

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S REPORT
TO CABINET**

22 March 2017

1. IRRECOVERABLE ITEMS

Submitted by: Revenues Manager

Portfolio: Finance IT and Customer

Ward(s) affected: All

Purpose of the Report

To consider items deemed irrecoverable.

Recommendations

That the items detailed at appendix be considered irrecoverable for the reasons stated and be written off.

Reasons

For a variety of reasons, from time to time, it is considered that certain items are unable to be recovered from debtors. When this occurs, it is necessary to write off these balances from the appropriate Council account records.

1. Background

For a variety of reasons, following the issue of accounts for amounts due to the Council, it is considered the debt is no longer able to be collected. Normally, these reasons follow from the debtor having been subjected to insolvency proceedings or other legal processes in respect of their debts or even the death of a debtor. There is then no further redress to recover the outstanding amounts and it is necessary to write off the outstanding balances from the Council's records.

2. Collection Procedures

Collection procedures in respect of business rates and council tax are operated in accordance with legislative guidelines. Other debts are collected by a variety of schemes suitable to the type of account involved.

3. Proposal

That the items listed at appendix be considered irrecoverable for the reasons stated and these balances be written off. Irrecoverable amounts are considered to be of a confidential nature and reports have historically been treated in this manner. Guidance obtained from the Local Government Association in May 2011 endorsed this methodology for reporting on irrecoverable items. It is used to ensure the principles of data protection are maintained. It would also obviously be inappropriate to disclose information for instance about deceased debtors, with the potential for causing further distress to bereaved family members. Where debts are in respect of commercial organisations, there is the potential in cases such as

administration that disclosure could jeopardise the potential recovery of the business in the long term. Items are only ever considered for write-off following robust adherence to the appropriate collection policy.

4. **Financial and Resource Implications**

The Council makes provision for unrecoverable sums and the amounts recommended for write-off are within the current budgeted bad debt provision.

5. **Earlier Cabinet/Committee Resolutions**

23rd July 2008

6. **Recommendations**

That the items detailed at appendix be considered irrecoverable for the reasons stated and be written off.

7. **List of Appendices**

Irrecoverable items