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| FOUNDED 1882 INCORPORATED 1927President: Catherine Nicholson IRRV (Hons)Treasurer: Mike Harkins IRRV |  |

**Council Tax Support – Planning for 2020/21**

**Venue – South Ribble Borough Council, Civic Centre, West Paddock, Leyland PR25 1DH**

**Date – Wednesday 26th June 2019**

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 a half day Council Tax Support Planning seminar will take place on Wednesday 26th June 2019 at the offices of South Ribble Borough Council.

The modelling and design of the Council Tax Support scheme and how best to do it is an important decision. Listening to constructive suggestions, as well as learning lessons from others, can bring better cohesion, financial planning and social inclusion. The event 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 **£50 per delegate** I believe that the event offers excellent value for money; it will of course be delivered to the usual high standards of the Lancashire and Cheshire Association. **In addition, the Association will continue to offer a FREE place to student members as well as a generous 50% Discount for all members of the Institute**.

The content of the seminar is designed to give a broad knowledge of council tax support planning as a whole and will be particularly useful for:

• Anyone involved in the design of their council tax support scheme

• Staff working on benefits teams responsible for the delivery of council tax support schemes

• Those studying for IRRV qualifications that includes council tax support in the syllabus.

South Ribble Borough Council is accessible by both train and car, with free on site parking available.

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

Yours faithfully

**Catherine Nicholson IRRV (Hons)**

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 Business Rates Seminar**

**South Ribble Borough Council, Civic Centre, West Paddock, Leyland PR25 1DH**

**Wednesday 26th June 2019**

**Chair – Helen Johnston – IRRV (Tech) – Association Asst Treasurer**

**Agenda**

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| **Time** | **Topic** | **Speaker** |
| **9.30** | **Seminar Registration and Coffee** |
| 9.45 | Seminar Introduction and Objectives | Helen Johnston Tech IRRV Association Asst Treasurer  |
| 9.50 | CTR schemes – Considerations for Local Authorities  | Caroline Lee Head of Revenues, Benefits and Business SupportOldham Council  |
| 10.25 | Designing an Efficient CTR Scheme | Gary LayzellUniversal Credit Implementation Manager – Civica  |
| **11.00** | **Break** |
|  11.15 | Modelling CTR Schemes | Peter Carter Policy in Practice  |
| 11.50 | Implementing a new CTR Scheme – A Local Authority Perspective  | Mark Holroyd – Technical and Support Services Operations Manager Amy Brickland – Service Improvement ManagerManchester City Council  |
| **12.30** | **Close and Lunch** |

# Booking Form: Introduction to Business Rates Seminar

**Date:** Wednesday 26th June 2019

**Venue:** South Ribble Borough Council

**Times:** Start: 9.30 am for 9.45am start. Finish: 12.30 followed by lunch

**Cost:** £50 per delegate ― includes refreshments & lunch (will be invoiced to you).

£25.00 for Members of the IRRV,

NO CHARGE for Student Members of the IRRV.

To reserve your places, fill in your details below **including your Purchase Order number** and email them no later than Friday the 14th June 2019

Helen Johnston IRRV, Assistant Treasurer

Email: h.johnston@preston.gov.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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