



SOCIAL SECURITY ADVISORY COMMITTEE

SSAC BUSINESS GUIDE WITH INLAND REVENUE

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THE SSAC BUSINESS GUIDE WITH INLAND REVENUE

Working Arrangements with Inland Revenue: Tax Credits, Child Benefit, Guardians Allowance and NI Contributions

1 This guide is intended for officials in Inland Revenue (IR) who submit products and proposed regulations to the Social Security Advisory Committee (SSAC). It sets out the detailed working arrangements with SSAC. These are derived from the Memorandum of Understanding (MoU) between Inland Revenue and SSAC, under which the Committee will be invited to comment on matters within IR's responsibility and to provide advice to Treasury Ministers.

2 The MoU was signed by the Deputy Chairman of Inland Revenue and the Chairman of the SSAC on 21 July 2004 following publication of recommendations from the Quinquennial Review of the SSAC.
See Annex A for the wording of the MoU.

The Committee's role

3 The SSAC is an independent statutory body that advises the Secretary of State for Work and Pensions on all aspects of the social security system, apart from industrial injuries provisions, occupational pensions and Child Support. The Committee has two main roles:

- (i) to advise the Secretary of State on his functions under the Social Security Acts; and
- (ii) to examine proposals to amend regulations (except where these fall into specified exempt categories); and, where it sees fit, report to the Secretary of State for Work and Pensions on those proposals.

Membership

4 Legislation requires not less than 10 members or more than 14, including the Chairman. All appointments run for 3 years. Membership must include the following appointments:

One after consultation with the Trades Union Congress;
One after consultation with the Confederation of British Industry;
One representing the interests of disabled people
One after advice from Northern Ireland

The Committee will normally have one member resident in Wales and one in Scotland, and at least one ethnic minority member.

5. Meetings are normally held on the first Wednesday of each month in London. In addition Members make regular visits to a full range of service delivery sites and participate in a range of functions, meetings and studies related to social security and social welfare issues.

6 The Committee has a website: <http://www.ssac.org.uk> . This can be accessed directly, or via links on this site. As well as details of the Committee's role, remit and

membership, the website also carries details of the Committee's publications, including the current annual Stewardship Report. For more information on the Committee or for requests for training/awareness sessions or to observe at a SSAC meeting, please contact a member of the Secretariat – see paragraph 11 for contact details.

SSAC role with Inland Revenue

7. The Committee will provide specific advice to Treasury Ministers on proposals for regulations relating to Tax Credits, Child Benefit, Guardians Allowance and National Insurance (NI) contributions. It will also offer advice on information products and general advice on policy matters. However, unlike with the Department for Work and Pensions (DWP), this function will be performed on a non-statutory basis and advice will be provided in confidence, in accordance with the MoU.

8. The main difference from the role with DWP is that there is **no statutory** requirement for Inland Revenue to refer proposals for regulations to the Committee or for Treasury Ministers to lay before Parliament a formal response to advice offered by the Committee when regulations are made.

9. The MoU provides for the Committee to give advice and comments to Treasury Ministers in the form of a written report, and for IR to respond on behalf of Treasury Ministers on points of substance which they are unable to accommodate. There will be no formal consultation exercise with external organisations and individuals, and SSAC will not publish its reports on IR matters.

Working with the Committee Secretariat

10. The Committee has a Secretariat, made up of secondees from DWP. The Secretariat is based at New Court, where the Chairman has an office. The Committee's meetings are also usually held in New Court. The Secretariat's address is

Room 344
New Court
48 Carey Street
London WC2A 2LS

Tel: 020 7412 1508- for general enquiries

E-mail: (external) ssac@dwp.gsi.gov.uk

(internal) SSAC DWP

Fax: 0207 412 1570 (GTN 358 21570)

11. The Secretariat is responsible for managing and facilitating all aspects of the Committee's business. Because of the wide range of matters that come before the Committee the Secretariat staff do not specialise except where stated below. Normally you will deal throughout with the person who is handling your business or piece of work. Members of the Secretariat can be contacted direct for information and further guidance.

