

Report

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	28 October 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Collection and Approval for Write Offs
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of Revenue Collection performance for financial year 2020/2021 to 31 August 2020
- ◆ seek approval for write offs

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s): -

- (1) that performance in the collection of revenue be noted; and
- (2) that write offs for the following be approved: -
 - ◆ Council Tax £104,219.95
 - ◆ Non Domestic Rates £403,151.86
 - ◆ BID Levy £528.23
 - ◆ Sundry Debt £211,774.67
 - ◆ Housing Rent and associated charges £215,971.50

3. Background

3.1. Responsibility for the collection of Council Tax, Non-Domestic Rates (NDR) and Sundry Debt is the responsibility of Finance and Corporate Resources. This report and the attached appendix provide information on collection performance and proposals for write off.

4. Covid-19 Impact

- 4.1. Collection across all income streams has been significantly impacted upon by the temporary cessation of recovery action for the first 4 months of 2020/2021 due to the Covid-19 pandemic. As previously briefed to elected members, no statutory recovery and sheriff officer activity took place between April 2020 and July 2020 in relation to Council Tax for both the current year and arrears. The health crisis has also seen financial support provided via Council Tax Reduction increase by almost 11% so far, this financial year.
- 4.2. Statutory recovery in the form of reminders commenced at the end of July 2020, with recovery action for all income streams also commencing from this date.
- 4.3. In light of the impact of the health crisis, collection targets for 2020/2021 have been reviewed. These targets are consistent with those in the Resource Plan for 2020/2021 and are detailed below.

5. Current Collection Performance

- 5.1. The first table in Appendix 1 presents the collection performance for Council Tax, NDR and Sundry Debts for financial year 2020/2021.
- 5.2. The annual Council Tax collection target for 2020/2021 has been set at 93.7%. Council Tax collection is currently 49.03%, ahead of target by 0.12% but behind comparable performance in 2019/2020 by 0.87%.
- 5.3. A Non-Domestic Rates (NDR) collection target of 96.0% has been set for 2020/2021. NDR collection is currently 28.8%, ahead of target by 0.20% but behind comparable performance in 2019/2020 by 4.4% mainly because of cash flow variances. Due to a delay in the update of the NDR annual billing software following significant legislative changes introduced by the Scottish Government in March 2020, the payments for 2020/2021 are profiled from June 2020 to March 2021.
- 5.4. The 2020/2021 annual target for Sundry Debt collection has been set at 90.0%. Sundry Debt collection to 31 August 2020 was 94.8%, ahead of target by 4.80% but behind comparable performance in 2019/2020 by 3.0%.

6. Arrears Collection Performance

- 6.1. Arrears collection performance for Council Tax, NDR and Sundry Debt is presented in the second table of Appendix 1.
- 6.2. The 2020/2021 arrears annual target for Council Tax has been set at £2.500 million, with collection to 31 August 2020 of £1.481 million, ahead of target by £0.082 million (3.30%) but behind comparable performance in 2019/2020 by £0.243 million.
- 6.3. The 2020/2021 arrears target for NDR has been set at £0.500 million, with collection to 31 August 2020 of £0.273 million, behind target by £0.069 million (13.70%) and behind comparable performance in 2019/2020 by £0.504 million.
- 6.4. The 2020/2021 arrears target for Sundry Debt has been set at £7.371 million, with collection to 31 August 2020 of £5.437 million, behind target by £0.238 million (3.20%).

7. Proposals for Write Off

- 7.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has a statutory obligation to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed.
- 7.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2020/2021 totals £104,219.95, relating mainly to prescribed debt, sequestrations and estates of the deceased.
- 7.3. The value of accounts currently marked for write off in the NDR system from rating years 2018/2019 to 2020/2021 totals £403,151.86. These debts are deemed to be irrecoverable because the debtor is in liquidation, has ceased trading or has been sequestrated.
- 7.4. Approval is sought for the write off of Business Improvement District (BID) Levies totalling £528.23, administered by the Council on behalf of the Hamilton, Carlisle and Lanark BID companies. There is no financial impact on the Council for these write offs.

- 7.5. Following consultation and agreement with Resources, the proposed write off of Sundry Debt totals £211,774.67.
- 7.6. Approval is sought for the write off of former tenant rent arrears of £119,804.22 and Housing Benefit Overpayments of £96,167.28.
- 7.7. A full list of all debts proposed for write off is held by the Executive Director (Finance and Corporate Resources).

8. Employee Implications

- 8.1. None.

9. Financial Implications

- 9.1. Provision has been made for the financial impact of all write offs.

10. Climate Change, Sustainability and Environmental Implications

- 10.1. There are no direct climate change, sustainability and natural environment implications arising from this report.

11. Other Implications

- 11.1. The main risk associated with the Council's revenue collection is a failure to monitor collection rates and take effective corrective action where required, resulting in a significant reduction in collection performance and Council funding. The risk is managed through monthly performance reporting and review of performance at monthly Senior Management Meetings.

12. Equalities Impact Assessment and Consultation Arrangements

- 12.1. There is no requirement to carry out an impact assessment in terms of the proposals within this report.
- 12.2. There is no requirement to undertake any consultation in relation to the content of this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

8 October 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self-aware and improving

Previous References

- ◆ Finance and Corporate Resources Committee - 19 August 2020

List of Background Papers

- ◆ System Reports from Council Tax, Non-Domestic Rates, Sundry Debt and Academy Housing

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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SOUTH LANARKSHIRE COUNCIL
REVENUES COLLECTION
FOR PERIOD ENDING 31 AUGUST 2020

	Annual Cash Budget £000's	Budget Target to 31/08/20 £000's	Actual to 31/08/20 £000's	Variance to 31/08/20 £000's		% Variance to annual budget	Notes
FINANCIAL YEAR 2020/2021							
Council Tax	134,250	70,077	70,245	168	over	0.12%	
Non-Domestic Rates	299,564	89,245	89,913	668	over	0.2%	
Sundry Debt	97,841	97,841	103,088	5,247	over	4.8%	
ARREARS							
Council Tax	2,500	1,399	1,481	82	over	3.3%	
Non-Domestic Rates	500	342	273	(69)	under	-13.7%	
Sundry Debt	7,371	5,675	5,437	(238)	under	-3.2%	