

Joint Executive (Cabinet) Committee

Title of Report:	Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs	
Report No:	CAB/JT/18/045	
Report to and dates:	Joint Executive (Cabinet) Committee	6 November 2018
Portfolio holders:	Cllr Stephen Edwards FHDC Portfolio Holder for Resources and Performance Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	Cllr Ian Houlder SEBC Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsb.gov.uk
Lead officer:	Gregory Stevenson Service Manager (Finance & Performance)/S151 Officer Telephone: 01284 757264 Email: gregory.stevenson@westsuffolk.gov.uk	
Purpose of report:	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt appendices.	
Recommendation:	The write-off of the amounts detailed in the exempt Appendices to Report No: CAB/JT/18/045, be approved, as follows: <ol style="list-style-type: none"> Exempt Appendix 1: FHDC Council Tax totalling £2,731.33 Exempt Appendix 2: SEBC Council Tax totalling £169,454.08 Exempt Appendix 3: SEBC Business Rates totalling £22,292.16 <p style="text-align: right;"><i>(continued over)</i></p>	

	<p>4. Exempt Appendix 4: FHDC Sundry Debt (Housing Benefit Overpayments) totalling £24,740.18</p> <p>5. Exempt Appendix 5: FHDC Sundry Debt (Property Services) totalling £2,902.91</p> <p>6. Exempt Appendix 6: SEBC Sundry Debt (Property Services) totalling £5,796.38</p>
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p><i>(a)(ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Borough/District Council's revenue budget or capital programme</i></p>
<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i></p>	
Consultation:	<p>Leadership Team and the Portfolio Holders for Resources and Performance have been consulted on the proposed write-offs.</p>
Alternative option(s):	See paragraphs 2.1 and 2.2
Implications:	
<p>Are there any financial implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • See paragraphs 3.1 to 3.3
<p>Are there any staffing implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are there any ICT implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Are there any legal and/or policy implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.</p>
<p>Are there any equality implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • The application of predetermined recovery procedures ensures that everybody is treated consistently. • Failure to collect any debt impacts on either the levels of service provision or the levels of charges. • All available remedies are used to recover the debt before write off is considered. • The provision of services by the Council applies to everyone in the area.

Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Debts are written off which could have been collected.	Medium	Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.	Low
Ward(s) affected:		All wards are affected.	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		Exempt Appendix 1: FHDC Council Tax totalling £2731.33 Exempt Appendix 2: SEBC Council Tax totalling £169,454.08 Exempt Appendix 3: SEBC Business Rates totalling £22,292.16 Exempt Appendix 4: FHDC Sundry Debt (Housing Benefit Overpayments) totalling £24,740.18 Exempt Appendix 5: FHDC Sundry Debt (Property Services) totalling £2,902.91 Exempt Appendix 6: SEBC Sundry Debt (Property Services) totalling £5,796.38	

1. Key issues and reasons for recommendation(s)

- 1.1 The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures.
- 1.2 When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Assistant Director, Resources and Performance for debts up to £2,499.99 or by Cabinet for debts over £2,500.00.
- 1.3 It is best practice to monitor the recovery procedures for outstanding debts regularly and, when appropriate, write off irrecoverable debts.
- 1.4 Provision for irrecoverable debts is included both in the Collection Fund and the General Fund and writing off debts that are known to be irrecoverable ensures that staff are focussed on achieving good collection levels in respect of the recoverable debt.

2. Alternative options

- 2.1 The Council currently uses the services of the ARP Enforcement Agency to assist in the collection of business rates and Council Tax and also has on line tracing facilities. It is not considered appropriate to pass the debts on to another agency.
- 2.2 It should be noted that in the event that a written-off debt become recoverable, the amount is written back on, and enforcement procedures are re-established. This might happen, for example, if someone has gone away with no trace, and then they are unexpectedly 'found' again, through whatever route.

3. Financial implications and collection performance

Forest Heath District Council

- 3.1 Provision is made in the accounts for non-recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 1, 4 and 5.
- 3.2 As at 30 September 2018, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (as the billing Authority) is £25.4m per annum. The collection rate as at 30 September 2018 was 54.60% against a profiled target of 54.34%
- 3.3 As at 30 September 2018 the total Council Tax billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (includes the County, Police and Parish precept elements) is £29.9m per annum. The collection rate as at 30 September 2018 was 55.29% against a profiled target of 56.04%.

St Edmundsbury Borough Council

- 3.4 Provision is made in the accounts for non-recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 2, 3 and 6.

- 3.5 As at 30 September 2018, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (as the billing Authority) is just over £48.4 million per annum. The collection rate as at 30 September 2018 was 58.18% against a profile of 58.13%.
- 3.6 As at 30 September 2018, the total Council Tax billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (includes the County, Police and Parish precept elements) is £61 million per annum. The collection rate as at 30 September 2018 was 57.39% against a profile target of 57.88%