Gill Saunders	G6 –	The Secretary	(358) 21506
Denise Clark	AO		(358) 21508
General administration and accommodation and IT issues, Members' expenses and travel arrangements, file control and records management, coordination of information products.			
Karen Lesslie	SEO		(358) 21509
Deputy Secretary and general enquiries in Secretary's absence, Inland Revenue issues, research function, Incapacity Benefit			
Bob Elbert	HEO		(358 21507)
Budget, fees and expenses, appointments, diversity issues, main contact for meetings, agendas and papers, publications			
Nicola Lloyd	HEO		(358 21510)
Information strategy and scrutiny of individual information products, Lone parents and Social Fund issues			

12. The Secretariat do not have specific expertise in IR matters and close working relationships with IR will enable Secretariat staff to provide support and information to the Committee. The Secretariat encourages regular contact with IR officials and its staff will be happy to discuss any issues of concern and forthcoming business on an informal or formal basis. It is also useful for them to have advance information about policy changes and products. Information or discussions will be kept confidential between themselves and Committee members.

Business Trawl

13. Once a quarter the Secretariat will write to the IR contact point with a template asking for details of forthcoming regulations and information products for the following 6 months period. This information will be used to plan business for the Committee and in particular to fit with planned DWP business. The Committee and Secretariat will not have additional resources to carry out their role with IR and so it will be helpful for as much advance notice to be given as possible to enable the Secretariat to judge workloads and plan ahead.

14. The information you provide on the template should give enough detail to enable the Secretariat to form a view on which items the Committee is likely to want to select for scrutiny. It is important to provide details of all proposals or changes rather than generalise, and if necessary these can be appended on a separate sheet of paper. See paragraph 19 and Annex B for an example of the Forward Look template and notes for its completion.

15. When planning regulations it is important to build in enough time to ensure SSAC can offer proper advice on proposals and regulations under the agreed terms of the MoU. IR is required to give the Committee 12 working days to consider proposals for regulations subject to scrutiny and provide their report. The 12 days will run from the date that SSAC receive an Explanatory Memorandum (EM) on the regulations selected for scrutiny but the process should allow the Committee time to consider the regulations at its monthly meeting and then to provide a written report.

Selection of Regulations for Scrutiny

16. Although you should submit all proposals for regulations relating to Tax Credits, Child Benefit, Guardians Allowance and National Insurance Contributions to SSAC, the Committee will not scrutinise them all. The Chairman will decide, in consultation with the Secretary, and in the light of information provided by IR in the Forward Look or otherwise, which regulations and products the Committee will examine with a view to providing advice to Treasury Ministers. A full Explanatory Memorandum should only be required for regulations which the Committee decide to scrutinise (see paragraphs 22-27).

Criteria for SSAC Scrutiny

17. The MoU sets out the criteria to be used to help determine which regulations are selected for Committee scrutiny. The Chairman will have regard to the following factors:

Whether the proposals for regulations

- relate to significant policy changes
- have substantial financial effects on claimants
- fit closely with, or have implications for social security benefits

18. Not all the factors will need to apply. Exceptionally, the Committee may request to consider regulations where none of the above criteria apply. The Secretariat will explain the reasons for such a request. The Secretary may seek your advice or ask for further information to help inform the Chairman's decision. The Committee may also suggest other organisations are consulted.

19. The business trawl should give a good early indication of which regulations the Committee will want to see. The Forward Look template should therefore aim to give comprehensive information so that a decision can be made in the majority of cases. The template or associated documents should include the following information:

Content of the Forward Look Template

- The title of the regulations or order proposed
- The benefit or areas affected by the changes – eg the childcare element of Working Tax Credits
- The date the changes are to take effect and any other time critical factors. Where this is unknown the date the changes are likely to be made
- The date the proposals and regulations will be submitted to SSAC if they are selected for scrutiny
- The purpose and effect of each change
- Indication of numbers affected or scale of the change
- Indication of the financial effects in terms of overall costs, and whether there will be gainers or losers
- Relationship with social security benefits and linked measures to be taken by DWP
- Contact details of the lead official

20. Some of the above information may not be available at the time of the Forward Look and should be provided as soon as it comes available. The Secretariat will liaise with the lead official if it needs more information on which to base the decision and will make every effort to advise and let you know as soon as possible whether the Committee is likely to want to scrutinise the regulations.

Explanatory Memorandum to inform Scrutiny Decision

21. It may not always be possible for a decision to be made on scrutiny from the information on the Forward Look and from subsequent liaison with officials. Exceptionally regulations may be made urgently and so were unplanned at the time of the trawl or there may have been unforeseen developments during the process which have changed the nature of the regulations described on the Forward Look template. In these cases, the Secretariat will discuss the level of information needed to enable a decision to be made and will advise whether this should be submitted in the form of a full Explanatory Memorandum (see paragraphs 24-27) or whether a shortened explanatory note will suffice. This will usually depend on the timing, and likelihood of a scrutiny.

