

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Recommendations of the Overview and Scrutiny Committee: 10 June 2015 - Joint ARP Debt Management and Recovery Policy</b>	
<b>Report No:</b>	<b>CAB/SE/15/038</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	23 June 2015
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:ian.houlder@stedsbc.gov.uk">ian.houlder@stedsbc.gov.uk</a>	
<b>Chairman of the Committee:</b>	Diane Hind Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:diane.hind@stedsbc.gov.uk">diane.hind@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Jo Andrews Strategic Revenues Manager, ARP <b>Tel:</b> 01842 756490 <b>Email:</b> <a href="mailto:jo.andrews@angliarevenues.gov.uk">jo.andrews@angliarevenues.gov.uk</a>	
<b>Purpose of report:</b>	This report asks the Cabinet to consider the recommendations from the Overview and Scrutiny Committee in relation to the Joint ARP Debt Management and Recovery Policy.	
<b>Recommendations:</b>	<b>It is <u>RECOMMENDED</u> that the Joint ARP Debt Management and Recovery Policy set out in Appendix A to Report No: OAS/SE/15/006 be approved, subject to reference being included on how to access debt advice and counselling when sending out the first reminder for non-payment of Council Tax and non-domestic rates.</b>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Although published on the Decisions Plan as such, this is no longer considered to be a Key Decision	
<i>The key decision made as a result of this report will be published within <b>48 hours</b> and cannot be actioned until <b>seven working days</b> have elapsed. This item is included on the Decisions Plan.</i>			
<b>Consultation:</b>		• See Report OAS/SE/15/006	
<b>Alternative option(s):</b>		• See Report OAS/SE/15/006	
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report OAS/SE/15/006	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report OAS/SE/15/006	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report OAS/SE/15/006	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report OAS/SE/15/006	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report OAS/SE/15/006	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
See Report OAS/SE/15/006			
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		<a href="#">Report OAS/SE/15/006 – Joint ARP Debt Management and Recovery Policy</a>	
<b>Documents attached:</b>		None.	

## **1. Key issues and reasons for recommendation(s)**

- 1.1 On 10 June 2015, the Committee considered Report No: OAS/SE/15/006, which sought comments and recommendations on the Draft Joint ARP Debt Management and Recovery Policy (Appendix A).
- 1.2 ARP has recently shared a draft of the policy with West Suffolk, along with all other ARP partners for comments and scrutiny. The draft policy sets out the billing; collection and recovery of Council Tax; Non-Domestic Rates and Housing Benefits Overpayments across West Suffolk and the wider ARP.
- 1.3 This policy document replaces previous policies of the ARP and updates the content to reflect changes introduced by recent changes to enforcement legislation. However, the policy excludes the activities relating to sundry debt of the Council, which is subject of a separate policy (Report No: CAB/SE/15/039 contained elsewhere on this Cabinet agenda refers).
- 1.4 The Overview and Scrutiny Committee considered the report in detail and asked a number of questions to which the Strategic Revenues Manager (ARP) and the Head of Resources and Performance provided comprehensive responses.
- 1.5 The Committee noted that customers were encouraged to contact ARP as soon as possible if they had difficulties making payments but felt that under paragraph 4.4 of Appendix A, reference should be made at the earliest opportunity to offer debt advice and counselling. It was suggested that this information should be sent out with the first reminder for non-payment of Council Tax and non-domestic rates.
- 1.6 The Overview and Scrutiny Committee has put forward recommendations as set out on the front of the Report.