

Local Authorities (Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012
Exercise of Delegated Authority in respect of an Executive Function
HOUSING BENEFIT OVERPAYMENT AMOUNTS WRITTEN OFF

1.0 Details of Officers Exercising the Delegated Authority

Name	Lyndsey Rolfe	David Ripley	Eugene Walker
Title	Benefits Team Manager	Revenues, Benefits & Customer Services Business Manager	Section 151 Officer Interim Finance Director

2.0 The Delegated Authority Being Exercised

Financial regulation 12.14 states:
Any debt due to the Council may only be written-off with the authorisation of the Executive except, insofar as an individual debt does not exceed £10,000, the initial authority may be given by the Interim Finance Director who shall be required to publish periodically reports of the debts that have been written off in accordance with the delegated authority.

Debts over £10,000 are reported to the Executive at least annually in the Statement of Accounts and any other delegated reports as and recommend for write off by the Section 151 officer.

The Revenues, Benefits & Customer Services Business Manager is exercising an authority delegated to him by the Section 151 officer for debts from £5000.00 up to £10,000.

The Benefits Team Manager is exercising an authority delegated to her by the Section 151 Officer for debts up to £5,000.

3.0 The decision made including the date the decision was made

3.1 To write off Housing benefit debts during the month of March 2024

	Number of debts	Value of debts
Under £5,000	17	1,196.77
Over £5,000	2	12,697.28
Over £10,000.00	0	0.00
Total	19	13,894.05

The reasons for the decision

3.2 The debts are considered uncollectable, all efforts to recover these debts have been pursued, and have been written off for the following reasons

<u>Write off reason</u>	<u>Number of invoices</u>	<u>Total amount</u>

Bankruptcy (20B)	12	7479.04
Otherwise Irrecoverable (22O)	5	-9.97
Deceased (29D)	2	6,424.98
Total	19	13,891.05

4.0 Details of any alternative options considered and rejected by the Officer

4.1 All efforts to recover these debts have been pursued.

5.0 A record of any conflict of interest declared by an Executive Member consulted by the Officer (and any dispensation granted in respect of such conflict).

5.1 No Executive Member consulted.

6.0 List, and attach copies of, any report considered by the Officer making the decision.

6.1 Supporting details are of a confidential nature and therefore not published.

Signed  (debts < £5,000)

Date 5/4/2024

Signed (Debts > £5,000 to £10, 00.00)

Date

Signed (Debts > £10, 00.00)

Date

LOG INTO MOD.GOV AND COMPLETE THE DELEGATED AUTHORITY FORM AND ATTACH THE AUTHORISED FORM