

## **BRECKLAND DISTRICT COUNCIL**

**Report of:** Pablo Dimoglou, Executive Member Finance

**To:** Cabinet, 25 April 2017

**(Author:** Christine Marshall, Executive Director Commercialisation)

**Subject** Corporate Debt Management Recovery Policy

**Purpose:** To update the Corporate Debt Management Recovery Policy

### **Recommendation(s):**

- 1) That the Corporate Debt Management Recovery Policy be approved.

### **1.0 BACKGROUND**

- 1.1 Effective debt management is crucial to the success of any organisation. It is essential that this Council has clear policies and procedures to manage the recovery of debt. If the Council is to achieve its aim of effective income management, then it must seek to recover all debts due and sustain collection rates. This policy has therefore been designed to address these aims.
- 1.2 The policy is formally reviewed every three years to ensure that it remains up to date and appropriate for the Council and reflects latest working practices. The Anglia Revenues Partnership (ARP) have their own policy for the recovery of their areas of debt; Council Tax, Business Rates (NNDR), Discretionary Housing Payments, Enforcement Fees and Housing Benefit Overpayments.
- 1.3 In reviewing and updating this policy we have consulted with ARP and also the Commercial Property department, who undertake their own debt recovery, and incorporated their responses where necessary.

### **2.0 OPTIONS**

- 2.1 That the corporate debt management recovery policy be approved.
- 2.2 That the corporate debt management recovery policy be amended before being approved.

### **3.0 REASONS FOR RECOMMENDATION(S)**

- 3.1 To provide a clear policy and procedure to manage the recovery of Council debt.

### **4.0 EXPECTED BENEFITS**

- 4.1 To ensure effective income management enabling recovery of debts due and sustaining collection rates for the Council.

4.2 To maximise the amount of income received by the Council.

## 5.0 IMPLICATIONS

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

### 5.1 Equality and Diversity / Human Rights

5.1.1 The policy aims include an aim to; *treat individuals consistently and fairly regardless of age, gender, ethnicity, disability and sexual orientation and to ensure that individuals' rights under Data Protection and Human Rights legislation are protected.*

### 5.2 Financial

5.2.1 Effective debt recovery will maximise the income collected and retained by the Council.

### 5.3 Reputation

5.3.1 Poor debt recovery procedures could have a negative impact on the Council's reputation.

### 5.4 Stakeholders / Consultation / Timescales

5.4.1 Consultation has been carried out with Finance, Anglia Revenues Partnership and Commercial Property before finalising this policy.

## 6.0 WARDS/COMMUNITIES AFFECTED

6.1 All

## 7.0 ACRONYMS

7.1 ARP – Anglia Revenues Partnership

7.2 NNDR – National Non Domestic Rates (Business Rates)

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Background papers:- [See The Committee Report Guide for guidance on how to complete this section](#)

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### Lead Contact Officer

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**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Discretionary Service**