

## BRIEFING NOTE

**TO: Corporate Services Scrutiny and Performance Panel – Revenues and Benefits Working Group**

**DATE: 8 February 2006**

**RE: The process for investigating the considerations of the Welfare Rights Service becoming an Independent Trust**

### Purpose of Briefing Note

#### **Charitable Status**

The Revenues and Benefits Working Group met on the 5 December to discuss proposals for investigating charitable trust status for the Welfare Rights service. This follows a motion at Council on 6 November which asked scrutiny to consider this option and, if prudent, to implement proposals by April 2007.

Concern was raised at the short time scale and the pressure this would place on the already challenging recovery plans. As a result officers were tasked to provide a briefing note detailing the process for investigating the considerations of the Welfare Rights Service becoming an independent trust, along with a proposed timescale for when the final report would come to Scrutiny.

The report was presented to Scrutiny on the 14 December where it was agreed that an independent study be carried out to develop a business case within the following timescale with the proviso that where possible every effort should be made to speed up the process

#### **Proposed Timescales**

|                       |   |
|-----------------------|---|
| 02 Jan 07 – 15 Jan 07 | Prepare IIT quote specification                     |
| 15 Jan 07 – 31 Jan 07 | Advertise Quotes and accept responses               |
| 01 Feb 07 – 03 Feb 07 | Evaluation  |
| 04 Feb 07 – 04 Feb 07 | Appoint Consultant                                  |
| 05 Feb 07 – 28 Feb 07 | Independent study                                   |
| 01 Mar 07 – 14 Mar 07 | Business Case                                       |
| 15 Mar 07 – 31 Mar 07 | Report to Scrutiny with options and recommendations |

#### **Summary of progress made**

Work is on schedule with no exceptions to report

#### **Work completed**

Prepared IIT quote specification  
Advertised Quotes 10 January 2007 - responses due back by 31 January

#### **Work planned for February**

|                       |   |
|-----------------------|---|
| 01 Feb 07 – 03 Feb 07 | Evaluation  |
| 04 Feb 07 – 04 Feb 07 | Appoint Consultant                                  |
| 05 Feb 07 – 28 Feb 07 | Independent study                                   |
| 01 Mar 07 – 14 Mar 07 | Business Case                                       |
| 15 Mar 07 – 31 Mar 07 | Report to Scrutiny with options and recommendations |

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