

APPENDIX 3

20. RECOVERY AND WRITE OFF OF DEBTS

- 20.1** The Council shall have a policy for recovery approved by the Strategic Director (Resources) and the Executive.
- 20.2** Strategic Directors are responsible for ensuring that all debts are collected in accordance with the laid down policy.
- 20.3** The Strategic Director (Resources) shall be responsible for providing departments with details of all debts outstanding.
- 20.4** A debt, which is properly due to the Council and deemed irrecoverable, shall only be written off as follows:
- (a.)** Debts of less than £5,000 with the approval of the Strategic Director (Resources) or his appointed nominee.
 - (b.)** Debts of £5,001 and less than £10,001 with the approval of the Strategic Director (Resources) or his appointed nominee and the Resources Portfolio Holder
 - (c.)** Debts of £10,001 or more with the approval of the Executive. For the purposes of these Regulations the value of debts shall be determined by reference to the debtor as opposed to individual debts. Where the value of several debts for one individual or organisation exceeds £10,001 the approval of the Executive shall be obtained.
 - (d.)** These regulations apply to all debts with the exception of Business Rates.
- 20.5** Strategic Directors are responsible for ensuring that every available means of recovering a debt has been taken before a debt is reduced or recommended for write off. No debt will be reduced or written off without the receipt of a signed instruction issued by the relevant Strategic Director. The Strategic Director (Resources) shall make such checks as he considers necessary on the procedures used.
- 20.6** Strategic Directors, in consultation with the Strategic Director (Resources), shall be responsible for ensuring that sufficient budgetary provision is made for bad debts.
- 20.7** Distress proceedings for recovery of Council Tax, business rates and warrants for committal to prison shall be instituted by the Strategic Director (Resources). The Borough Solicitor shall institute Court proceedings for the recovery of other monies due to the Council.