Decision to scrutinise Regulations

22. Once a decision has been made on scrutiny the Secretariat will discuss a timetable with you for production of the Explanatory Memorandum (EM) and for booking a time slot at the SSAC meeting where the scrutiny will take place.

23. Subject to those discussions, when the proposals for regulations have been finalised, they should be submitted to the SSAC Secretariat in the form of an EM, together with a cover letter addressed to the Secretary. Where possible the EM should be accompanied by draft regulations and a copy of the regulations to be amended.

Content and Format of the Explanatory Memorandum

24. The EM does not need to follow a set format but must be informative and accurate and should be written so that it could be understood by an informed lay person. The emphasis, level of detail and lay out will vary according to the nature of the proposals. For example, an EM explaining a set of minor miscellaneous amendments to existing regulations will look very different from a set of regulations enacting new, far reaching changes.

25. The Committee will be looking to see what the effect of proposals and regulations will be on entitlement and the wider effects on customers potentially affected. Whilst you should include as much information as possible to illustrate this you should take care to make this factual and informative without making subjective judgements. Draw out any disadvantages as well as advantages of the proposal and do not attempt to conceal a possible negative effect.

26. The Committee Secretariat will be happy to discuss the content of the EM with you to help save work in producing lengthy EMs where this is unnecessary, or to avoid the need to provide additional information at a later stage.

27. All EMs should give full information covering the points detailed in the box below. Some information will already have been provided in the Forward Look but this should be reiterated and updated and explained in fuller detail for the benefit of all the Committee members:

Content of the Explanatory Memorandum

Purpose of the regulations

Background to the proposals for change covering timescales, differences from the current position

Financial effects- implications for customers and numbers affected

Non-financial effects on customers, drawing out any negative as well as positive effects on group

Operational effects indicating where there may be difficulties as well as improvements to service

Parallels with, or implications for benefits or social security issues. Where there are corresponding

Where ever possible illustrate the effects of changes with examples.

Scrutiny of Regulations

28. The EM and regulations will be forwarded to SSAC Members for consideration. Before producing its report, the Committee would normally discuss the proposals at the next SSAC meeting. Inland Revenue officials will be expected to attend the meeting to present the proposals and answer questions.

29. In most cases a slot for the meeting will have been booked in advance and a timetable agreed (see paragraph 22) based on liaison over the Forward Look. Meetings take place on the first Wednesday of each month (except June, where the meeting is held outside London and does not take routine business), and September (when the Committee do not usually meet).

30. If, exceptionally, urgent regulations are submitted outside the normal arrangements and the Committee wish to scrutinise them, it might not be possible to discuss the proposals at the SSAC meeting within the 12 day timescale. If this is the case, the Secretariat may ask for an extension to allow this to happen. Where an extension cannot be agreed, the EM will be circulated to Members and the Report will be produced and sent to IR based on written comments. The Secretariat will follow up questions with IR, on behalf of Members, during the scrutiny period. In this situation the Committee will invite IR to come to the next meeting to discuss the proposals. This may be after the regulations have been made.

The Report

31. The Secretariat will write, on behalf of the Committee, to the IR official responsible for the regulations that have been the subject of scrutiny with a short written report outlining the Committee's comments and views on the proposals. This will constitute its advice to Treasury Ministers.

32. The report will be sent to IR officials by the 12th working day following receipt of the EM, or within the timescales otherwise agreed. As timing is very tight, it will be helpful to follow up issues that are raised by the Committee at the meeting straightaway rather than await the Committee's formal written comments. The Secretariat will liaise with you about issues raised or of concern to the Committee both before and following the meeting in order to ensure matters can be clarified and dealt with promptly.

Response to the Report

33. The SSAC report should be referred to Treasury ministers before the regulations are made. Where it is not possible to take SSAC's views into account on points of substance, you should prepare a response to the Committee on behalf of ministers. The Committee will expect to receive a considered response to its advice, in line with the commitment in the MoU. If all the points made by the Committee can be accepted you should write to the Secretariat to confirm this.

