

**AGENDA ITEM: 4**

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Meeting	Cabinet Resources Committee
Date	21 July 2005
<b>Subject</b>	<b>General Debts, Housing Revenue And General Fund (Temporary Accommodation) Write Offs</b>
Report of Summary	Cabinet Member for Resources  To report action take under delegated authority by the Borough Treasurer to write off debts under £5,000, totalling £197,486.59

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Officer Contributors	Borough Treasurer
Status (public or exempt)	Public
Wards affected	Not Applicable
Enclosures	Delegated Powers Report Schedules listing the amounts to be written-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: Bob Henderson, 020 8359 2410

**1. RECOMMENDATIONS**

1.1 That the action taken be noted.

**2. RELEVANT PREVIOUS DECISIONS**

2.1 See attached delegated powers report.

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 To approve the write-off of general debts, housing revenue & general fund (temporary accommodation) totalling £197,486.59

**4. RISK MANAGEMENT ISSUES**

4.1 See attached delegated powers report.

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 See attached delegated powers report.

**6. LEGAL ISSUES**

6.1 None.

**7. CONSTITUTIONAL POWERS**

7.1 Details are set out in the delegated powers report. The constitution requires the Borough Treasurer to report write-offs authorised under delegated powers.

**8. BACKGROUND INFORMATION**

8.1 See attached delegated powers report.

**9. LIST OF BACKGROUND PAPERS**

9.1 None.

BS: PJ  
BT: CM

**ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (EXECUTIVE FUNCTION)**

**Subject** General Debts, Housing Revenue And General Fund (Temporary Accommodation) Write Offs

**Officer taking decision** Borough Treasurer

**Cabinet Member(s)** Member for Resources

**Date of Decision** 24 May 2005

Summary	To report write off debts totalling £197,486.59
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Officer Contributors Principal Income Manager

Status (public or exempt) Public

Wards affected All

Enclosures Schedules listing the amounts to be written off

Reason for exemption from call-in (if appropriate) Not Applicable

Contact for further information:

Bob Henderson, Principal Income Manager  
(Tel 020 8359 2410)

Serial No. <b>BT/2005-06</b>
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## **1. RELEVANT PREVIOUS DECISIONS**

1.1 None.

## **2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

2.1 Good accounting practice requires that debit balances accurately represent realistic realisable income.

## **3. RISK MANAGEMENT ISSUES**

3.1 The retention of irrecoverable debts on accounts is not consistent with good practice.

3.2 I have considered whether the issue's involved are likely to raise significant levels of public concern or give rise to policy considerations and it was not considered that the issues would raise significant levels of public concern etc.

## **4. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

4.1 Budgetary provision has been made for non-collection of these debts.

## **5. LEGAL ISSUES**

5.1 N/A.

## **6. CONSTITUTIONAL POWERS**

6.1 Delegated Power 6.6 (Subject to a report being submitted to Resources Cabinet Committee on the action taken, to write off debt up to £5,000, in consultation with the Borough Solicitor).

## **7. BACKGROUND INFORMATION**

7.1. The schedule is provided as exempt information.

7.2. These debts have been written off for various reasons. Many debtors have absconded and efforts to trace them have been unsuccessful. Other write-offs are those where the debtor is subject to Bankruptcy or Liquidation proceedings or where the debt is statute barred.

7.3. The collection procedures used for the recovery of the majority of these debts have 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.

7.4. Where these efforts have been unsuccessful or the instalment arrangements have not been adhered to, the case, if appropriate, has been referred for court

action. Where Judgement has been awarded to the Council suitable enforcement proceedings have been taken in an attempt to secure the debt.

- 7.5. Where the debtor has absconded, enquiries have been made to identify a new address. These enquiries have included the employment of tracing agents and the checking of records held by the Council including Council Tax, Housing Benefit, Rents, and Non Domestic Rates. Because of the restrictions imposed by the Data Protection Act, the utility companies, which at one time could be relied upon for information and the Department of Work and Pensions have been unable to assist.

## **8. LIST OF BACKGROUND PAPERS**

- 8.1 Management Procedures.
- 8.2 Any person wishing to inspect the background papers listed above should telephone Bob Henderson, Principal Income Manager (Tel 020 8359 2410).

## **9. OFFICER'S DECISION**

- 9.1 I have consulted with the Borough Solicitor and **I authorise the following action**
- 9.2 **That the debts listed on the attached schedules are written off and that a report on my action is presented to the next Cabinet Resources Meeting.**

**Signed**

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**Borough Treasurer**

**Date**

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**Signed**

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**Borough Solicitor**

**Date**

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