

## **LOCAL AUTHORITIES DUE TO MAKE A SELF-FINANCING PAYMENT ON 28 MARCH 2012**

1. This note is for those 136 authorities who are due to make self-financing settlement payments to DCLG on 28 March. In most cases, settlement payments will be financed by borrowing from the Public Works Loan Board, and you will receive and make exceptionally large payments on one day.
2. To support the smooth delivery of the transaction:
  - PWLB are putting in place a website, with appropriate safeguards, where authorities can input details of the loans they require during March and finalise their loan applications on 26 March. See [www.dmo.gov.uk/selffinancing](http://www.dmo.gov.uk/selffinancing) for more details, including a timetable.
  - PWLB will advance money to borrowers at, or close to, the start of business on 28 March by CHAPS. If funds have not reached you by 9am we ask you to inform the HRA reform team.
  - A member of the HRA reform team will phone the lead contact in each paying local authority in early February 2012 to check that everything is on track, and to identify any potential difficulties that you may have. The table below (on page 3) sets out the DCLG contact for each local authority.
  - Invoices will be issued by DCLG in early March 2012.
3. **We ask you to make payment instructions for CHAPS by NOON on the 28<sup>th</sup>, and that you inform your contact in the HRA reform team as soon as this has been done.**
4. Discussions with local authorities in the Implementation Working Group have identified some steps that you can take to prepare for a smooth and prompt payment on the day:
  - It is essential that your bank is aware of the high value sums which will move into and out of your account on the 28<sup>th</sup>, and has adjusted their settlement limits accordingly. Talking to them a few weeks in advance, followed up by prompts a couple of days before and on the day, should ensure that they set the right liquidity levels to process the payment promptly.
  - Arrange in good time all Council authorisations and delegations for the level of borrowing and payment being made.
  - Early checking for receipt of the loan from PWLB and prompt authorisation of settlement payments, followed up by a phone call to your bank to seek confirmation that the payment request you have initiated will be addressed as a matter of urgency.

- Please advise your DCLG contact if you intend to make an electronic payment by any pay method other than CHAPS, so that we are ready to track the payment.
  - PWLB loans are paid net of the arrangement fee (£0.35 per £1000 advanced for a fixed-rate loan, £0.45/£1000 for a variable-rate loan), so **you will need to make up this amount** when you make your settlement payment to DCLG.
5. The purpose of making payments as early as feasible is to keep the cost of the transaction to the taxpayer to a minimum, provide the Government with greater certainty that these large sums will be received on time and improve the efficiency of our cash-flow management.
6. Check/note that:
- Your payment will be made to the current DCLG bank account (see below for details).
  - Any change of person responsible for the payment is notified immediately to DCLG.
  - You have contingency plans to deal with unavailability of key personnel or facilities on the day.
  - Authorities making payments late will be charged interest and costs.
  - In the event of major banking failure on the day, we expect authorities to proceed on a best endeavours approach, but without taking unnecessary risks. We would of course be reasonable in applying charges for late payments in these circumstances.

DCLG banking details are:

***[please see the letter sent by e-mail for details]***

- Sort code:            xxxx
- Account number:    xxxx
- Account name:        xxxx

**NB these details changed in August 2010, so please ensure that you have the latest details set up on your system(s).**

7. If you have any queries or comments please get in touch with your lead DCLG contact below, copying any emails to:

[CouncilHousingFinance@communities.gsi.gov.uk](mailto:CouncilHousingFinance@communities.gsi.gov.uk)

Local Housing Authority	DCLG Lead Contact	
Adur	Jon Yates <a href="mailto:jon.yates@communities.gsi.gov.uk">jon.yates@communities.gsi.gov.uk</a> 0303 444 3720	
Arun		
Ashford		
Babergh		
Barking		
Barnet		
Barnsley		
Barrow		
Basildon		
Bassetlaw		
Birmingham		
Bolsover		Alexi Bouras <a href="mailto:alexibouras@communities.gsi.gov.uk">alexibouras@communities.gsi.gov.uk</a> 0303 444 1224
Bournemouth		
Brentwood		
Brighton & Hove		
Bristol		
Broxtowe		
Bury		
Cambridge		
Cannock Chase		
Canterbury		
Castle Point		
Central Beds UA	Nick Allan <a href="mailto:nick.allan@communities.gsi.gov.uk">nick.allan@communities.gsi.gov.uk</a> 0303 444 3617	
Charnwood		
Cheltenham		
Cheshire West UA		
Chesterfield		
City of London		
City of York		
Colchester		
Corby		
Cornwall UA		
Crawley		Alexi Bouras <a href="mailto:alexibouras@communities.gsi.gov.uk">alexibouras@communities.gsi.gov.uk</a> 0303 444 1224
Croydon		
Dacorum		
Darlington		
Dartford		
Derby		
Dover		
Dudley		
Durham UA		
East Devon		

East Riding	Chris Stennett <a href="mailto:chris.stennett@communities.gsi.gov.uk">chris.stennett@communities.gsi.gov.uk</a> 0303 444 2406
Enfield	
Epping Forest	
Exeter	
Fareham	
Gloucester	
Gosport	
Gravesham	
Great Yarmouth	
Guildford	
Harlow	
Harrogate	
Harrow	
Havering	
High Peak	
Hillingdon	
Hinckley	
Ipswich	
Kensington	
Kettering	
Kingston upon Hull	
Kingston upon Thames	
Lancaster	Heather Whicker <a href="mailto:heather.whicker@communities.gsi.gov.uk">heather.whicker@communities.gsi.gov.uk</a> 0303 444 3718 (works Tuesday to Thursday)
Lewes	
Lincoln	
Luton	
Mansfield	
Medway Towns	
Melton	
Mid Devon	
Mid Suffolk	
Milton Keynes	
New Forest	
Newark	
North East Derbyshire	
North Kesteven	
North Tyneside	
North Warwick	
North West Leicestershire	
Northampton	
Northumberland UA	
Norwich	
Nuneaton	
Oadby & Wigston	
Oxford City	

Poole	Stephen Edwards <a href="mailto:stephen.edwards@communities.gsi.gov.uk">stephen.edwards@communities.gsi.gov.uk</a> 0303 444 3719
Portsmouth	
Reading	
Redbridge	
Redditch	
Richmondshire	
Rotherham	
Rugby	
Runnymede	
Sandwell	
Sedgemoor	
Selby	
Shepway	
Shropshire UA	
Slough	
Solihull	
South Cambridge	
South Derby	
South Holland	
South Kesteven	
South Lakeland	
South Tyneside	
Southampton	
Southend-on-Sea	
St Albans	Heather Whicker <a href="mailto:heather.whicker@communities.gsi.gov.uk">heather.whicker@communities.gsi.gov.uk</a> 0303 444 3718 (works Tuesday to Thursday)
Stevenage	
Stoke-on-Trent	
Stroud	
Sutton	
Swindon	
Tamworth	
Tandridge	
Taunton Deane	
Tendring	
Thurrock	
Uttlesford	
Wandsworth	Stephen Edwards <a href="mailto:stephen.edwards@communities.gsi.gov.uk">stephen.edwards@communities.gsi.gov.uk</a> 0303 444 3719
Warwick	
Waveney	
Waverley	
Wealden	
Welwyn Hatfield	
West Lancashire	
Westminster	
Wigan	
Wiltshire UA	
Winchester	
Woking	
Wokingham	