

DWP/LAA BENEFIT STEERING GROUP

Terms of Reference

Remit

DWP has a statutory obligation to consult with all local authority associations. The main forum for engaging with the local authority associations is the DWP/Local Authority Association (LAA) Steering Group. This group considers all significant strategic issues on the design and administration of Housing and Council Tax Benefit. In particular, the Steering Group is responsible for considering all matters relating to the funding of local authorities through DWP subsidy.

Membership

Membership of the group includes representatives from Housing Cost Business Stream, The Pension Service, Jobcentre Plus and officers of the three local authority associations together with advisers they appoint.

The number of advisers appointed by each LAA will be as follows:

LGA 8
LC 1
COSLA 1

In the case of LGA advisers, deputies will not be permitted unless agreed by the other two Associations.

Methods of Working

Chair – The appropriate DWP official.

Frequency of Meetings – Monthly. A programme of meeting dates will be set in advance for each calendar year.

Sub Groups – Steering Group can set up appropriate Sub Groups and Ad Hoc Working Parties to assist in the delivery of the group's remit.

Secretariat Support – Provided by DWP. A record of key decisions is to be kept and action points taken forward, as appropriate, by named individuals.

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