

# Council Tax Reduction Scheme Modelling and Assessment

## What the service is

This service models an agreed number of Council Tax Reduction schemes side by side based on specific priorities. Full analysis of your current and future schemes are considered in addition to advice on how you can best meet your goals and priorities, to help shortlist your most suitable CTRS options.

## Service features

- Detailed analysis of CTR scheme options based on local objectives
- Identification of financial costs / savings and administration cost implications
- In-depth analysis on the impact of schemes on vulnerable groups
- Identification of the impact of schemes on arrears and enforcement
- Identification of the future costs of CTR scheme options
- Assess and apply reductions for people on Universal Credit
- Assess impact of UC migration on your CTR scheme costs
- Support for consultation and presentation for internal review
- Scheme write up (at an additional charge)
- Full and supplementary datatables report showing results, recommendations and methodology

## Service benefits

- Understand your Council Tax Reduction Scheme options
- Helps to meet the needs of the councils
- Whilst considering the impacts on both residents and processes
- Create the most efficient and sustainable scheme options
- Make best decisions for residents
- Make best decisions for risk reduction
- Make best decisions for cost reduction
- Lower your costs of administration
- Comparison and recommendation on different scheme options

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## Data backup and business continuity

The service output is a report with recommendations. A copy of this is kept by

Policy in Practice and can be re-sent on request.

## Onboarding and offboarding

The CTRS analysis requires submission of two or three local authority data sets, depending on the software provider. Our technical analyst will work with your technical staff to arrange secure submission of data from your systems to ours, via an SFTP portal.

Data is processed through our policy engine. This recreates the entitlement calculations for your CTR scheme variants and the entire benefits system including Housing Benefit, Universal Credit, Tax Credits and Pension Credits, for example. A matching and reconciliation process is run to ensure that data is translated correctly and information is represented accurately. Our analysts will work with your designated officers to identify any inconsistencies, work to resolve errors and ensure maximum accuracy is achieved before analysis is performed. Normal practice is to keep data for no longer than one year following the end of contract. We will also delete some or all data on request.

## Pricing overview

As stated in the main G-Cloud 15 form, the service cost ranges from £5,000 to £75,000 per year.

## Ordering and invoicing process

- Contact us to speak to a sales adviser to discuss your requirements
- The sales adviser will issue a sales order form describing the service you have agreed to purchase
- Upon receipt of the signed sales order form we issue an invoice on 30 day terms, and begin onboarding
- Invoices must be paid within 30 days

## How to end a contract

The contract is non-recurring. Recurring options are available with multi-year discounts.

## Ongoing support

Following the final publication of the report and delivery of briefing sessions technical analysts may provide clarification but no further analysis or modeling can be performed.

## Technical requirements

The report is provided in PDF or DOCX format.