



CORPORATE SUNDRY DEBT RECOVERY POLICY
REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE
DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To present to Executive the revised Corporate Sundry Debt Recovery Policy (the Policy)

2. RECOMMENDATION

- 2.1 That Executive approve the revised Corporate Sundry Debt Recovery Policy

3. BACKGROUND TO THE REPORT

- 3.1 The Council's sundry debt function deals with the administration of sundry debtors. Sundry debtors relates to monies due to the Council for all income streams excluding revenues, benefits and housing rents. Responsibility for recovery of these debts is shared between the Council's finance and legal sections.

- 3.2 The Corporate Sundry Debt Recovery Policy (the Policy) outlines the main principles relating to the administration and recovery of sundry debts. The primary aim of the Policy is detailed below and reflects the need for the Council to generate income, whilst acknowledging that activities should be structured in a way that is equitable and empathetic to need:

"In order to maximise income for the provision of services, the Council will issue debt punctually and correctly. The Council will collect all sundry debt owing to it promptly, effectively, efficiently and impartially, ensuring fair treatment of all customers and showing due regard to their social welfare"

- 3.3 The Policy has been reviewed and refreshed in 2014/2015 by officers in finance, legal services and community planning. The main changes are detailed below for reference:

- The primary aim of the Policy (detailed in section 3.2) has been expanded to reflect the need for the Council to maximise income in order to fund service provision
- The Policy has been updated to reflect legislation issued since the previous Policy was produced (e.g. Taking Control of Goods: National Standards April 2014)
- The Policy now only covers principles relating to sundry debtors. Separate policies are in place for revenues, benefits and rent income, as referenced in section 5 of the Policy
- An additional section (section 3) has been included to outline the respective roles and responsibilities in relation to sundry debtors. It is clearly emphasised throughout the Policy that budget holders are the ultimate "owner" of sundry debts
- The Policy reflects the Council's commitment achieving efficiency through technology. Paragraph 6.14 details the Council's preference that invoices should be emailed
- A specific section (section 11) has been included detailing how the social welfare of debtors should be considered. The Policy is underpinned by the Anti Poverty Policy Statement, which sets out the Council's corporate commitment and approach in working towards mitigating the impact of poverty and deprivation in our community

- Further detail is provided on the different methods of enforcement that may be used in recovering debt
- A dedicated section (section 10) has been included to reflect how aged debt is monitored and reported

4. FINANCIAL IMPLICATIONS [KP]

- 4.1 There annual budget for the debtors function for 2015/2016 is £63,590
- 4.2 The non recovery of debtors will impact on the cashflow of the Council and the ability to finance service provision.

5. LEGAL IMPLICATIONS [JB]

- 5.1 The Policy has been updated to reflect legislation issued since the previous Policy was produced.

6. CORPORATE PLAN IMPLICATIONS

- 6.1 The recovery of debt will ultimate generate income to enable achievement of all of the Corporate Plan Aims.

7. CONSULTATION

- 7.1 Officers in all affected departments have been consulted in the refresh of this Policy.

8. RISK IMPLICATIONS

- 8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 8.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None		

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 9.1 This Policy is underpinned by the Anti Poverty Policy Statement, which sets out the Council's corporate commitment and approach in working towards mitigating the impact of poverty and deprivation in our community

10. CORPORATE IMPLICATIONS

- 10.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications
 - Environmental implications
 - ICT implications
 - Asset Management implications

- Procurement implications
 - Human Resources implications
 - Planning implications
 - Data Protection implications
 - Voluntary Sector
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Background papers: None

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