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Delegated Officer Decision

**Committee Name and Date of Committee Meeting**

Delegated Officer Decision – 19 September 2024

**Report Title**

Corporate Debt Policy

**Is this a Key Decision and has it been included on the Forward Plan?**

No, but it has been included on the Forward Plan

**Strategic Director Approving Submission of the Report**

Judith Badger, Strategic Director of Finance and Customer Services

**Report Author(s)**

Steven Ward, Operational Manager, Revenues, Benefits and Payments  
Steven.ward@rotherham.gov.uk

**Ward(s) Affected**

Borough-Wide

**Report Summary**

This report seeks authorisation under delegated powers from the Strategic Director for Finance and Customer Services for the approval of stated amendments to the Council's Corporate Debt Policy.

**Recommendations**

1. To approve the new Corporate Debt Policy.

**List of Appendices Included**

1. The 2024 Corporate Debt Policy
2. The 2024 Housing Framework
3. The 2024 Adult Social Care Framework
4. The 2024 Revenues Framework
5. The 2024 Parking Framework

**Background Papers**

None

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

No

**Council Approval Required**

No

## **Exempt from the Press and Public**

No

### **Corporate Debt Policy**

#### **1. Background**

- 1.1 The Corporate Debt Policy details the principles to be adopted by the Council when undertaking collection of debt in Rotherham from both people and businesses. It explains how the Council will attempt to maximise debt recovery in accordance with Best Value duties whilst treating people fairly and with respect.
- 1.2 The policy was last approved on 1<sup>st</sup> December 2022. Following a further review there are several key changes to the frameworks that support the policy and these are set out within this report for consideration by the Decision Maker prior to their approval.

#### **2. Key Issues**

- 2.1 The Housing Framework is a fully-revised, new framework provided by the approving manager for Housing Rents. This replaces the framework approved for the existing Corporate Debt Policy. Having reviewed the new framework the Corporate Debt Team are satisfied that it is fit for purpose and supports the wider aims of the Corporate Debt Policy.
- 2.2 The Adult Social Care Framework contains two amendments from the existing framework. Section 8 page 14 replaces the use of payment kiosks with payment by bank transfer. The same section also reflects the Council's new banking details with Lloyds.
- 2.3 The Revenues Framework contains one amendment from the existing framework. Section 5 page 7 reflects the Council's new banking details with Lloyds.
- 2.4 The Corporate Debt Policy's Policy Control Statement at Section 8 Page 13 reflects the amendments at 2.1, 2.2 and 2.3.

#### **3. Options considered and recommended proposal**

- 3.1 The recommended proposal is that the new Corporate Debt Policy be approved.

#### **4. Consultation on proposal**

- 4.1 Consultation on the amendments at 2.1, 2.2 and 2.3 have been made with the approving managers for those frameworks.

## **5. Timetable and Accountability for Implementing this Decision**

5.1 Assuming the proposed recommendation is approved then the policy will be submitted to Governance for logging and publishing.

## **6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)**

6.1 This decision will enable the Council to publish its Corporate Debt Policy so that it can share the principles adopted by the Council when undertaking collection of debt in Rotherham from both people and businesses.

6.2 There are no direct procurement implications arising from the recommendations detailed in this report.

## **7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)**

7.1 No direct implications from this report.

## **8. Human Resources Advice and Implications**

8.1 No direct implications from this report.

## **9. Implications for Children and Young People and Vulnerable Adults**

9.1 No direct implications from this report.

## **10. Equalities and Human Rights Advice and Implications**

10.1 No direct implications from this report.

## **11. Implications for CO2 Emissions and Climate Change**

11.1 No direct implications from this report.

## **12. Implications for Partners**

12.1 No direct implications from this report.

## **13. Risks and Mitigation**

13.1 The approval of this recommendation will ensure that the principles adopted by the Council when undertaking collection of debt in Rotherham is published and made available to people and businesses.

**14. Accountable Officers**

Rob Mahon, Assistant Director, Finance and Customer Services.

Approvals obtained on behalf of Statutory Officers:-

	<b>Named Officer</b>	<b>Date</b>
Chief Executive	Sharon Kemp	Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	Click here to enter a date.

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