

# **Local Authority Finance and Commercial Group**

## **Terms of Reference**

### **1.0 Local Authority Finance and Commercial Group**

- 1.1 The Local Authority Finance and Commercial Group (LA FCG) is a sub group of the Local Authority Transition Working Group (LA TWG).
- 1.2 The group will be responsible for considering the financial and commercial implications of the operational changes required to migrate Housing Benefit claimants to the new Universal Credit (for working age claimants) and Pension credit (for pension age claimants).
- 1.3 The group will not be responsible for looking at the cost implications of the wider Welfare Reform Bill and specifically the replacement Council Tax Benefit or the localisation of elements of the social fund (e.g. community care grants and crisis loans). These items will however need to be considered as part of the work to establish a robust LA baseline position.
- 1.4 The group will provide LA finance and commercial input to inform the UC Business Change and Implementation (BC&I) Strategy, and the UC Business case.
- 1.5 The group will provide finance and commercial expertise and will report into the LA TWG.

### **2.0 Remit**

- 2.1 Its remit includes discussion of, and finance and commercial input to, the further development of the BC&I and PDCS Strategies, further iterations of the business case as well as consideration of finance and commercial issues referred to LA TWG by the Department for Work and Pensions (DWP)/Local Authority Associations (LAA) Steering Group.
- 2.2 The group will report back to the LA TWG on its work and outcomes. .

### **3.0 Terms of reference**

- 3.1 The group will be responsible for:
  - Providing finance and commercial insight into the impacts of UC and Housing Costs for Pensioners on Local Authorities;

- Providing quality assurance and clearance of the financial and commercial elements relating to LAs within BC&I / PDCS Strategy products and UC business case;
- Communicating appropriate outcomes from LA FCG discussions through the formally agreed DWP and LAA communication channels, but recognising that elements of the finance and commercial discussions may be sensitive and their distribution could therefore be restricted.
- Proposing work and analysis to support the above.

#### **4.0 Membership**

The group will be jointly chaired by UC finance and UC commercial; and will have representation from

- DCLG
- LAs (Society of London Treasurers, SDCT, Society of Welsh Treasurers, Scottish Directors of Finance)
- DWP: as required representatives from UC Finance, UC commercial, HPD, HDD, FESD, PDCS, JCP, Debt Management.

Other interested stakeholders may be invited to contribute on specific topics as necessary.

#### **5.0 Methods of working**

5.1 The Group will:

- Hold 6 weekly meetings, which will be scheduled in advance.
- Provide an expert view on finance and commercial items within agreed time spans (through discussions at workshops / telephone calls and/ or via written correspondence)
- Commission one-off workshops activity charged with understanding or resolving specific financial and commercial issues;
- Recognise that elements of the finance and commercial discussions may be sensitive and as such the level of feedback from the meetings and the distribution of papers will be restricted.