out Further Work, the standard terms of engagement to be used when appointing a Reporting Accountant and the format of the report to be completed by the Reporting Accountant are contained within the DWP's published document "*Housing Benefit (Subsidy) Assurance Process Module X: DWP Reporting Framework Instruction for Further Work*".

By signing this letter, the DWP confirms that the pre-agreed terms contained within Module X and this letter form its agreement with the local authority and the Reporting Accountants.

The accountants' report is submitted to DWP in accordance with the standardised terms in Appendix 2 of Module X. If the terms of the standardised engagement letter are to be revised, DWP will need to confirm its acceptance of the new terms before a new agreement can be formed.

Yours Sincerely,

John Darrell

On behalf of the HB Assurance team

