

Committee:	Executive	Agenda Item No.:	11.
Date:	4 <sup>th</sup> March 2013	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Former Tenants Arrears – Write Offs		
Report by:	Head of Housing		
Other Officers Involved	Rent Administrator (Former Tenants) Director of Corporate Resources		
Director	Director of Neighbourhoods		
Relevant Portfolio Holder	Councillor K. Bowman, Portfolio Holder for Housing Management		

### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

### **TARGETS**

Reduction in Former Tenants Arrears by 25% by 2015 is a Corporate Target.

### **VALUE FOR MONEY**

Rental Income is essential for funding the Housing Service. However, those accounts which are irrecoverable need to be written off to allow officers to concentrate on those which are collectable.

### **THE REPORT**

In 2009 Members adopted a new policy to recover debt from former tenants.

The new policy that was adopted is much more robust than the one that it replaced, especially for those tenants with high levels of arrears. In addition to our own officers undertaking a more proactive role, the Council makes use of tracing agents and a specialist recovery service as part of the debt recovery process.

The process adopted by the Council has established appropriate periods of time before moving to the next step. This is designed to increase the

possibility of recovery and trace, as it allows officers to track a tenant to their new address. (for example a credit application, an application for utilities or an entry on the electoral roll). The new approach has been applied retrospectively to all former tenants' arrears.

This report requests the write off for 7 former tenants.

All of these debts are from deceased tenants where there is no money left in the Estate.

### **ISSUES/OPTIONS FOR CONSIDERATION**

Whether to write off the debts in the enclosed schedule.

### **IMPLICATIONS**

Financial; This report proposes the write off of debt of £11269.70 which will be met from the provision for doubtful debt established within the revenue budget.

Legal: Not directly

Human Resources: Not directly

### **RECOMMENDATIONS**

- 1. That Executive agree to the write off of deceased Former Tenants' Arrears.**
- 2. That, in accordance with agreed policy, these debts may be written back if further evidence becomes available without the need for a further report.**

### **REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION**

To write off debts that are deemed irrecoverable

ATTACHMENTS:                   **N**  
FILE REFERENCE:  
SOURCE DOCUMENT: