

AGENDA ITEM: 9	Pages 203 – 226
Meeting	Cabinet Resources Committee
Date	28 March 2011
Subject	Write off of general income debts
Report of	Cabinet Member for Resources and Performance
Summary	This report proposes the write off of individual debts in excess of £5,000 in respect of income debts totalling £1,128,892.79

Officer Contributors	David Rowe, Interim Income Manager
Status (public or exempt)	Public
Wards affected	All
Enclosures	Appendix – Listing of income debts recommended for write off
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	Not applicable

Contact for further information: David Rowe, Interim Income Manager, 020 8359 7242.

1. RECOMMENDATIONS

- 1.1 That the income debts totalling £1,128,892.79 and detailed in the Appendix to this report be written off.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee – 31 October 2007 and 1 December 2008

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The write off of these debts is in line with good accounting practice, which requires that debit balances accurately reflect realisable income that helps to deliver the Council's objective of Better Services with Less Money.

4. RISK MANAGEMENT ISSUES

- 4.1 The recommendation to write off these debts recognises that there is no longer a realistic possibility of these sums being recovered and a number are now statute barred due to age. All appropriate avenues have been exhausted in attempting to recover these sums.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 It is not considered that this matter is likely to raise any concerns under the Council's Equalities Policy or compromise the commitment outlined in the Council's Equality Scheme 2007/08-2010/11.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 The amounts being recommended for write off are within the bad debt provision.
6.2 There are no other resource implications.

7. LEGAL ISSUES

- 7.1 None other than as mentioned in the body of the report.

8. CONSTITUTIONAL POWERS

- 8.1 The Council's constitution in Part 3, Responsibility for Functions, paragraph 3.6 states that the functions of the Cabinet Resources Committee include "to write off debt".

9. BACKGROUND INFORMATION

- 9.1 The debt referred to in this report is for general income debt and includes for example, adult residential care, home help and commercial rents, and where there is no prospect of recovery. There are a number of reasons including, that the debtor has died leaving insufficient estate, the debtor has absconded or the debtor has gone into liquidation or bankruptcy, much of the debt is over six years old.
9.2 Where the debtor has absconded, if contact with the debtor should be re-established the debt will be written back on and attempts will be made to recover the debt unless it is more than six years old.

- 9.3 Where the debts are over 6 years old the Council is statute barred from bringing action. The Limitations Act 1980 provides that when the following conditions are met then the debt cannot be pursued through the courts. The conditions are:-
- that the creditor has not taken court action;
 - that no payments have been made on the debt over the last 6 years; and
 - that the debtor has not written to the creditor acknowledging that it owes them money.
- 9.4 The collection procedures used for the majority of these debts has included the issue of an invoice and also a reminder and final notice, followed by a Notice before Proceedings. Efforts have also been made to contact the debtor where possible and to agree suitable instalment arrangements.
- 9.5 A significant number, (522), of these debts relate to legacy debts raised on SAP as part of the migration from earlier financial systems.
- 9.6 The recovery rate for outstanding debt continues to improve and since the beginning of this financial year the total value of the outstanding debt has fallen by 8.02%.
- 9.7 The Council has a fiduciary duty to its council taxpayers to recover monies owing to it. The Council also has a duty to act reasonably.
- 9.8 The breakdown of the debt by the financial year that the debt was initiated is as follows:

Financial year	Number of invoices	Amount £
Pre 2000	133	124,648.68
2000	47	46,928.19
2001	66	74,101.87
2002	53	69,821.94
2003	72	157,438.67
2004	102	117,936.58
2005	121	111,306.82
2006	170	94,014.09
2007	139	117,194.33
2008	130	85,239.38
2009	33	130,262.24
Totals	1066	£1,128,892.79

- 9.9 The breakdown of the debt by service area is as follows:

Service Area	Value £
Adult Social Services	748,995.85
Borough Treasurer	95,543.17
Childrens	17,443.87
Education	15,946.67
Environment	25,905.41
Highways	66,988.98
Housing	69,328.40
Human Resources	12,923.86
Property	75,816.58
Totals	£1,128,892.79

- 9.10 Approximately £476,000 of the ASS debt that is being written off arose under previous collection arrangements pre 2007. Although much of this inherited debt was already very old, the Income Team initiated an ASS specific debt recovery project, focussing on these debts by their value rather than their age.
- 9.11 Of the 903 invoices that were raised pre 2008 and which are now being presented for write off, 685 invoices relate to these inherited debts, and where the debt recovery process has been unsuccessful.

