

# Agenda

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## Delegated Decisions of the Board Member, Finance and Efficiency

Date: **Friday 2 March 2012**

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Time: **5.00 pm**

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Place: **Town Hall, Oxford**

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For any further information please contact:

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# Delegated Decisions of the Board Member, Finance and Efficiency

## Board Member

## Portfolio

Councillor Ed Turner

Finance and Efficiency

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# AGENDA

## PART ONE PUBLIC BUSINESS

Pages

### 1 DECLARATIONS OF INTEREST

Guidance on personal and personal prejudicial interests is attached to these agenda pages.

### 2 PUBLIC ADDRESSES

Members of the public may, if the Board Member agrees, ask a question of the Board Member on any item for decision on this agenda (other than on the minutes). The full text of any question must be notified to the Head of Law and Governance by no later than 9.30 am two clear working days before the meeting. Questions by the public will be taken as read and, at the Board Member's discretion, responded to either orally or in writing at the meeting. No supplementary question or questioning will be permitted.

The total time permitted for this item will be 15 minutes.

### 3 COUNCILLOR ADDRESSES

City Councillors may, at the Board Member's discretion, ask a question or address the Board Member on an item for decision on the agenda (other than on the minutes). The full text of any question and the nature of any address must be notified to the Head of Law and Governance by no later than 9.30 am two clear working days before the meeting. Questions by councillors will be taken as read and, at the Board Member's discretion, responded to either orally or in writing at the meeting. No supplementary question or questioning will be permitted. If an address is made, the Board member will either respond or have regard to the points raised in reaching her or his decision. If the address is by the Chair of a Scrutiny Committee or her or his nominee then the Board member will be required to say as part of their decision whether they accept the Scrutiny recommendations made.

#### **4 DEBT WRITE OFFS**

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This report recommends that the amounts shown in the report be written off subject to the proviso that if new information or payments are received the debts written off will be resurrected and credits applied.

#### **5 MATTERS EXEMPT FROM PUBLICATION**

If the Board member wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for the Board member to pass a resolution in accordance with the provisions of Paragraph 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Schedule 12A of the Local Government Act 1972.

The Board member may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **DECLARING INTERESTS**

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

### **What do I need to do if I have a personal interest?**

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

### **What is a prejudicial interest?**

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

### **What do I need to do if I have a prejudicial interest?**

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.

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**To: Delegated Decisions of the Board Member, Finance and Efficiency**

**Date: 2nd<sup>t</sup> March 2012**

**Report of: Head of Customer Services**

**Title of Report: WRITE OFF OF UNCOLLECTABLE DEBTS**

## **Summary and Recommendations**

**Purpose of report:** To agree write-off of debts in excess of £10,000 for business debts.

**Key decision:** No

**Executive lead member:** Councillor E Turner

**Policy Framework:** Finance Rules in Constitution

**Recommendation(s):**

That the amounts shown in the body of this report be written off subject to the proviso that if new information or payments are received, the debts written-off will be resurrected and credits applied.

Appendices to report – Appendix A - Risk Register

## 1. Introduction

The cases submitted for write off are shown below, indicating the type of write off, the reason and the amount.

## 2. Business Rates – Accounts Submitted for Write-Off.

Insolvency – Liquidation	Eamayl Ltd 10 Park End Street Account no. 711815801 Period – 01/04/10 to 31/08/11	Amount  <b><u>£ 18,066.34</u></b>
Insolvency – Company Dissolved	AQK & Co 217 Cowley Road Account no. 711837567 Period – 18/10/03 to 16/12/05	Amount  <b><u>£ 11,983.38</u></b>
Insolvency – Company Dissolved	Meltz Express Ltd 14 Bonn Square Account no. 711860669 Period – 19/11/04 to 29/04/07	Amount  <b><u>£ 18,786.29</u></b>
Insolvency – Company Dissolved	Hometimes Ltd 33 Queen Street Account no. 711862463 Period – 01/04/07 to 16/11/07	Amount  <b><u>£ 37,025.71</u></b>
Other – Voluntary Arrangement	Island Leisure (Bars) Ltd 42-43 Park End Street Account no. 711870254 Period - 01/04/10 to 16/05/11	Amount  <b><u>£ 41,055.38</u></b>
Insolvency – Liquidation	Nishan Ltd 300 Cowley Road Account no. 711873985 Period – 02/03/09 to 15/07/11	Amount  <b><u>£ 54,830.48</u></b>
Insolvency – Company dissolved	Baumhaus Commercial Ltd Sandy Lane West Account no. 711875126 Period – 01/04/10 to 01/07/11	Amount:  <b><u>£ 21,310.43</u></b>



