

Housing Benefit and Council Tax Benefit

Urgent Bulletin

Department for Work and Pensions
The Adelphi, 1 - 11 John Adam Street, London WC2N 6HT

HB/CTB U1/2006

9 January 2006

Contact	ann.chamberlain@dwp.gsi.gov.uk
Who should read	ITFLA Project: All HB Managers
Action	Provide vital information as requested to ensure national rollout of new system within timescale. Response required by 13 January 2006.
Subject	IT Information Flows for Local Authorities (ITILFA) Project

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IT Information Flows for Local Authorities (ITILFA) Project

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IT Information Flows for LAs Project (RATs Replacement)

Background

- 1 *Bulletin U11/2005* gave background information on the project that has been established to replace the RATs and requested information to aid the development of a national roll-out strategy. This information was required by 7 January 2006.
- 2 We have had a disappointing response. As at 6 January 2006 only 224 LAs have responded. Thank you to these LAs.
- 3 To enable the project to roll-out the replacement system it is imperative that the appropriate appendices contained in *Bulletin U11/2005*, also appended to this bulletin, are urgently completed. If this information is not received it will have a significant impact on the delivery timetable for the replacement system. Please beware that we are replacing the RATs and these will be withdrawn from December 2006.
- 4 We need to make sure we have a flat profile of users added each month
 - *Appendix 1* is mandatory it requests the number of users and the period over which they will be given access to the replacement system.
 - *Appendix 2* is optional and asks for business cases from LAs if they require access to the replacement system from a particular date – we also need this information.
- 5 Would all LAs who have not returned the appendices from *Bulletin U11/2005*, also attached to this bulletin, please do so **Friday 13 January 2006**.
- 6 Failure to complete the appendices will jeopardise the success of the roll-out for all LAs. If no response to *Appendix 2* is received by 13 January 2006 we will programme your LAs rollout at the discretion of the project.

Contact details

- 7 If you have any queries regarding the content of this section of the bulletin, please contact
ann.chamberlain@dwp.gsi.gov.uk

Completed appendices

- 8 Please send completed *Appendices 1* and *2*, by 13 January 2006, to either
IT-Flows@dwp.gsi.gov.uk or
qh.itiflproject@dwp.gsi.gov.uk

IT Information Flows for LAs Project Information Required for Roll out of CIS

Local Authority Details

Local Authority Name	
Local Authority Address	

Details of a contact within your LA with whom the project can liaise with for roll out

Name	
Tel Number	
Email Address	

The Local Authority external static IP addresses (as supplied by your internet service provider)

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Details of additional costs that your LA may incur

Reasons for Costs	
Actual Costs	

The number of users within your LA that require access to CIS.

Total number of HB/CTB processors	
Current RAT users	
No of Users of new system	
Total Number of Users requiring access immediately	
If Users are to be staggered how many and over what period	

This form can be opened by clicking on the attachment below. This will enable you to complete it on-line and save it accordingly.



"Dec Bulletin
appendix 1.doc"

IT Information Flows for LAs Project Local Authority Roll Out Business Case

Local Authority Details

Local Authority Name	
Local Authority Address	
Name of person making case (including tel number and email address)	
Name of person to contact for further information if different to above (including tel number and email address)	

Business Case

When LA would like to be included in roll out
Business Reason(s) for inclusion at a specific time
Impact of not being included at specific time

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appendix 2.doc"

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