

**HARBOROUGH DISTRICT COUNCIL**

**REPORT TO THE CABINET MEETING OF 30 NOVEMBER 2020**

**PUBLIC REPORT: Yes**

**EXEMPT REPORT: No**

<b>Report Title</b>	Corporate Debt Policy revised					
<b>Report Author</b>	Clive Mason, Chief Officer: Finance and Assets					
<b>Purpose of Report</b>	For decision on the revised Corporate Debt Policy, and recommendation. To revise Corporate Debt Policy requested by internal audit recommendations September 2020.					
<b>Reason for Decision</b>	<b>To approve the updated Corporate Debt Policy</b> good practice to review and update policies last updated September 2017					
<b>Portfolio (holder)</b>	Councillor James Hallam, Finance					
<b>Corporate Priorities</b>	<table border="1"> <tr> <td colspan="2">YOUR COUNCIL: innovative, proactive and efficient</td> </tr> <tr> <td>CO 10</td> <td>Deliver Financial Sustainability for the future</td> </tr> </table>		YOUR COUNCIL: innovative, proactive and efficient		CO 10	Deliver Financial Sustainability for the future
YOUR COUNCIL: innovative, proactive and efficient						
CO 10	Deliver Financial Sustainability for the future					
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>If the Council does not enforce debt collection, there is an impact on communities as those that do pay are subsidising others who do not pay. This ultimately could lead to the need to increase Council Tax for households in the District.</li> </ul>					
<b>Risk Management Implications</b>	<ul style="list-style-type: none"> <li>The levels of debt are monitored on a regular basis, with information about invoices passed to each service area, in order that services to bad payers can be stopped. This limits the amount of future income lost from recurrent bad payers.</li> </ul>					
<b>Environmental Implications</b>	<ul style="list-style-type: none"> <li>If debt collection is not enforced, the level of income received by the Council could ultimately not be enough to cover the services it provides.</li> </ul>					
<b>Legal Implications</b>	<p>Records have to be kept in a certain way in order to be able enforce the debt in court. There are several key requirements:</p> <ul style="list-style-type: none"> <li>to ensure that a service requests an invoice to be raised to a legal entity</li> <li>the invoice is raised in a timely manner</li> </ul>					
<b>Equality Implications</b>	<ul style="list-style-type: none"> <li>None</li> </ul>					
<b>Data Protection Implications</b>	<ul style="list-style-type: none"> <li>None</li> </ul>					
<b>Consultation</b>	<ul style="list-style-type: none"> <li>None</li> </ul>					
<b>Options</b>	<ul style="list-style-type: none"> <li>None</li> </ul>					

## REPORT NO.7

<b>Background Papers</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Appendices</b>	<ul style="list-style-type: none"><li>• Appendix 1 Corporate Debt Policy</li></ul>
<b>Recommendation to update</b>	<ul style="list-style-type: none"><li>• To approve the attached revised Corporate Debt Policy.</li></ul>

### 1. Key Facts

1.1 The Corporate Debt Policy is a revision of the current Corporate Debt Policy. In line with good practice it has been reviewed and revised with the request for the recommendations to be approved.

1.2 The Corporate Debt Policy covers all services of the Council.

1.3 The Cabinet will continue to receive regular reports, confirming the amounts written off under delegation and those that are requested to be written off by the Cabinet.

1.4 The current Corporate Debt Policy has been reviewed and revised to include the following Recommendations :-

- **Section 3.6** Revised wording to include documentation retainment policy.
- **Section 6.7** Charging debtor interest within the legislation.
- **Appendix A2** Additional Bailiff and address.
- **Appendix A3** Financial Implications - Write off limits set by S151 Officer and write offs under this limit will be authorised by Finance Manager.