



**CABINET**

**18<sup>TH</sup> JANUARY 2018**

**AGENDA ITEM (9)**

**REVENUES AND HOUSING SUPPORT SERVICE RECOVERY POLICY**

<b>Accountable Member</b>	Councillor Mark F Annett Leader of the Council
<b>Accountable Officer</b>	Jon Dearing Group Manager Revenues and Housing Support 01285 623304 jon.dearing@cotswold.gov.uk
<b>Purpose of Report</b>	To seek Cabinet approval for the implementation of an amended Recovery Policy.
<b>Recommendation</b>	<b>That the updated Revenues and Housing Support Service Recovery Policy be adopted.</b>
<b>Reason for Recommendation</b>	To give the Cabinet an opportunity to provide feedback in relation to the processes and policies associated with the collection of debts
<b>Ward(s) Affected</b>	Not applicable
<b>Key Decision</b>	No
<b>Recommendation to Council</b>	None
<b>Financial Implications</b>	Whilst debt collection clearly has a financial impact on the organisation, consideration of the processes and policies themselves does not carry any financial implications
<b>Legal and Human Rights Implications</b>	All processes and policies have been developed in line with current legislation and are reviewed as legislation changes
<b>Environmental and Sustainability Implications</b>	None
<b>Human Resource Implications</b>	None - this Policy will be delivered using existing resources
<b>Key Risks</b>	None
<b>Equalities Analysis</b>	Not applicable
<b>Related Decisions</b>	None

<b>Background Documents</b>	None
<b>Appendices</b>	<b>Annex 'A' - Recovery Policy, including:-</b> Appendix 1 - Council Tax/Non Domestic Rates Recovery Appendix 2 - Housing Benefit Recovery Appendix 3 - Council Tax Support Recovery Appendix 4 - Housing Recovery/Sundry Debt Appendix 5 - Fees, Charges and Penalties Appendix 6 - In-house Enforcement (Taking Control of Goods) Appendix 7 - Write-Offs

<b>Performance Management Follow Up</b>	(i) Implement Cabinet decision(s). (ii) The Revenues and Housing Support Service will closely monitor performance and collection against this document
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<b>Options for Joint Working</b>	The responsibility for ensuring the Policy is adhered to sits within Publica. Key Officers will have responsibility for ensuring the Policy is adhered to and that recovery action is monitored.
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<b>Background Information</b>	
1.	In line with the Council's priority to be recognised as a leading Council that provides efficient value for money services, it is within the interests of the Council and all residents of the District that debts owed to the Council are collected effectively and efficiently.
2.	This Policy is therefore intended to explain the processes in relation to the key debts and invite feedback on the associated policy around debt collection; so that Members have an opportunity to contribute to process and policy development.
3.	<u>Revenues and Housing Support Debts</u>
3.1	Publica has delegated responsibility for the collection of debts, including Housing Benefit; Council Tax Support; Council Tax and Non-Domestic Rates (NDR). With 88,900 domestic properties attracting a liability to pay Council Tax and 8,365 business properties attracting a NDR liability, these responsibilities alone represent around £192,000,000 of liability to be collected each year.
3.2	The Policy attached at <b>Annex 'A'</b> is intended to set the framework within which, along with statutory provisions Publica will seek to recover debts on behalf of the Council.

(END)