**Request Reference: 17180870**

**Date received: 29 August 2017**

**Date response sent: 26 September 2017**

**A. All applicants**

**All DHP applications and awards**

**1. The total discretionary housing payment (DHP) budget available to your local authority for the 2016/17 financial year [please include, and specify, any additional funds granted].**

 Government contribution £328,445.00.

**2. The amount spent or committed on DHPs at the end of the year 2016/17.**

 Amount spent £328,445.88

**3. The number of applications for DHP received by your local authority in the year 2016/17.**

Number of applications received 1,030

**4. The number of applications refused.**

471 refused and 559 awarded

**Length of time of award**

**5. The average length of time a DHP award was given for in 2016/17**

The majority of payments run for three months, though some are one year and others around six months.

**Repeat applicants (if recorded)**

**6. The number of applications received where the applicant had previously received a DHP from your authority**

**7. The number of applications refused where the applicant had previously received a DHP from your authority**

Information not recorded on either the processing or document systems used to process DHP

**B. Applicants affected by the benefit cap**

**DHP applications and awards**

**8. The number of applications received from applicants who had their benefits reduced by the household benefit cap**

**9. The number of applications refused to applicants who had their benefits reduced by the household benefit cap.**

**10. The number of applications refused to applicants who had their benefits reduced by the household benefit cap and had previously received a DHP award by your local authority (if recorded).**

Information not recorded on either the processing or document systems used to process DHP

**Length of time of award for benefit cap affected households**

**11. The average length of time a DHP awarded to households affected by the benefit cap was given for in 2016/17**

The majority of payments run for three months

**12. The number of DHPs awarded to households affected by the benefit cap given for the different time periods listed**

**a. Less than 4 weeks (includes one-off payments)**

 Seven (includes one “one-off” payment)

**b. 4 weeks to 12 weeks**

 Ten

**c. Between 12 weeks and 26 weeks**

 Twenty Two

**d. Between 26 weeks and 52 weeks**

 Nil

**e. More than 52 weeks**

 One

**Applicants affected by the benefit cap who are single parents with dependent children aged 0 or 1 year’s old (if recorded)**

**13. The number of applications received where the applicant was impacted by the benefit cap and was a single parent with dependent children aged 0 or 1 years old (if recorded).**

**14. The number of applications refused where the applicant was impacted by the benefit cap and was a single parent with dependent children aged 0 or 1 years old (if recorded).**

**15. The number of applications refused where the applicant was impacted by the benefit cap and was a single parent with dependent children aged 0 or 1 years old, and had previously received a DHP award (if recorded).**

In response to questions 13 to 15,we have identified that the information you are seeking is not held in the format requested and have estimated that compliance with your request would exceed the appropriate costs limit.

 The appropriate limit is specified in regulations and for local government is set at £450 which represents the estimated cost of spending eighteen hours in determining whether the Council holds the information, locating, retrieving and extracting it.  In this case, it has been estimated that it would take more than 18 hours to fulfill your request.

 When the cost of providing information rises above the appropriate limit the Council is not obliged, under the Freedom of Information Act 2000, to respond to your request under Section 12(1) of the legislation.

 In this particular case, the Council does not currently have a report within its systems that will extract the information you have requested and therefore we would have to have a number of reports written to create new databases. The Council is not required to produce documents for requests where they are not already held.

**C. Discretionary Housing Payment’s allocation policy**

**16. Your most recent Discretionary Housing Payments policy document, setting out the procedures in place for determining DHP awards**

 Under Section 21 of the Freedom of Information Act 2000, the Council is not required to provide information in response to a request where it is already accessible. The latest policy is available on Torbay Council’s website, see link below

[**http://www.torbay.gov.uk/council/policies/finance-policies/housing-benefit-policies/**](http://www.torbay.gov.uk/council/policies/finance-policies/housing-benefit-policies/)