10. LIST OF BACKGROUND PAPERS

10.1 None.

Legal: SL

CFO: MC

APPENDIX – Schedule listing the proposed amount to be written off

Customer	Document Number	Document date	O/S Amount
10000422	90047652	09/07/2006	1,310.00
10000422	90047653	09/07/2006	1,310.00
10000422	90053749	24/08/2006	148.55
10000422	90055794	11/09/2006	1,310.00
10000422	90059179	01/10/2006	1,310.00
10000422	90064345	07/11/2006	895.12
10000422	90067573	27/11/2006	1,310.00
10000422	90073454	28/12/2006	1,310.00
10000422	90079661	12/02/2007	803.55
10000422	90081300	26/02/2007	1,187.78
10000422	90106254	29/05/2007	1,310.00
10000422	90115998	13/09/2007	655.00
10000425	1800016422	24/05/2001	4,413.08
10000425	1800016428	10/06/2001	520.20
10000425	1800016424	08/07/2001	520.20
10000425	1800016427	05/08/2001	520.20
10000425	1800016430	02/09/2001	520.20
10000425	1800016425	30/09/2001	520.20
10000425	1800016429	28/10/2001	520.20
10000425	1800016426	25/11/2001	520.20
10000460	1800012000	23/01/2002	932.68
10000460	1800012001	05/03/2002	447.40
10000460	1800012002	05/03/2002	458.28
10000460	1800012017	09/06/2002	498.20
10000460	1800012007	07/07/2002	498.20
10000460	1800012018	04/08/2002	498.20
10000460	1800012008	01/09/2002	498.20
10000460	1800012019	29/09/2002	498.20
10000460	1800012010	27/10/2002	498.20
10000460	1800012020	24/11/2002	498.20
10000460	1800012009	22/12/2002	498.20
10000956	90017980	12/01/2006	8,195.76
10000956	90055632	07/09/2006	3,210.66
10001189	1800005265	12/05/2003	15.98
10001189	1800005266	25/06/2003	78.54
10001189	1800005267	18/08/2003	628.32
10001189	1800005268	06/11/2003	492.00
10001189	1800005269	04/02/2004	201.00
10001189	1800005270	17/03/2004	303.00
10001189	1800005271	06/04/2004	417.00
10001189	1800005272	21/04/2004	381.00
10001189	1800005273	09/06/2004	378.00
10001189	1800005274	06/07/2004	384.00
10001189	90075340	14/01/2007	530.08
10001189	90079158	11/02/2007	530.08
10001189	90083060	12/03/2007	530.08
10001189	90102170	10/04/2007	530.08
10001189	90152512	06/05/2008	582.80
10001189	90155797	02/06/2008	582.80
10001523	1800015033	28/04/2004	3,523.97
10001523	90071201	17/12/2006	377.40

