

Arun District Council

REPORT TO:	Corporate Support Committee – 15 September 2022
SUBJECT:	Sundry Debts Write Offs 2021/22
LEAD OFFICER:	Carolyn Martlew – Interim Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Councillor Paul Dendle
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The report supports all of the Council's Corporate Priorities.	
DIRECTORATE POLICY CONTEXT: Recovery of sundry debts is one of the functions carried out in the Directorate. There are a number of reasons why debts cannot be recovered. These are covered in the report.	
FINANCIAL SUMMARY: The report requests the Committee to note debts written off in 2021/22 under delegated powers of £67,250.77.	

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is note that under delegated authority £67,250.77 of sundry debt has been written off in respect of 116 cases (contained in appendix 1) during 2021/22.

2. RECOMMENDATIONS

- 2.1 It is recommended that Corporate Support Committee note that £67,250.77 of sundry debt has been written off in respect of 116 debts under delegated authority during 2021/22 shown at appendix 2.

2. EXECUTIVE SUMMARY

- 2.1. The report lists cases where authorisation is sought to write off miscellaneous sundry debt where delegated powers cannot be used. In addition, a list is provided where delegation has been used for Members' information.

3. DETAIL

- 3.1. Where a sundry debt is issued, most debtors pay the amount outstanding promptly. However, there are a number of instances where this does not happen.
- 3.2. Where payment is not received, the Accounts Receivables team have pursued the recovery of the sundry debts shown on the attached schedule. Whilst every effort is made to recover all debts, it is not always possible to recover all debts for a variety of reasons including: Insolvency, Deceased, Miscellaneous, Absconds, Remitted by Court and Uneconomic to pursue further.
- 3.3. This report asks Members to note that under delegated authority £67,250.77 of sundry debt has been written off in respect of 116 cases (contained in appendix 1).

4. CONSULTATION

- 4.1. No consultation has been undertaken with external bodies.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. No alternatives have been considered.

6. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER

- 6.1. All write offs are made in accordance with the Council's approved recovery policy. Where a debt is written off, income to the Council is reduced by the amount written off.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. The main risks to the Council in recovery and write off of debts are:

- Financial – if income due to the Council is not collected then budgets may be over committed leading to overspend;
- Legal – in recovering debts, the council must ensure it acts within its policies and relevant legislation. Failure to do so will cause problems for the Council;
- Reputational – although it is correct to recover outstanding monies, failure to act legally and where appropriate, sympathetically could cause reputational damage to the Council.

8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 8.1. None.

9. HUMAN RESOURCES IMPACT

9.1. None.

10. HEALTH & SAFETY IMPACT

10.1. None.

11. PROPERTY & ESTATES IMPACT

11.1. None.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. None.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. None.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. None.

15. HUMAN RIGHTS IMPACT

15.1. None.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. None.

CONTACT OFFICER:

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Job Title: Interim Group Head of Finance and Section 151 Officer

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BACKGROUND DOCUMENTS:

None

Arun District Council

Appendix 1

Sundry Debtor Write Off Summary 2021/22														
	Insolvency		Deceased		Miscellaneous		Absconds		Remitted by Court		Uneconomic		Total	
Month	Number	£	Number	£	Number	£	Number	£	Number	£	Number	£	Number	£
April	1	1,490.00	1	73.13			2	5,616.95			11	1,477.51	15	8,657.59
May	1	731.99					3	2,941.16			22	7,550.76	26	11,223.91
June	2	3,953.52									4	1,545.81	6	5,499.33
July													-	-
August													-	-
September	2	1,915.87									29	21,107.49	31	23,023.36
October							1	1,776.92			13	11,111.15	14	12,888.07
November							1	265.00			2	810.00	3	1,075.00
December											7	4,044.21	7	4,044.21
January											7	363.86	7	363.86
February											7	475.44	7	475.44
March													-	-
Total	6	8,091.38	1	73.13	0	0.00	7	10,600.03	0	0.00	102	48,486.23	116	67,250.77