Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

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<td>Clare James,</td>
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<td>6 April 2017</td>
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Write Offs - Irrecoverable Debts

1. Purpose of report
   1.1 The reporting of Council Tax, Non-Domestic Rate (NDR), Housing Benefit Overpayments and Sundry Debtor write-offs.

2. Outcomes
   2.1 The ability to demonstrate effective debt recovery activities.

3. Recommendation
   3.1 The Portfolio Holder is asked to note the action taken by the Head of Finance in relation to the write-off of bad debt.

4. Background
   4.1 The Council aims for 100% recovery of all debts but for a variety of reasons recognises that a small percentage will always become irrecoverable. Each year, a provision is made to cover the amount written off, based on the age of the debt and the likelihood of recovery.

5. Key issues and proposals
   5.1 Schedules of outstanding debts, which are deemed to be irrecoverable are attached at appendices 1, 2, 3 and 4.
   5.2 The debts are at a stage where further recovery action is not possible, either because of the age of the debt, the details available are insufficient to continue recovery action (e.g. absconding debtors with no forwarding address), the debt is negligible and it is uneconomic for the council to continue recovery, or it is considered that all avenues of recovery have been exhausted. In the case of insolvency debt, an appropriate claim
has been registered with the official receiver, and if a dividend is eventually received then this will be offset against the amount written off.

5.3 Credits on accounts arise where back dated appeals, often on neighbouring properties, are processed many years after the property has changed hands and whilst efforts are made to trace occupants this is not always successful.

5.4 In the case of absconding debtors, local taxation staff utilise the services of an on-line tracing facility that will cross check data with a number of national sources including registers of electors and recognised agencies.

5.5 The total Council Tax debt authorised for write-off/adjustment is £157,581.45 representing 0.27% of the gross Council Tax debit for 2016/17. This is made up of write-offs totalling £155,582.56 and small balances of £5,785.35 less credit balances of £3,786.46cr.

5.6 The total NDR debt authorised for write-off/adjustment is £231,908.03 representing 0.81% of the gross NDR debit for 2016/17. This is made up of write-offs totalling £241,375.39 less credit balances of £9,467.36cr.

5.7 The total Housing Benefit Overpayment debt authorised for write-off is £81,743.53 representing 4.64% of the Housing Benefit Overpayment invoiced for the 3 years ending 31st March 2017.

5.8 The total Sundry Debtors debt authorised for write-off/adjustment is £3,743.63 representing 0.39% of the gross Sundry Debtors debit for 2016/17.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following:

- The Executive Function delegated to the Resources Portfolio Holder (as set out in Part 3 of the Council’s Constitution): “To deal with the collection and enforcement of debts due except where specific responsibility has been allocated elsewhere”; and
- The Scheme of Delegation to Officers whereby the Head of Finance is given to report these to the relevant executive member.”

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**Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

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**report author**  telephone no.  **email**  **date**  
Andrew Hadgraft  01253 887546  andrew.hadgraft@wyre.gov.uk  16/03/2017

**List of background papers:**

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**List of appendices**

Appendix 2 - Schedule of NDR debts authorised for write-off/adjustment 2016/17.
Appendix 3 - Schedule of Housing Benefits Overpayments debts authorised for write-off 2016/17.
Appendix 4 - Schedule of Sundry Debtors debts authorised for write-off/adjustment 2016/17.

arm/ph/re/cr/17/0004ah1
## Schedule of Council Tax Debts Authorised for Write-Off/Adjustment 2016/17

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Also Additional 433 small balance write Off / adj totalling £5,785.35

The total Council Tax debt authorised for write-off/adj is £157,581.45
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The total Non-Domestic Rate debt authorised for write-off/adj is **£231,908.03**
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The total Housing Benefits Overpayments debt authorised for write-off is £81,743.53
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The total Sundry Debtor debt authorised for write-off/adj is **£3,743.63**