

17 February 2022

**REPORT OF THE PORTFOLIO HOLDER FOR FINANCE, RISK AND CUSTOMER SERVICES****Exempt Information**

None

**Purpose**

That Members endorse the amount of debt written off for the period 1st April 2021 to 31st December 2021.

**Recommendations**

It is recommended that Members endorse the amount of debt written off for the period of 1st April 2021 to 31st December 2021 – **Appendix A-E**.

**Executive Summary**

The Assistant Directors and Heads of Service are responsible for the regular review of debts and consider the need for write off and authorise where necessary appropriate write offs in line with the Corporate Credit Policy.

<b>Type</b>	<b>01/04/21 – 31/12/21 £ p</b>
Council Tax	£16,802.40
Business Rates	£4,108.01
Sundry Income	£802.72
Housing Benefit Overpayments	£26,060.27
Housing	£98,508.29

**Options Considered**

A revised approach to the calculation of Business Rates bad debt has been developed which involves a review of all of the outstanding debts to ascertain whether they are likely to be collectable. This has then been used to determine the balance to apply the usual aged debtor percentage.

<b>Business Rates</b>	<b>01/04/21 – 31/12/21 £ p</b>
Bad Debt provision as per NNDR 3	(£686,306.00)
Amount written off to date	£4,108.01
Amount remaining	(£682,197.99)

Whilst reported collection rates are marginally ahead of target at the moment, it is too early to know what effect the pandemic will ultimately have on the economy and residents ability to pay in the future.

The pandemic has affected people in a number of ways and many of our residents/customers continue to be financially impacted by the crisis but it should be noted

that at present we would not consider the write off of debts unless we have pursued them to the fullest extent (and as a last resort).

**Resource Implications**

The write offs detailed are subject to approval in line with the Corporate Credit Policy/Financial Regulations, and have been provided for under the bad debt provision calculation.

**Legal/Risk Implications Background**

Not applicable.

**Equalities Implications**

Not applicable.

**Sustainability Implications**

Not applicable.

**Background Information**

This forms part of the Council's Corporate Credit Policy and effective management of debt. The Council is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to collect monies due. There will be situations where the debt recovery process fails to recover some or all of the debt and will need to be considered for write off in accordance with the schemes of delegation prescribed in the Corporate Credit Policy.

The Council views such cases very much as exceptions. Before writing off debt, the Council will satisfy itself that all reasonable steps have been taken to collect it and that no further recovery action is possible or practicable. It will take into account the age, size and types of debt together with any factors that it feels are relevant to the individual case.

Debt Write Off

Authorisations are needed to write off debt:

<b>Authority</b>	<b>Account Value</b>
Executive Director/Assistant Director (or authorised delegated officer)	up to £5,000
Executive Director Finance	£5,001 - £10,000
Cabinet	over £10,000

These limits apply to each transaction.

Bad Debt Provision

The level of the provision must be reviewed jointly by the unit and Accountancy on at least a quarterly basis as part of the management performance review, and the table below gives the mandatory calculation. Where the debt is less than 6 months old it will be written back to the service unit.

<b>Debt Outstanding Period</b>	<b>Debt Outstanding Provision (net of VAT) %</b>
Between 6 and 12 months old	50%
Between 12 and 24 months old	75%
Over 24 months old	100%

The financial effects of providing for Bad Debts will be reflected in the Council's accounts at Service Unit level.

**Report Author**

Michael Buckland – Head of Revenues, Tel no. 01827 709523  
e-mail [michael-buckland@tamworth.gov.uk](mailto:michael-buckland@tamworth.gov.uk)

**List of Background Papers**

Corporate Credit Policy - effective management of debt.

**Appendices**

**Appendices A to E** give details of write offs completed for Revenues and Benefits Services and Housing for 01 April 2021 to 31 December 2021.

This page is intentionally left blank