



Implementation Working Group (IWG) **Revised Terms of Reference**

Purpose

1. The role of the IWG is to:
 - a. Keep the existing rates retention scheme under review; and
 - b. Consider the set-up and operating systems necessary for the efficient operation of the rates retention scheme after 2020-21.

Responsibilities IWG

2. To fulfil its role IWG will:

In relation to the existing scheme:

- a. Identify issues raised by:
 - i. the operation of the scheme;
 - ii. the interaction of the scheme with other aspects of the local government finance system, or with wider financial and operational trends; and
- b. Identify changes to legislation, and/or operating systems that are needed to ensure the viability of the rates retention scheme prior to 2020-21.

In relation to the scheme post-2020-21

- c. Consider how best to implement the “re-set” in 2020-21, consistent with wider changes to the rates retention scheme due to be made from that date; and
- d. Consider what changes to operating systems might be needed as a result of the re-set and/or the redesign of the rates retention system for 2020-21.

Membership

3. The IWG will be chaired by Mark Barnett.
4. Membership of IWG is set out at annex A
5. Other representatives from the central or local government may be invited to attend meetings on an ad-hoc basis, depending on the topic under discussion.
6. The quorum is set at six members, with apologies for absence to be notified to the secretariat at the earliest opportunity. If they are unable to attend, members may suggest appropriate substitutes.



7. In the event of the Chair being unable to attend, the Chair will arrange for a named Deputy, with full authority to attend in their stead and act on their behalf and to notify this substitution to the secretariat ahead of meeting.

Meeting frequency and logistics

8. IWG will meet monthly from May 2018. Additional meetings may be convened on an ad-hoc basis at the discretion of the Chair if an issue is identified, which is deemed to require urgent attention.
9. The secretariat will liaise with members on suitable meeting arrangements, in terms of confirming dates, venue and agenda setting. Agenda and papers will be issued three working days before meetings.

Decision making process

10. IWG's role is advisory. Decisions on operating systems are to be taken by Ministers. In advising Ministers, officials in MHCLG will ensure that the views of IWG are fully represented.

Reporting arrangements and escalation routes

11. In relation to the scheme post-2020-21, IWG will report to the Business Rates Retention Steering Group, which has oversight of the design of the system from 2020-21 onwards. The Secretariat will prepare regular "updates" for the Steering Group and share these in draft with working group members before they are sent to the Steering Group.