10001523	90075353	14/01/2007	377.40
10001523	90079171	11/02/2007	377.40
10001523	90083073	12/03/2007	377.40
10001523	90102183	10/04/2007	377.40
10001523	90104347	08/05/2007	377.40
10001523	90106880	04/06/2007	377.40
10001523	90110056	02/07/2007	377.40
10001523	90112963	30/07/2007	377.40
10001669	100572195	17/06/2009	43,685.00
10001857	1800024426	05/10/2004	907.33
10001857	1800024428	24/10/2004	349.40
10001857	1800024434	21/11/2004	349.40
10001857	1800024429	19/12/2004	349.40
10001857	1800024435	16/01/2005	349.40
10001857	1800024430	13/02/2005	349.40
10001857	1800024436	13/03/2005	349.40
10001857	1800024431	10/04/2005	349.40
10001857	1800024437	08/05/2005	86.23
10001857	1800024432	05/06/2005	362.60
10001857	1800024427	03/07/2005	362.60
10001857	1800024433	31/07/2005	362.60
10001857	90002175	13/09/2005	362.60
10001857	90003517	25/09/2005	362.60
10001857	90006782	23/10/2005	362.60
10001857	90009389	20/11/2005	362.60
10001857	90014187	18/12/2005	362.60
10001857	90018365	15/01/2006	362.60
10001857	90022320	12/02/2006	362.60
10001857	90026698	12/03/2006	362.60
10001857	90035276	09/04/2006	377.26
10001857	90038860	07/05/2006	377.80
10001857	90042157	04/06/2006	377.80
10001857	90046636	02/07/2006	377.80
10001857	90050476	30/07/2006	377.80
10001857	90054017	28/08/2006	377.80
10001857	90057713	24/09/2006	377.80
10001857	90061991	22/10/2006	377.80
10001857	90066395	19/11/2006	377.80
10001857	90071224	17/12/2006	377.80
10001857	90075375	14/01/2007	377.80
10001857	90079193	11/02/2007	377.80
10001857	90083095	12/03/2007	377.80
10001857	90102203	10/04/2007	422.35
10001857	90104370	08/05/2007	424.00
10001857	90106900	04/06/2007	424.00
10001857	90110076	02/07/2007	424.00
10001857	90112983	30/07/2007	424.00
10001857	90114835	28/08/2007	424.00
10001857	90117240	24/09/2007	424.00
10001857	90121030	22/10/2007	424.00
10001857	90123506	19/11/2007	424.00
10001857	90125382	17/12/2007	424.00
10001857	90128452	14/01/2008	424.00
10001857	90132551	11/02/2008	424.00
10001857	90135504	10/03/2008	424.00

10001857	90150085	07/04/2008	424.00
10001857	90152540	06/05/2008	424.00
10001857	90155825	02/06/2008	424.00
10001857	90159366	30/06/2008	424.00
10001919	90112984	30/07/2007	862.84
10001919	90114836	28/08/2007	862.84
10001919	90117241	24/09/2007	862.84
10001919	90121031	22/10/2007	862.84
10001919	90123507	19/11/2007	862.84
10001919	90125383	17/12/2007	862.84
10001919	100545043	03/04/2009	640.03
10002655	90019622	19/01/2006	3,508.06
10002655	90022361	12/02/2006	466.96
10002655	90026740	12/03/2006	466.96
10002655	90035312	09/04/2006	466.96
10002655	90038895	07/05/2006	466.96
10002655	90042196	04/06/2006	466.96
10002655	90046674	02/07/2006	466.96
10002655	90050512	30/07/2006	558.30
10002655	90054049	28/08/2006	485.36
10002655	90057750	24/09/2006	485.36
10002655	90062021	22/10/2006	485.36
10002655	90066425	19/11/2006	485.36
10002655	90071256	17/12/2006	485.36
10002655	90075405	14/01/2007	485.36
10002655	90079224	11/02/2007	485.36
10002655	90083124	12/03/2007	485.36
10002655	90102230	10/04/2007	485.36
10002655	90104402	08/05/2007	525.35
10002655	90106930	04/06/2007	505.72
10002655	90110107	02/07/2007	505.72
10002655	90113009	30/07/2007	505.72
10002655	90114863	28/08/2007	505.72
10002655	90117264	24/09/2007	505.72
10002655	90121056	22/10/2007	505.72
10002655	90123532	19/11/2007	505.72
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10002655	90132579	11/02/2008	505.72
10002655	90135531	10/03/2008	505.72
10002655	90150111	07/04/2008	505.72
10002655	90152571	06/05/2008	505.72
10002655	90155850	02/06/2008	566.19
10002655	90159389	30/06/2008	526.12
10002655	90163001	28/07/2008	526.12
10002655	90165271	26/08/2008	526.12
10002655	90167521	22/09/2008	526.12
10002655	100606890	25/09/2009	359.28
10002732	1800017914	05/06/2003	2,878.98
10002732	1800017930	06/07/2003	1,869.72
10002732	1800017921	03/08/2003	1,869.72
10002732	1800017931	31/08/2003	1,869.72
10002732	1800017922	28/09/2003	1,869.72
10002732	1800017932	26/10/2003	1,869.72
10002732	1800017923	23/11/2003	1,869.72

