



*St Edmundsbury*  
BOROUGH COUNCIL

# Z294

## Cabinet 23 October 2008

### Report of the Policy Development Committee: Revenues and Benefits Service Write-off Policy (Nov 08/08)

1. The Council's Constitution currently gives delegated authority to the Chief Finance Officer to write off as irrecoverable any bad debt up to £750. Any debt above £750 may only be written off by the Cabinet, who receive regular reports on accounts for write-off, together with information on the levels of income collection performance achieved.
2. A 2007 internal audit report highlighted the need to update the write-off policy, and to this end a new policy was considered by the Committee, which was intended to ensure a consistent approach to the management of debts within the Revenues and Benefits Service. In particular, research undertaken had indicated that St Edmundsbury's current write-off levels were low compared with other district councils surveyed, and while the levels in the new policy are still on the low side, they will allow more direct management of the write-off process for minor debts, making the system more efficient and effective.
3. The revised policy will be reviewed every two years, or sooner if weaknesses are discovered or there are new risks and/or changes in legislation.
4. The Committee **RECOMMENDS that the updated Write-off Policy and new scheme of delegation for write-off levels, as set out in Appendix 1 to Report Z285, be approved, together with the necessary amendments to the Constitution.**

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