Confidentiality

34. SSAC will not make its reports, or response to reports, public unless Treasury Ministers have given specific agreement for it to do so. The Committee will list regulations and products referred to it, with a separate list of regulations and products that have been scrutinised, in their Annual Stewardship Report and will note general policy matters that they have examined during the year. The Stewardship Report is published on the SSAC website <http://www.ssac.org.uk>

Requests for Information

35. SSAC will not respond to requests for information from the public, press or other outside parties about the advice they have given to Treasury Ministers, except

to confirm which regulations or products they have looked at and to say the advice is given in confidence under the terms of the MoU. The Secretariat will acknowledge any written or e-mail requests for information and will advise that any further questions should be directed to IR. Telephone queries will be referred direct to the main contact point in IR.

36. If SSAC is asked about the way in which it has reached a decision on scrutiny it will refer to the criteria in the MoU. It will refer any enquiries about the content of the EM, or other information provided to the Committee, to IR.

Minutes of SSAC Meetings

37. The minutes of the monthly SSAC meetings are not routinely published, but can be obtained on specific request under the SSAC Publication Scheme. Discussions on proposals for regulations referred by DWP for consideration to the Committee are minuted in detail as it is important to the statutory process to have a full and accurate record of the Committee's deliberations. Matters referred by IR will be treated as reserved items, along with items of DWP business which are confidential, eg early information about policy proposals or presentations by ministers or officials, and discussion on IR business will be recorded in less detail than for DWP items. Points of substance discussed at the SSAC meeting will be recorded in the written report of advice to Treasury Ministers.

38. The Secretariat will provide advice for a reply where the Inland Revenue requests this in relation to a PQ or other Parliamentary Business arising from the SSAC's role in relation to IR matters. They will consult the Committee about this where appropriate. Responsibility for the response will lie with IR, taking into account the views and advice of SSAC

39. The Secretariat should be advised of any requests for information or public concerns raised about IR's dealings with the Committee so that they can keep the arrangements under review and the Committee informed about interest and concerns in the operation of the MoU.

Advice to DWP Ministers

40. When advising DWP ministers about social security proposals, the Committee looks very broadly across the spectrum of help available to customers to see where changes relate to, or impact on other benefits or credits. For example it considers where benefit rules can be streamlined or made more consistent where this will be of benefit to customers affected and make systems simpler to operate and more transparent. As a result, when providing advice to DWP ministers on social security matters or regulations, the Committee may refer to an approach adopted by IR in a similar area to that under consideration.

41. The Secretariat will advise IR where the Committee cross-refer to IR matters in reports, correspondence or publications.

Review of Arrangements

42. The MoU provides for the operation of the arrangements between IR and SSAC to be monitored and reviewed. Either IR or SSAC can initiate a review if the

arrangements are not operating in line with the MoU or where there is a need to resolve problems.

43. The Secretariat and IR officials will liaise closely to identify potential problems or issues at an early stage so that both parties can keep the operation under review and remedy any difficulties or make improvements.

44. The Committee will report on the operation of the MoU in its Annual Stewardship Report. It will give IR 12 working days in which to comment on the proposed wording of its report before it is published. In practice, the closer working arrangements between IR and the Secretariat should ensure that both parties are aware of each others' concerns. The Committee reserve the right to have the final say in the wording of the Stewardship Report, subject to the terms of the MoU.

45. If a formal review is initiated by either IR or SSAC, DWP will be advised and asked to comment on any aspect of the arrangements in which it has an interest.

Information Products and Strategy

46. The Committee should be given the opportunity to review and comment on information products including, leaflets and codes of practice. Where appropriate it will offer advice on the detailed content of individual products but its main concern will be to advise at a higher strategic level. Forthcoming products should be identified to the Secretariat at the planning stage and in the Forward Look (**see Annex B**) so that the Committee can identify which products they wish to see. The Committee should also be advised about strategy plans and given the opportunity to offer general advice.

47. The Secretariat will liaise with you about a timetable. You should allow at least 20 working days for the Committee to see the product or amendments to it and make comments.

48. When you submit the product to SSAC for comments you should send a short covering note explaining

- the purpose of the product
- the intended audience
- how the product will be made available
- refer to other stakeholders involved in production of the product
- flag up any particular aspects on which you would like the Committee to focus, or provide advice.

49. The Committee may offer comments on products retrospectively. It may also write with comments or suggestions about wider information strategy issues.

Policy Advisory Role

50. In the course of their dealings with DWP or IR the Committee may take the initiative to offer general policy advice or comments outside the normal arrangements for commenting on proposals for regulations. Its interests will usually focus on the promotion of customer service and consistency of approach where there is a common customer base.

