

## Constitution and Associated Documents – Proposed Changes

Section and Reference	Existing Text	Proposed amendment including revised text if appropriate
<p>HP20 HP21</p>	<p><b>HP20</b> In consultation with the Director of Resources, write off irrecoverable debt due from former tenants in compliance with the Authority’s write off policy. The following officers have delegated powers to write off former tenant rent arrears owed to the Authority:</p> <p style="padding-left: 40px;">a) Former tenant rent arrears of up to £250 should be authorised by the Team Leader Debt Recovery and Direct Debit and countersigned by the Welfare Reform and Income Manager.</p> <p style="padding-left: 40px;">b) Former tenant rent arrears with a value between £250 and £1,500 should be authorised by the Team Leader Debt Recovery and Direct Debit and countersigned by the Housing Operations Manager.</p> <p style="padding-left: 40px;">c) Former tenant rent arrears with a value over £1,500 but under £3,000 must be authorised by the Assistant Chief Executive or relevant Director of Service and countersigned by the Director of Resources.</p>	<p><b>HP20</b> In consultation with the Director of Resources, write off irrecoverable debt due from former tenants in compliance with the Authority’s write off policy. The following officers have delegated powers to write off former tenant rent arrears owed to the Authority:</p> <p style="padding-left: 40px;">a) Former tenant rent arrears of up to <b>£375</b> should be authorised by the Team Leader Debt Recovery and Direct Debit and countersigned by the Housing Neighbourhood Manager.</p> <p style="padding-left: 40px;">b) Former tenant rent arrears with a value between <b>£375</b> and <b>£2,245</b> should be authorised by the Team Leader Debt Recovery and Direct Debit and countersigned by the Head of Housing Management</p> <p style="padding-left: 40px;">c) Former tenant rent arrears with a value over <b>£2,245</b> but under <b>£4,490</b> must be authorised by the Assistant Chief Executive or relevant Director of Service and countersigned by the Director of Resources.</p>

	<p>d) Write off of bad debts between £3,000 and £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by the Cabinet Member with responsibility for Housing.</p> <p>e) Write off of bad debts over £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by Cabinet.</p> <p>All write-offs will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/Cabinet Member as above.</p> <p>The above levels of write-off also apply to Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement/Sundry Debts (for example rechargeable repairs)/Statute barred court costs where appropriate</p> <p><b>HP21</b></p>	<p>d) Write off of bad debts between <b>£4,490</b> and <b>£50,000</b> must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by the Cabinet Member with responsibility for Housing.</p> <p>e) Write off of bad debts over £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by Cabinet.</p> <p>All write-offs will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/Cabinet Member as above.</p> <p>For write-off due to Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement/Sundry Debts (for example rechargeable repairs)/Statute barred court costs where appropriate a schedule of debts is only required, signed off by the relevant officer for the appropriate level of debt.</p>
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	<p>In consultation with the Director of Resources, write off irrecoverable debt due from current tenants in compliance with the Authority's write off policy. The following officers have delegated powers to write off irrecoverable current tenant rent arrears owed to the Authority:</p> <ul style="list-style-type: none"> <li>a) Current tenant rent arrears of up to £250 should be authorised by the Neighbourhood Team Leader and countersigned by the Neighbourhood Manager.</li> <li>b) Current tenant rent arrears with a value between £250 and £1,500 should be authorised by the Neighbourhood Team Leader and countersigned by the Housing Operations Manager.</li> <li>c) Current tenant rent arrears with a value over £1,500 but under £3,000 must be authorised by the Assistant Chief Executive or relevant Director of Service and countersigned by the Director of Resources.</li> <li>d) Write off of bad debts between £3000 and £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by the Cabinet Member with</li> </ul>	<p><b>HP21</b></p> <p>In consultation with the Director of Resources, write off irrecoverable debt due from current tenants in compliance with the Authority's write off policy. The following officers have delegated powers to write off irrecoverable current tenant rent arrears owed to the Authority:</p> <ul style="list-style-type: none"> <li>a) Current tenant rent arrears of up to <b>£375</b> should be authorised by the Neighbourhood Team Leader and countersigned by the Neighbourhood Manager.</li> <li>b) Current tenant rent arrears with a value between <b>£375</b> and <b>£2,245</b> should be authorised by the Neighbourhood Team Leader and countersigned by the Housing Neighbourhoods Services Manager.</li> <li>c) Current tenant rent arrears with a value over £2,245 but under £4,490 must be authorised by the Assistant Chief Executive or relevant Director of Service and countersigned by the Director of Resources.</li> <li>d) Write off of bad debts between £4490 and £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief</li> </ul>
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	<p>responsibility for Housing,</p> <p>e) Write off for bad debt over £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by Cabinet.</p> <p>All write offs will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/cabinet member as above.</p> <p>The above levels of write off also apply to Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement/ Sundry Debts (for example rechargeable repairs) / Statute barred Court costs when appropriate.</p>	<p>Finance Officer and approved by the Cabinet Member with responsibility for Housing,</p> <p>e) Write off for bad debt over £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by Cabinet.</p> <p>All write offs will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/cabinet member as above.</p> <p>For write offs due to Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement/ Sundry Debts (for example rechargeable repairs) / Statute barred Court costs when appropriate a schedule of debts is only required signed off by the relevant officer for the appropriate level of debt</p>
	<p><b>Reason for proposed change:</b></p> <p>As the current write off levels no longer represent the value they did in 2002, the proposal is to increase these amounts by the cumulative amount of CPI since 2002. On the bank of England's calculator this equates to an average of 2.1% per year:</p> <ul style="list-style-type: none"><li>£250 is now valued at *£374</li></ul>	

- £1,500 is now valued at \*£2,245
- £3,000 is now valued at \*£4,491

\*Rounded down to the nearest pound. These values have subsequently been rounded to the nearest £5 for ease of use.

#### Implications of proposed change:

- **Finance and other resource implications:** Reduce staff time by improving processes, paper and printing which will save money on reduced stationary costs.
- **Legal implications:**  
  
There are no legal implications to the proposed amendments to the ODS.
- **Consultation/Engagement undertaken (internal and external):** as part of the bigger write offs process which includes Council Tax. Consultation has taken place with Audit, Director of Finance and Resources and Lead Member for Finance and Resources
- **Human Rights implications:** There are no Human Rights Implications
- **Equalities and Diversity implications:** There are no equality and diversity implications
- **Risk Management implications:** Audit have been consulted and there are no risks identified as part of the overall increase including Council Tax write offs

	<ul style="list-style-type: none"><li>• <b>Crime and Disorder implications:</b> There are no crime and disorder implications</li><li>• <b>Environment and Sustainability implications:</b> This will reduce carbon emissions as we are removing and printing from the process</li></ul>
	<b>Proposed by: Housing and Property Services</b> <b>Service Area: Housing</b> <b>Contact Tel. No:</b>
	<b>Head of Service sign-off: Toby Hartigan-Brown</b> (please insert a cross in the box) <input type="checkbox"/>