

Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title of Report:	Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs	
Report No:	CAB/JT/19/017	
Report to and date:	Joint Executive (Cabinet) Committee	12 March 2019
Portfolio holders:	Councillor Stephen Edwards FHDC Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: stephen.edwards@forest-heath.gov.uk	Councillor Ian Houlder SEBC Portfolio Holder for Resources and Performance Tel: 07970 729435 Email: ian.houlder@stedsbcc.gov.uk
Lead Officer:	Rachael Mann Assistant Director (Resources and Performance) Telephone: 01638 719245 Email: rachael.mann@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.	
Recommendations:	<p>The write-off of the amounts detailed in the Exempt Appendices to Report No: CAB/JT/19/017, be approved, as follows:</p> <p>(1) Exempt Appendix 1: FHDC Council Tax totalling £4,261.36</p> <p>(2) Exempt Appendix 2: SEBC Council Tax totalling £11,686.85</p>	

	<p>(3) Exempt Appendix 3: FHDC Business Rates totalling £31,973.03</p> <p>(4) Exempt Appendix 4: SEBC Business Rates totalling £42,225.08</p> <p>(5) Exempt Appendix 5: SEBC Overpayment of Housing Benefits totalling £39,352.31</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 type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></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>	
<p>Consultation:</p>	<p>Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.</p>
<p>Alternative option(s):</p>	<p>See paragraphs 2.1 and 2.2</p>
<p>Implications:</p>	
<p><i>Are there any financial implications? If yes, please give details</i></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><i>Are there any staffing implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> •
<p><i>Are there any ICT implications? If yes, please give details</i></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> •
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></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><i>Are there any equality implications? If yes, please give details</i></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)
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:		<p>Exempt Appendix 1: FHDC Council Tax totalling £4,261.36</p> <p>Exempt Appendix 2: SEBC Council Tax totalling £11,686.85</p> <p>Exempt Appendix 3: FHDC Business Rates totalling £31,973.03</p> <p>Exempt Appendix 4: SEBC Business Rates totalling £42,225.08</p> <p>Exempt Appendix 5: SEBC Overpayment of Housing Benefits totalling £39,352.31</p>	

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 and 3.
- 3.2 As at 1 February 2019 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 1 February 2019 was 89.27% against a profiled target of 89.01%
- 3.3 As at 1 February 2019 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 1 February 2019 was 90.84% against a profiled target of 91.95%.

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, 4 and 5.

- 3.5 As at 1 February 2019, 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 1 February 2019 was 91.98% against a profile of 90.77%.
- 3.6 As at 1 February 2019, 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 1 February 2019 was 94.16% against a profile target of 95.03%