10002732	1800017915	21/12/2003	1,869.72
10002732	1800017924	18/01/2004	1,869.72
10002732	1800017916	15/02/2004	1,869.72
10002732	1800017925	14/03/2004	1,869.72
10002732	1800017917	11/04/2004	1,940.79
10002732	1800017926	09/05/2004	1,922.08
10002732	1800017918	06/06/2004	1,922.08
10002732	1800017927	04/07/2004	1,922.08
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10002732	1800017920	26/09/2004	1,922.08
10002732	1800017929	24/10/2004	549.23
10002789	1800015697	05/03/2002	4,254.73
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10002789	90135538	10/03/2008	394.40
10002789	90150117	07/04/2008	394.40
10002789	90152577	06/05/2008	394.40
10002789	90155856	02/06/2008	445.39
10002789	90159395	30/06/2008	411.60
10002789	100619345	02/11/2009	381.87
10002859	1800016477	17/05/2005	144.00
10002859	1800016478	11/07/2005	1,149.84
10002859	1800016479	20/07/2005	2,054.30
10002859	90014255	18/12/2005	494.94
10002859	90014256	18/12/2005	1,574.17
10002859	90019625	19/01/2006	264.58
10002859	90028792	21/03/2006	264.58
10002859	90037930	26/04/2006	375.42
10003073	1800020102	09/01/2004	1,080.15
10003073	1800020115	15/02/2004	373.40
10003073	1800020107	14/03/2004	373.40
10003073	1800020116	11/04/2004	373.40
10003073	1800020108	09/05/2004	373.40
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10003073	1800020106	13/03/2005	373.40
10003073	1800020113	10/04/2005	66.66
10003464	1800023938	12/07/2004	9,073.69
10003464	1800023949	01/08/2004	513.76
10003464	1800023942	29/08/2004	513.76
10003464	1800023950	26/09/2004	513.76
10003464	1800023943	24/10/2004	513.76

10003464	1800023951	21/11/2004	513.76
10003464	1800023944	19/12/2004	513.76
10003464	1800023952	16/01/2005	513.76
10003464	1800023946	13/02/2005	513.76
10003464	1800023939	13/03/2005	513.76
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10003464	1800023940	08/05/2005	505.67
10003464	1800023941	03/07/2005	509.64
10003575	1800022953	12/02/2004	2,202.38
10003575	1800022952	12/02/2004	4,865.73
10003592	1800024927	25/11/2004	3,166.31
10003592	1800024928	19/12/2004	349.40
10003592	1800024933	16/01/2005	349.40
10003592	1800024929	13/02/2005	349.40
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10003592	1800024935	08/05/2005	362.60
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10003592	1800024936	03/07/2005	362.60
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10003592	90014308	18/12/2005	362.60
10003592	90018490	15/01/2006	362.60
10003592	90022430	12/02/2006	362.60
10003592	90026805	12/03/2006	362.60
10003592	90035372	09/04/2006	377.26
10003592	90038953	07/05/2006	377.80
10003592	90042263	04/06/2006	377.80
10003592	90046733	02/07/2006	377.80
10003592	90050578	30/07/2006	377.80
10003592	90054103	28/08/2006	377.80
10003592	90057818	24/09/2006	377.80
10003592	90062075	22/10/2006	377.80
10003592	90066479	19/11/2006	377.80
10003592	90071306	17/12/2006	377.80
10003592	90075454	14/01/2007	377.80
10003592	90079273	11/02/2007	377.80
10003592	90083172	12/03/2007	377.80
10003592	90102274	10/04/2007	393.80
10003592	90104446	08/05/2007	394.40
10003592	90106976	04/06/2007	394.40
10003592	90110154	02/07/2007	394.40
10003592	90113049	30/07/2007	394.40
10003592	90114903	28/08/2007	394.40
10003592	90117305	24/09/2007	394.40
10003592	90121098	22/10/2007	394.40
10003592	90123574	19/11/2007	394.40
10003592	90125449	17/12/2007	394.40
10003592	90128527	14/01/2008	394.40
10003592	90132618	11/02/2008	394.40
10003592	90135570	10/03/2008	394.40
10003592	90150149	07/04/2008	394.40

