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| FOUNDED 1882 INCORPORATED 1927 President: Robin Gibbons Tech IRRV Treasurer: Mike Harkins IRRV |  |

**Introduction to Council Tax Seminar**

**Venue – Preston Town Hall, Lancaster Road, Preston PR1 2RL**

**Date – Wednesday 27th June 2018**

Dear Colleague,

The Lancashire and Cheshire Association Executive continues to recognise that the delivery of high quality professional events is a key requirement for our members. I am therefore delighted to announce that an **Introduction to Council Tax** seminar will take place on **Wednesday 27th June 2018 at Preston Town Hall.**

In the current financial climate it is particularly important for local authorities to ensure that Council Tax bills are issued promptly and accurately, with effective action being taken to collect unpaid amounts. This seminar will be particularly useful for colleagues who are new to Council Tax or who deal with Council Tax issues regularly in a customer services environment.

The seminar will also serve as a ‘refresher’ for more experienced Council Tax staff, and is also an excellent opportunity to catch up with colleagues and representatives from other authorities and organisations.

Our seminars have previously been very well subscribed with positive feedback from both delegates and employers. At **£100 per delegate** I believe that the event offers excellent value for money and will be delivered to the usual high standards of the Lancashire and Cheshire Association. In addition the Association is continuing to offer **members** of the Institute a generous **50% Discount** and **student members** may attend **free of charge.**

Full details of the seminar and a booking form are attached.

Yours faithfully,

**Robin Gibbons Tech IRRV**

Association President

**Please visit our website:** [**http://www.irrvassociations.org.uk/index.php?AId=3**](http://www.irrvassociations.org.uk/index.php?AId=3)

**Lancashire & Cheshire IRRV Association**

**Introduction to Council Tax Seminar**

**Preston Town Hall, Lancaster Road, Preston PR1 2RL― Wednesday 27th June 2018**

**Chair – Robin Gibbons, Association President**

**Agenda**

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| **Time** | **Topic** | **Speaker** |
| **9.30** | **Seminar Registration and Coffee** | |
| 9.45 | Welcome and Introduction | Robin Gibbons Tech IRRV – President,  Lancashire and Cheshire IRRV Association |
| 10.00 | The importance of Council Tax to local authorities and maintenance of the property base | Peter Haywood Tech IRRV - Executive Council Member and Past President. |
| **10.45** | **Break** | |
| 11.00 | Liability for Council Tax | Julie Smethurst IRRV (Hons) – Revenues Manager, Preston and Lancaster Shared Service |
| 12.00 | Discounts, Disregards and Exemptions | Michael Fisher FIRRV – Revenues and Benefits Service Manager.  South Lakeland District Council |
| **12.45** | **Lunch** | |
| 13.30 | Billing and Collection | Caroline Lee IRRV (Hons) - Head of Revenues and Benefits,  Oldham Council |
| **14.30** | **Break** | |
| 14.45 | Options for post Liability Order Recovery | Paul Kelly FIRRV – Client Services Director, Jacobs |
| **15.30** | **Seminar Close** | |

# Booking Form: Introduction to Council Tax Seminar

**Date:** Wednesday 27th June 2018

**Venue:** Preston Town Hall

**Times:** Start: 9.45 a.m. Finish: 3.30 p.m. (approximate)

**Cost:** £100.00 per delegate ― includes refreshments & lunch (will be invoiced to you).

£50.00 for Members of the IRRV,

NO CHARGE for Student Members of the IRRV.

To reserve your places fill in your details **including your Purchase Order number** and email them no later than Friday 15th June 2018

Mike Harkins IRRV, Treasurer

Email: [mharkins@rundles.org.uk](mailto:mharkins@rundles.org.uk)

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| **Name of Authority** |  |
| **Address for correspondence** |  |
| **Contact name & Tel no** |  |
| **Email address** |  |
| **PO Number** |  |

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| **Name of Delegate** | **Contact**  **Telephone No.** | **Email address** | **Dietary requirements** | **IRRV Member**  **Y/N** | **Student Member**  **Y/N** |
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