

Anglia Revenues Partnership

Report of Operational Board to the JOINT COMMITTEE – 1st December 2011

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Review of Policies

1. Purpose of Report

1.1 To agree policies for the arp and to agree the delegation of some policies.

2. Recommendations

It is recommended that the Committee:

- 2.1 approve the schedule of policies relevant to the Joint Committee , and approve the policies provided to the Joint Committee
- 2.2 Approve the policies to be agreed by the Operational Improvement Board.

Note: In preparing this report, due regard has been had to equality of opportunity, human rights, prevention of crime and disorder, environmental and risk management considerations as appropriate. Relevant officers have been consulted in relation to any legal, financial or human resources implications and comments received are reflected in the report.

3. Information, Issues and Options

3.1 Background

- 3.1.1 Each year we review the policies followed by the arp and then provide these to the Joint Committee to approve these policies
- 3.1.2 The ARP Appeals Policy, Code of Conduct, Overpayment policy and post opening policies were reviewed at the last Joint Committee. However because of the number of policies that need to be reviewed, It was agreed that the remaining policies would be brought to the next Joint committee.

3.2 Issues

- 3.2.1 Because of the number of policies that need to be developed and kept up to date the Operational Improvement Board agreed that some of the reports may not be relevant to the Joint Committee.

The reports that it is suggested could be approved through delegation to the officers Operational Improvement Board would be

- Data Quality
- Staff training
- Document retention

- 3.2.2 The policies to be considered today are attached and have been 'highlighted' to show where there have been amendments since they were last approved. These are

- Vulnerability and Safeguarding
- Charging Orders
- Take up Strategy
- Refund Authorisation

- Debt Management and Recovery
- Debt write off

3.2.3 The Policies to be considered at the next Joint Committee are

- Health and Safety
- Fraud
- Sundry Debt recovery

3.3 Options

3.3.1 To approve the Attached policies,

3.3.2 To approve the delegated policies that the Operational Improvement Board may approve.

3.3.3 To approve neither of the above

3.3.4 To approve the attached polices but not to agree to delegate the named policies.

3.3.5 Not to approve the attached policies but to agree to delegate the named policies.

3.4 Reasons for Recommendation(s)

3.4.1 To enable the Partnership to have the relevant policies in place in order for the provision of the service to comply with relevant, legal, operational or audit requirements.

4. **Risk and Financial Implications**

4.1 Risk

4.1.1 None

4.2 Financial

5. **Legal Implications**

5.1 None

6. **Other Implications**

None.

7. **Alignment to Council Priorities**

7.1 To maximise service standards and have positive outcomes for our residents.

8. **Ward/Community Affected**

8.1 All within partner authorities

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Key Decision Status (Executive Decisions only):

Appendices attached to this report:

DWP LHA Extra Admin Report Appendix A

Proforma B