

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 11
DATE OF MEETING:	29th NOVEMBER 2018	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) kevin.stackhouse@south-derbys.gov.uk	DOC: s/Finance/Committee/2018-19/Nov 18
SUBJECT:	SUNDRY DEBT MANAGEMENT POLICY	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM08

1.0 Recommendations

- 1.1 That the Sundry Debt Management, Recovery and Write-off Policy in **Appendix 1** is approved and implemented from 1st December 2018.
- 1.2 That an annual review of the Policy is undertaken and any significant changes are reported to this Committee.

2.0 Purpose of the Report

- 2.1 To create a new Sundry Debt Management Policy due to the transfer of sundry debt recovery from Revenues & Customer Services into Financial Services with inclusion of changes in legislation to the former recovery process.

3.0 Detail

- 3.1 The transfer of sundry debt recovery into the Financial Services Unit was undertaken on 1st November 2018 after approval at this Committee in August 2018.
- 3.2 The Sundry Debt Policy was streamlined in April 2016 and was incorporated into the Debt Management and Credit Control Policy. This revised policy did not set out strict time frames for sundry debt as it was managed alongside Council Tax, Business Rates and Benefits that have specific guidance within statute regarding collection of outstanding sums.
- 3.3 Further to review of the current process, it has been determined that a new policy for sundry debt needs to be implemented to ensure consistency in approach and to lay out set guidance for the Finance Officers when dealing with outstanding debt.

4.0 Financial Implications

- 4.1 None directly

5.0 Corporate Implications

5.1 None directly

6.0 Background Papers

6.1 None