

**EXECUTIVE
COMMITTEE**

21st August 2012

**QUARTERLY MONITORING OF WRITE OFFS – 1ST APRIL – 30TH JUN
2012**

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	No
Key Decision	
Appendices 4-6 of this report contain exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, as amended.	

1. SUMMARY OF PROPOSALS

- 1.1 Members are requested to consider the action taken by officers with respect to the write off of debts during the first quarter of 2012/13 and to note the profile and/or level of outstanding debt.
- 1.2. Members are also requested to consider the three cases listed for discretionary write off, which fall outside of the areas where authority to write off debts has been delegated to officers of the Council.

2. RECOMMENDATIONS

The Executive Committee is requested to RESOLVE that

- 1) subject to any comments, the contents of the report be noted; and**
- 2) the debts detailed in the confidential appendices be written off.**

3. KEY ISSUES

- 3.1 In 2010/11 Members approved a revised Write Off Policy which changed the process for the reporting and approval process for the writing off of debts due to the Council. The revised Policy requires Officers to report to members of the actual level of write offs and the profile of outstanding debt.

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3.2 The current bad debts provisions are as follows:

	£
Council Tax	249.2
Housing Revenue Account	586.8
Sundry Debtors	114.8
Benefits	227.1
Misc.	<u>3.3</u>
Total	<u>1,181.2</u>

3.3. Set out in appendices 4 – 6 are the details of three potential write offs for which authority has not been delegated, due to the nature of the cases, to Officers through the Council's Write Office. Members are requested to consider the details of the cases set out within appendices 4 – 6 and determine whether the debts should be written off.

Financial Implications

3.4 The current bad debt provisions are adequate in relation to level of write offs and the level of outstanding debt.

Legal Implications

3.5 There are no legal implications.

Service/Operational Implications

3.6 No direct implications.

Customer / Equalities and Diversity Implications

3.7 No direct implications.

4. RISK MANAGEMENT

There are no risks identified.

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5. APPENDICES

- Appendix 1 - Write offs 1st April 2011 – 30th June 2012
Appendix 2 - Aged Debt Profile for Sundry Debts and Former
Tenant Arrears.
Council Tax Arrears and Business Rates Arrears
as at 30th June 2012.
Appendix 3 - Write off of Overpaid Housing Benefit 1st April
2011 – 30th June 2012.
Appendix 4 - Discretionary Write Off No. 1.
Appendix 5 - Discretionary Write Off No. 2.
Appendix 6 - Discretionary Write Off No. 3.

6. BACKGROUND PAPERS

There are no background papers with this report.

AUTHOR OF REPORT

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