

# Revenues Collection Performance and Write-Offs

<b>Report number:</b>	<b>CAB/WS/21/023</b>	
<b>Report to and date:</b>	<b>Non-decision making virtual Cabinet</b>	25 May 2021
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**Decisions Plan:** The decision 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 in the Decisions Plan.

**Wards impacted:** All Wards

**Recommendation:** That the Cabinet recommends to the Portfolio Holder for Resources and Performance to write-off the amounts detailed in the Exempt Appendices to Report No: CAB/WS/21/023, as follows:

- 1. Exempt Appendix 1: Council Tax totalling £22,480.28**
- 2. Exempt Appendix 2: Business Rates totalling £34,962.30.**

## 1. Context to this report

- 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 £4,999.99 or by Cabinet, or the Portfolio Holder for debts over £5,000.00.
- 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.
- 1.5 The Council Tax percentage of debt written off during 2021/22 for all previous years is 0% as at 30 April 2021.
- 1.6 The Business rates percentage of debt written off during 2021/22 for all previous years is 0% as at 30 April 2021.

## 2. Proposals within this report

- 2.1 To review the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt Appendices.
- 2.2 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 Appendix 1 for Council Tax totalling £22,480.28 and Appendix 2 for Business Rates totalling £34,962.30**
- 2.3 The total National Non-Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of West Suffolk Council on 1 April 2021 (as the billing Authority) is £42.8m per annum. The collection rate at 30 April 2021 was 14.71% against a profiled target of 12.55%
- 2.4 It should be noted that reliefs introduced by central Government in response to the Covid-19 pandemic (many of which provided 100% relief for 2020/21) have been extended to the end of June 2021 at which point the remainder of the year will be discounted by 66%. Any accounts eligible will be rebilled in July for an increased amount which will adjust the net collectable debt.

- 2.5 The total Council Tax billed by Anglia Revenues Partnership on behalf of West Suffolk Council on 1 April 2021 (includes Suffolk County Council, Police and Parish precept elements) is £104.9 per annum. The collection rate at 30 April 2021 was 11.10% against a profiled target of 10.71%.
- 2.6 West Suffolk residents seeking support with paying their council tax because of the impact of the COVID-19 pandemic were offered the opportunity to reprofile their payment plans for 2020/21. This has had the effect of moving some recovery activity into 2021/22 where final instalments were set very late in the financial year.

### **3. Alternative options that have been considered**

- 3.1 There is an extensive and supportive recovery process prior to the engagement of an enforcement agency. 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. Although this service was suspended during the lockdown and up to more recently, enforcement is now reinstated in line with government guidance. It is not considered appropriate to pass the debts on to another agency.
- 3.2 It should be noted that in the event that a written-off debt becomes 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.

### **4. Consultation and engagement undertaken**

- 4.1 Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.

### **5. Risks associated with the proposals**

- 5.1 Low Risk - Debts are written off which could have been collected  
Control - Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.

Medium Risk – Impact of the COVID-19 pandemic on recovery of debts and the increase in bankruptcies, IVA, CVA's are likely to impact this years' collection rates. Close monitoring is taking place and support provided where possible.

### **6. Implications arising from the proposals**

- 6.1 Financial - as above.

- 6.2 Legal Compliance - the recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.
- 6.3 Personal Data Processing - no changes to the way we process personal data.
- 6.4 Equalities
- 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.
- 6.5 Crime and Disorder
- 6.6 Environment or Sustainability
- 6.7 HR or Staffing
- 6.8 Changes to existing policies
- 6.9 External organisations (such as businesses, community groups)

No significant implications on 6.1 – 6.8, as a result of this report.

## **7. Appendices referenced in this report**

- 7.1 Exempt Appendix 1 – Council Tax Write-Offs  
Exempt Appendix 2 – Business Rates Write-Offs

## **8. Background documents associated with this report**

- 8.1 None