

To: All West Suffolk Council Town and Parish Councils

Contact: Rachael Mann

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28 October 2025

Dear Sir / Madam,

Consultation on Proposed Changes to the West Suffolk Local Council Tax Reduction Scheme 2026 to 2027

West Suffolk Council is currently reviewing its Local Council Tax Reduction Scheme (LCTRS) and I am writing to formally consult you on the proposed changes.

As part of our collective work to support our communities that are the hardest hit by the current pressures on the cost of living, West Suffolk Council is seeking views on extending, for a further year, the decreased contribution rate (maximum discount of 100 per cent) for working-age customers, which gives support for low-income households and those facing financial hardship, in light of the current pressures on the cost of living.

As the billing authority, West Suffolk Council is required to approve and implement a LCTRS. However, we appreciate that Council Tax collected is shared amongst a number of public sector organisations.

As an organisation that sets a precept that would be affected, we especially want to hear your views. We are very aware of the challenging times faced by council and public services budgets. This is why we are writing to all such organisations to hear their views on the role of the LCTRS to target those most at risk of financial hardship linked to the current cost of living pressures.

If agreed through a West Suffolk Council decision it would see, for the average working age recipient of the Local Council Tax Reduction Scheme (LCTRS), up to an additional £120 discount on their Council Tax for the single year. This would benefit around 4,700 people.

The proposal is highly targeted to reach those who are already on means-tested benefits and has low administrative costs.

Across West Suffolk, if we were to extend this targeted reduction for a further year, based on the percentage of the Council Tax bill that Town and Parish Councils receives from people on LCTRS, the total across all Town and Parish Councils would be a total £24,672 reduction for that year – 4.5 per cent of the total reduction. This sum would be divided up by all Parish and Town Councils according to the percentage of their Council Tax payers who receive a LCTR and this has already been assumed in the provisional 2026-27 council tax bases for your Town or Parish area issued to your clerk on 17 October 2025, by West Suffolk Council. West Suffolk Council will have a reduction of circa £50,000. This impact doesn't account for current scheme non-collection rates and is based on current levels of LCTRS claimants.

If you would like me to talk to you about the proposed changes, please don't hesitate to contact me.

Further background on the proposed changes is available in this report: [Decision – Review of the Local Council Tax Reduction Scheme 2026 to 2027 and decision to consult \(westsuffolk.gov.uk\)](#)

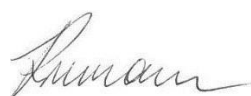
This online consultation is open from 28 October to 25 November 2025 and can be found at: <https://www.smartsurvey.co.uk/s/WestSuffolkLCTRS/>

The consultation is being sent to a range of stakeholders, including those who work with people in receipt of Council Tax Support. Feedback from the consultation will be considered by Cabinet on 9 December 2025 making its recommendation to Council on 16 December 2025. If agreed, the changes would come into effect from April next year.

Please contact Emily Earl at emily.earl@westsuffolk.gov.uk with any comments you may have on this proposal.

We look forward to your response.

Yours faithfully,



Rachael Mann
Chief Operating Officer and Chief Financial Officer