10003592	90152609	06/05/2008	394.40
10003592	90155889	02/06/2008	394.40
10003592	90159429	30/06/2008	462.59
10003615	1800026124	31/07/2005	362.60
10003615	90002293	13/09/2005	362.60
10003615	90003645	25/09/2005	362.60
10003615	90006894	23/10/2005	362.60
10003615	90009499	20/11/2005	362.60
10003615	90014312	18/12/2005	362.60
10003615	90018494	15/01/2006	362.60
10003615	90022434	12/02/2006	362.60
10003615	90026809	12/03/2006	362.60
10003615	90035376	09/04/2006	362.60
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10003615	90046736	02/07/2006	362.60
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10003615	90057821	24/09/2006	362.60
10003615	90062078	22/10/2006	362.60
10003615	90066482	19/11/2006	362.60
10003615	90071309	17/12/2006	362.60
10003615	90075457	14/01/2007	362.60
10003615	90079276	11/02/2007	362.60
10003615	90083175	12/03/2007	362.60
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10003615	90104448	08/05/2007	362.60
10003615	90106978	04/06/2007	427.01
10003615	90110156	02/07/2007	394.40
10003615	90113051	30/07/2007	394.40
10003615	90114905	28/08/2007	394.40
10003615	90117307	24/09/2007	394.40
10003615	90121100	22/10/2007	394.40
10003615	90123575	19/11/2007	394.40
10003615	90125450	17/12/2007	394.40
10003615	90128528	14/01/2008	394.40
10003615	90132619	11/02/2008	394.40
10003615	90135571	10/03/2008	394.40
10003615	90150150	07/04/2008	394.40
10003615	90152610	06/05/2008	394.40
10003615	90155890	02/06/2008	394.40
10003615	90159432	30/06/2008	462.58
10003615	90163043	28/07/2008	411.60
10003615	90165310	26/08/2008	411.60
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10003919	90121117	22/10/2007	411.80
10003919	90123593	19/11/2007	411.80
10003919	90125467	17/12/2007	411.80
10003919	90128547	14/01/2008	411.80
10003919	90132636	11/02/2008	411.80
10003919	90135588	10/03/2008	411.80
10003919	90150167	07/04/2008	411.80
10003919	90152629	06/05/2008	411.80
10003919	90155914	02/06/2008	460.18
10003919	90159456	30/06/2008	428.12

10003919	90163067	28/07/2008	428.12
10003919	90165335	26/08/2008	428.12
10003919	90167585	22/09/2008	428.12
10003919	90171799	20/10/2008	428.12
10003919	90175019	17/11/2008	428.12
10003919	90178107	15/12/2008	428.12
10003919	90181599	12/01/2009	428.12
10003919	90184096	09/02/2009	428.12
10003938	1800026196	22/06/2005	1,042.24
10003938	1800026197	03/07/2005	565.96
10003938	1800026198	31/07/2005	565.96
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