Insolvency – Company dissolved	Stone Blend UK Ltd 44 Westgate Account no. 711876560 Period – 01/09/08 to 30/04/09	Amount  <b><u>£ 30,602.07</u></b>
Insolvency – Company Dissolved	Cowan Leisure Ltd 48-49 James Street Account no. 711877468 Period – 01/04/09 to 21/04/11	Amount  <b><u>£ 10,368.91</u></b>
Debtor cannot be traced	Mr Ertan Salih The Butchers Arms, Wilberforce Street Account no. 711879360 Period – 01/04/09 to 23/11/09	Amount  <b><u>£ 19,092.91</u></b>
Debtor cannot be traced	Steve Salih Six Bells, 3 Beaumont Road Account no. 71188149x Period – 19/11/09 to 15/12/10	Amount  <b><u>£ 16,271.74</u></b>
Insolvency – Company Dissolved	Dunetech Ltd 44 Westgate Account no. 711882708 Period 07/05/10 to 07/05/11	Amount  <b><u>£ 45,387.30</u></b>
Debtor cannot be traced	Imran Kahn 154 Cowley Road Account no. 711883338 Period 31/05/09 to 01/07/10	Amount  <b><u>£ 11,136.22</u></b>
Insolvency – Administration	Hengjia Group (UK) Ltd 41 Oxford Castle Account no. 711884226 Period 01/04/10 to 01/03/11	Amount  <b><u>£ 45,460.60</u></b>
Insolvency – Company Dissolved	SS Stores UK Ltd 15 Cornmarket Street Account no. 711884754 Period 01/09/10 to 25/06/11	Amount  <b><u>£ 114,218.63</u></b>

Insolvency – Liquidation	Paperbox Stores (Liquidation) 29 Pound Way Account no. 71188854 Period 01/11/09 to 13/10/11	Amount  <b><u>£ 22,416.23</u></b>
	<b>Total</b>	<b><u>£ 518,012.62</u></b>

### **3. Resurrection of Debts**

- 3.1 If new information or other payments are received, the debts previously written-off will be resurrected and credits will be applied. An additional column has been added into the Provision for Bad Debt table in 4.1 of this report to show the amount of payments that have been received in this financial year in respect of debts that have been previously written off.

### **4. Provisions for Bad Debts**

- 4.1 The information below gives details, by category, the provisions for bad debt within the General Fund at the beginning of the financial year, write-offs approved to date in 2011/2012 and what provisions will remain if the write-offs listed above are approved.

#### **General Fund**

Debt Type	Provision at 1/4/11	Written-off to date	Credits written back to date	Remaining Provision	Amount Requested	Projected Balance
Business Rates	£2,111,911	£547,337.84	£9,947.22	£1,574,520.38	£518,012.62	£1,056,507.76

The bad debt provision will be assessed at the year end and against arrears and any additional amount charged against the business rates pool

### **5.0 Risk Assessments**

- 5.1 A risk assessment has been undertaken and the risk register is attached at Appendix A. All risks have been mitigated to an acceptable level.

### **6.0 Climate Change**

- 6.1 There are no comments in respect of Climate Change.

**7. Equalities Impact**

7.1 In conjunction with the Equalities Projects Officer it has been agreed there is no Equalities Impact in respect of this report.

**8. Legal Implications**

8.1 There are no legal implications.

**9. Financial Implications**

9.1 There are no financial implications for the Authority as - provided we have made proper arrangements for securing economy, efficiency and effectiveness in relation to the collection of non-domestic rates - we are permitted to deduct in full the total amount of write offs made from our contribution to the non-domestic pool.

**Name and contact details of author:-**

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**List of background papers: None**

**Version number: 1**

Appendix A

Write Off of Uncollectible Debt Risk Register

No.	Risk Description Link to Corporate Obj	Gros s Risk	Cause of Risk	Mitigation	Net Risk	Further Management of Risk: Transfer/Accept/Reduce/Avoid	Monitoring Effectiveness	Current Risk
Risk Score <b>Impact Score:</b> 1 =Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic Almost Certain <b>Probability Score:</b> 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 =								
1	Once written off, debt needs to be re-instated  Transforming Oxford City council by improving value for money and service performance	I 1	P 3	New information or payment received.	Debt resurrected.  Mitigation effectiveness: high	I 1  P 3  Action: Monitoring of payments and information received on closed accounts  Action Owner: Anne Harvey-Lynch  Mitigating Control: Control Owner: Anne Harvey-Lynch	Outcome required:  Ensure that written-off debts are monitored for payments and new information and resurrected if required  Milestone date: Monthly	Q 1  Q 2  Q 3  Q 4  I  P

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