

Local Authority Transition Working Group Terms of Reference

1.0 Local Authority Transition Working Group

1.1 The Local Authority Transition Working Group (LA TWG) is a sub group of the Department for Work and Pensions (DWP)/Local Authority Associations (LAA) Steering Group. The group will be responsible for considering all Housing Benefit and Council Tax Benefit operational changes and contributing to the development of the transition plan for LAs that will support the delivery of UC and the wider housing reforms. The group will contribute to a range of strategies including the UC Business Change and Implementation (BC&I) Strategy, the Pensions Disability and Carers Service (PDCS) Housing Costs for Pensioners Strategy and plans for wider welfare reform. The group will provide an operational expert view to transition planning and will report into the LAA Steering Group.

2.0 Remit

- 2.1 Its remit includes discussion of, and operational input into, the further development of the BC&I and PDCS Strategies as well as consideration of operational changes referred to LA TWG by the Steering Group.
- 2.2 The group reports back to the Steering Group on its work and outcomes. Where possible, LA TWG will be a decision making body, only referring matters to the Steering Group where a higher level strategic steer is required or where issues relate to matters of funding and subsidy.

3.0 Terms of reference

- 3.1 The group will be responsible for:
- agree the content and approach for the Housing Delivery Division (HDD) commissions which will provide assurance back to the BC&I / PDCS Strategies on expected outputs as appropriate;
 - providing operational insight into the impacts of UC and Housing Costs for Pensioners and wider welfare reform proposals on current HB/CTB administration;
 - providing quality assurance and clearance of BC&I / PDCS Strategy products and HDD commissioning guidance as detailed in methods of working and in discussion where appropriate with colleagues in POG;
 - communicating the outcomes from LA TWG discussions through the formally agreed DWP and LAA communication channels;

- proposing development of initiatives in support of the above.

4.0 Membership

4.1 Chair: Housing Delivery Division (HDD) / UC Business Change and Implementation Team (BC&I)

LAs: nominated representative from the LAA Steering Group and LA representatives (nominated by the LAAs) covering England, Scotland and Wales, and up to six LAs from the DWP expressions of interest list – to be rotated three - six monthly as appropriate.

DWP: as required representatives from UC Programme, HPD, HDD, FESD, PDCS, JCP, Debt Management.

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

5.0 Methods of working

5.1 The Group will:

- hold monthly meetings, a programme of meeting dates will be set in advance for each calendar year;
- provide expert views on technical guidance within agreed time spans through:
 - written clearance of non-contentious items as and when required;
 - quality assurance and written clearance of BC&I / PDCS Strategy products and HDD commissioning guidance;
- commission one-off workshops charged with developing particular ideas or resolving specific issues or where specific technical expertise is required;
- commission special sub-groups to take forward major developments (e.g. transition planning) reporting back to UCLA WG.