

Appendix 1

Timetable for implementing Council Tax changes in order to meet statutory deadlines

| Key Dates | Action | Comment |
|-----------------------------|---|--|
| End of May | Initial scheme options/ analysis | Establish financial requirements and potential changes to the scheme, initial consultation with Major Preceptors |
| June / July | Agree the preferred scheme with members and inform Precepting authorities | Cabinet Meeting 11th July 2012. Formal sign off required prior to consultation with public |
| July / August | Creation of scheme publication including Equality Impact Assessments (EIA) for all changes from standard scheme | Full Section 13A policy – will need to have some legal and EIA oversight. Will require every aspect of Working Age scheme to be covered Creation of vulnerable policy / work incentives Consider method and approach to public consultation |
| August /September / October | Public Consultation | Prepare and implement planned consultation process |
| | Software design | Work with software supplier to ensure scheme workable and timetable agreed. |
| | Analyse responses from public | Final scheme amendments (approval may be required by members?) |
| September / Dec | Full scheme design (detail) / software implementation/ training / publications etc. | Formal acceptance of the scheme as part of the tax base setting process at full Council on the 8th November 2012 Complete scheme implementation prior to 31 st December 2012 to enable billing on time |

NB. Actions apply to both Council Tax Support scheme and Technical Changes