51. The Committee welcome the attendance of IR officials at meetings to discuss forthcoming policy issues on which its expertise and advice might be helpful to inform policy formulation, or which might lead to regulations. When carrying out consultation exercises consider whether SSAC should be included in the exercise.

Contact the Secretariat to discuss handling of business outside the normal arrangements.

MEMORANDUM OF UNDERSTANDING BETWEEN INLAND REVENUE AND THE SOCIAL SECURITY ADVISORY COMMITTEE

Introduction and purpose

This document sets out the agreement between the Inland Revenue (IR), on behalf of Treasury Ministers, and the Social Security Advisory Committee (the Committee), under which the Committee will be invited to comment on matters within the Department's responsibility and to provide advice to Treasury Ministers. It describes the working arrangements between the Department and the Committee for the review of draft secondary legislation, information products and the provision of advice.

The Government's response to the recommendations of the Work and Pensions Select Committee (published as Cmd 6190) and the Secretary of State for Work and Pensions' response to the report of the Quinquennial Review of SSAC (published as Cmd 6189) agreed that it was important to maintain the principle of having an expert independent body to provide advice across the range of benefit and tax credit issues, but took the view that it is not necessary or appropriate to take new statutory powers. Instead, the Government made a commitment to establish a non-statutory arrangement for SSAC to provide advice to Treasury Ministers on a confidential basis. This Memorandum puts this commitment into effect.

Policy areas covered by the Memorandum

The memorandum covers the following policy areas:

- Tax Credits (Child and Working Tax Credit);
- Child Benefit and Guardian's Allowance; and
- aspects of policy on National Insurance Contributions that affect benefit entitlement.

Coverage

The Committee will provide specific advice to Treasury Ministers and IR on

- proposals for regulations relating to
- Child and Working Tax Credit
- N.I contributions so far as they affect entitlement to contributory benefits; and
- Child Benefit, Guardians Allowance.

The Committee will also provide advice on draft information products on request and may offer advice to Treasury Ministers on policy matters and public information strategies in relation to tax credits, Child Benefit or Guardian's Allowance, on request or where they feel it appropriate. The Committee's advice will be provided in confidence.

Referral of draft regulations

Where possible, IR will advise the Committee Secretariat of proposed regulations in the areas covered by the memorandum for the next [6 months] and send the Secretariat relevant regulations for consideration.

The Committee will determine which regulations they will offer advice on.

Regulations will be selected for scrutiny and advice based on the following criteria:

- They relate to significant policy changes
- There are substantial financial effects on claimants
- There is a close fit with, or implications for social security benefits

The Secretary will, with the advice of Inland Revenue officials, and in consultation with the Chairman, select regulations that meet the criteria for Committee scrutiny.

The Committee Secretariat will inform IR which regulations the Committee wish to examine in detail and will commission full information from IR to an agreed timetable in the form of an Explanatory Memorandum, where this has not already been provided.

IR officials will attend Committee meetings on request to provide further explanation, if necessary.

The Committee may suggest that IR seek the views of other organisations whose input they believe would be valuable.

IR will normally give the Committee a minimum of 12 working days from the date the regulations are selected for scrutiny to consider draft regulations. Unless agreed otherwise, the Committee will respond in confidence to Treasury Ministers through IR, in a written report within the agreed period for comments.

IR will respond to the Committee on behalf of Treasury Ministers on points of substance arising from their comments that Ministers are unable to accommodate.

Arrangements will be made by agreement for the handling of sensitive or urgent regulations.

Referral of draft information products.

The Committee will have the opportunity to review and comment in confidence on draft information products, such as leaflets and codes of practice on tax credits, Child Benefit and Guardian's Allowance and on substantive amendments to them.

Unless, exceptionally, a shorter time has been agreed, IR will provide the Committee with a minimum of 20 working days in which to comment on drafts of information products.

IR officials will respond to the Committee on points of substance arising from their comments that they are unable to accommodate.

Policy advisory role

The Committee will provide advice in confidence on matters of policy in relation to tax credits, Child Benefit or Guardian's Allowance at the request of HMT Ministers or IR officials. Based on briefings or discussions with IR, the Committee may also offer advice on their own initiative where they believe it would be helpful.

The focus for the Committee's advice will be policy matters and information strategies. In particular, they will consider the impact of proposals on customers, especially where people are customers of both IR and DWP, with the aim of

promoting good customer service and, so far as appropriate, consistency of approach.

