

BROMSGROVE DISTRICT COUNCIL

EXECUTIVE CABINET

8th February 2007

Recovery Policy

Responsible Portfolio Holder	Cllr Margaret Taylor
Responsible Head of Service	Head of Financial Services – Jayne Pickering

1. SUMMARY

- 1.1 An effective recovery policy is required to ensure the efficient administration of Revenues and Benefits.

2. RECOMMENDATION

- 2.1 The recovery policy shown at **Annex A** is approved and adopted.

3. BACKGROUND

- 3.1 Bromsgrove District Council has a legal duty to ensure cost-effective billing, collection, and recovery of all sums due to the Council. The Recovery Policy forms a vital procedure in ensuring that this is done in a consistent, firm but fair way. The document outlines all of the stages prior to a debt being considered for write off.

4. FINANCIAL IMPLICATIONS

- 4.1 The bad debts provision currently stands at £697,000 for Council Tax and £900,000 for Business Rates (NNDR).

5. LEGAL IMPLICATIONS

- 5.1 A procedure for recovery action provides a framework within the appropriate legislation.

6. CORPORATE OBJECTIVES

- 6.1 Approval of this policy contributes to the Council's corporate objectives by ensuring that the Council has clear guidelines in place for the collection of debt and that the customer are dealt with in a transparent manner.

7. RISK MANAGEMENT

- 7.1 There is a risk that debts may not be adequately pursued without a clear policy or procedures in place. .
- 7.2 The policy should ensure that any risks will be minimised.

8. **CUSTOMER IMPLICATIONS**

- 8.1 The approval of the revised policies ensure that taxpayers are treated in a firm but fair way. The policy also seeks to ensure that procedures are operated in a non discriminatory way.

10. **OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Acting Chief Executive	Yes
Corporate Director (Services)	Yes
Assistant Chief Executive	Yes
Head of Service	Yes
Head of Financial Services	Yes
Head of Legal & Democratic Services	Yes
Head of Organisational Development & HR	Yes
Corporate Procurement Team	None

11. **APPENDICES**

Annex A Recovery Policy

BACKGROUND PAPERS

None

CONTACT OFFICER

Name: Sally Grieve
E Mail: s.grieve@bromsgrove.gov.uk
Tel: (01527) 881234