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

**Introduction to Council Tax**

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

**Date – Thursday 23rd January 2020**

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 **Thursday 23rd January 2020 at South Ribble Borough Council.**

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 network and 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 & IRRV Apprentices** may attend **free of charge.** Apprentices who are studying for a Revenues and Benefits qualification but with an organisation other than the IRRV receive a 50% discount.

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

[**Follow this link for directions to the Civic Centre**](http://www.southribble.gov.uk/sites/default/files/Directions_to_Civic_Centre.pdf)

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 Council Tax Seminar**

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

**Thursday 23rd January 2020**

**Chair – Catherine Nicholson IRRV (Hons), Association President**

**Agenda**

|  |  |  |
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| **Time** | **Topic** | **Speaker** |
| **9.30** | **Seminar Registration and Coffee** | |
| 9.45 | Welcome and Introduction | Catherine Nicholson IRRV (Hons)  Association President |
| 10.00 | The importance of Council Tax to local authorities and maintenance of the property base | Peter Haywood Tech IRRV – Account Manager.  Destin Solutions Ltd. |
| **10.45** | **Break** | |
| 11.00 | Liability for Council Tax | TBC |
| 12.00 | Discounts, Disregards and Exemptions | Michael Fisher FIRRV – Revenues and Welfare Manager.  Test Valley Borough 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:** Thursday 23rd January 2020

**Venue:** South Ribble Borough Council, Leyland

**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,

£50.00 for non IRRV Apprentices studying for a Revenues and Benefits qualification

**NO CHARGE for IRRV Apprentices or 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 10th January 2020

Helen Johnston IRRV, Assistant Treasurer

Email: [h.johnston@preston.gov.uk](mailto: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/ non IRRV Apprentice**  **Y/N** | **Student Member/ IRRV Apprentice**  **Y/N** |
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