Confidentiality

The Committee will not make public any comments or advice that they provide to Treasury Ministers, nor the responses they receive, without express permission to do so.

In providing advice to DWP Ministers in relation to DWP benefits, the Committee may refer to the approach adopted by IR in a similar area. Such advice remains advice to DWP Ministers and will either be published under statutory requirements or released in line with DWP and SSAC publication schemes. The Committee Secretariat will make IR aware that advice has been provided which cross-refers to IR matters.

Committee's Annual Report

The Committee's Annual Stewardship Report will list all draft regulations and information products put to the Committee secretariat for potential scrutiny and advice and will separately list those regulations and products that were subject to scrutiny by the Committee itself.

The Committee may also note in their report the policy areas on they have provided advice in the previous 12 months.

The Report may include a commentary about the operation over the year of the Memorandum of Understanding.

The Committee should allow IR 12 working days to comment on the wording of proposed entries in the stewardship report.

Minutes of Committee meetings

For the purpose of Committee minutes, all discussions relating to matters which are the responsibility of Treasury Ministers will be briefly minuted and treated as reserved items.

Explanatory Memoranda, written advice and other correspondence from the Committee will be owned by IR but advice and correspondence will not be released in any form without agreement from SSAC.

Monitoring, evaluation and review

The arrangements will be monitored by IR and SSAC to:

- ensure the Memorandum is being adhered to;
- ensure that the process and role adds value and is operating well; and
- with a view to making improvements.

Either Inland Revenue or the Committee can initiate a review at any time if they feel the arrangements are not working. The Department for Work and Pensions will be invited to comment in any review on any aspects of the arrangements that have had an effect on their own areas of responsibility.

SIGNED BY:

.....

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**DAVE HARTNETT, CB
DEPUTY CHAIRMAN
INLAND REVENUE**

**SIR THOMAS BOYD-CARPENTER, KBE
CHAIRMAN OF SOCIAL SECURITY
ADVISORY COMMITTEE**

DATED: WEDNESDAY, 21 JULY 2004.

ANNEX B

To: SSAC
From (lead official):
Date:

FORTHCOMING PROPOSALS FOR REGULATIONS

(1) Title	(2) Timing	(3) Description of the changes	(4) Indicative financial effects	(5) Links to benefits	(6) Lead official and contact details

Notes

Col 1 – Title: also indicate the specific aspects of Tax Credits or other benefits or areas affected – eg Child Tax Credit, childcare elements of WTC, recovery of overpaid tax credits, Child Benefit for young people over 16 etc.

Col 2 -Timing : Include the dates the regulations are due to be made and come into force and the date they will be ready to be submitted to SSAC for scrutiny. Any other timing issues that might affect delivery or ministerial commitments, or readiness for referral to SSAC

Col 3 - Explain the purpose of the proposals, what the changes are and where they alter current rules or introduce different ones. If the changes form a large miscellaneous package attach fuller details on a separate sheet or refer nearer the time later with a more detailed EM.

Col 4 – Provide enough information to give a good indication of the scale and significance of the change in financial terms and the way in which it will impact of both new and existing customers. Include details of the financial effects overall as well as on individuals, for example will adversely affect a small number of people but will mean significant gains in the order of £x annually for the majority claiming Child Care element.

Col 5 –Where possible indicate if there are overlaps with benefit rules, particularly if there are consequential regulations being made by DWP eg as for Child Benefit changes. Also indicate if the regulations are being made as a consequence of, and mirror regulations planned by DWP for benefits eg the miscellaneous regulations on decisions and appeals.

Col 6 – Name and contact details of lead official who will be able to provide more information and with whom SSAC secretariat can liaise.

To SSAC
From (lead official):
Date:

POSSIBLE FORTHCOMING BUSINESS FOR SSAC: INFORMATION PRODUCTS

(1) Brief description of the product	(2)Planned publication date	(3)Projected date for consideration SSAC	(4) Reasons for your nomination

Notes

Col 1. State the subject area, the formats of the product (leaflets, Code of Practice, web pages etc) and rough size and complexity, and whether it is a new or revised product.

Col 2. For example: April 2005

Col 3. Ensure that you have allowed a minimum of 20 working days for SSAC to comment. If a presentation is planned, identify a meeting and discuss requirements with the Secretariat

Col 4. State briefly why you are recommending the Committee should see the item (the subject matter has a wide impact or is sensitive, new format, fit with a wider information strategy etc)

