

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	Stephen Fitzgerald
Title	Benefits Team Manager	Revenues, Benefits & Customer Services Business Manager Resident experience manager	Strategic Director of Finance & Section 151 Officer
	Write off up to £5000	Write off £5000.00 to £9999.99	Write off over £10,000.00

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 February 2025

	Number of debts	Value of debts
Under £5,000	21	2,479.87
Over £5,000	0	0.00
Over £10,000.00	0	0.00
Total	21	2,479.87

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)	19	1,412.17
Deceased (29D)	1	11.36
Time Barred (30T)	1	1056.34
Total	21	2,479.87

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

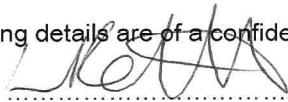
4.1 All efforts to recover these debts have been pursued.

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 12.3.25

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

Housing Benefits Debts to be written of in the period				Feb-25			
INV NO	REF	CASES		FOR		WRITE OFF	
		NAME	ADDRESS	REASON	AMOUNT	Ctax arrears	Passed for W/O
2608989	50065574	K John	31 Paddocks Mead	20B	-£1,144.23	N/A	N/A
2608989	50065574	K John	31 Paddocks Mead	20B	£1,137.86	N/A	N/A
2616159	50115204	D Danquah	Flat 18 Southam Hse	20B	-£4,348.56	N/A	N/A
2616159	50115204	D Danquah	Flat 18 Southam Hse	20B	£4,342.68	N/A	N/A
2214920	50070242	D Vaughan	58A Birchwood Road	30T	£1,056.34	No	No
2588601	50111062	J Levett	Flat 6 Vanners Parade	20B	-£3,952.32	N/A	N/A
2588601	50111062	J Levett	Flat 6 Vanners Parade	20B	£3,941.62	N/A	N/A
2622965	50116627	J Marsden	28 Falstone	20B	-£1,072.99	N/A	N/A
2622965	50116627	J Marsden	28 Falstone	20B	£1,071.86	N/A	N/A
2588601	50111062	J Levett	Flat 6 Vanners Parade	20B	-£3,941.62	N/A	N/A
2588601	50111062	J Levett	Flat 6 Vanners Parade	20B	£3,931.00	N/A	N/A
2606237	50102644	D Martin	10 Pearl Court	20B	£1,363.53	No	No
2617417	50102644	D Martin	10 Pearl Court	20B	£250.02	No	No
2573153	50015304	E Southee	13 Watercross Way	20B	-£253.09	Yes	No
2573153	50015304	E Southee	13 Watercross Way	20B	£148.35	Yes	No
2510679	50103698	F Hamid	Tarskavaig	20B	-£288.23	N/A	N/A
2510679	50103698	F Hamid	Tarskavaig	20B	£283.90	N/A	N/A
2578394	50104134	T Meighan	27 Robertson Court	20B	-£34.17	N/A	N/A
2581019	50104134	T Meighan	27 Robertson Court	20B	-£736.35	N/A	N/A
2581019	50104134	T Meighan	27 Robertson Court	20B	£712.91	N/A	N/A
2627106	50067022	H Lett	110 Homebeech House	29D	£11.36	No	No
					£2,479.87		

(reversal)
(reversal)
(reversal)
(reversal)
(reversal)
(reversal)
(reversal)
(reversal)
(reversal)

File Help

Customer ID: Transaction ID: Type: WOFF ?
 User ID: ? Reference: Date From: 01.02.2025 Date To: 28.02.2025
 Min Debit: 0.00 Max Debit: 0.00 Min Credit: 0.00 Max Credit: 0.00

Trans ID	Date	Type	Debit	Credit	Reference	Customer ID	User ID
507881	04.02.2025	WOFF	1144.23	0.00	Reason: 20B	50065574	im6110
507884	04.02.2025	WOFF	0.00	1137.86	Reason: 20B	50065574	im6110
507970	06.02.2025	WOFF	4348.56	0.00	Reason: 20B	50115204	im6110
507973	06.02.2025	WOFF	0.00	4342.68	Reason: 20B	50115204	im6110
507978	06.02.2025	WOFF	0.00	1056.34	Reason: 30T	50070242	im6110
508104	10.02.2025	WOFF	3952.32	0.00	Reason: 20B	50111062	im6110
508105	10.02.2025	WOFF	1072.99	0.00	Reason: 20B	50116627	im6110
508110	10.02.2025	WOFF	0.00	3941.62	Reason: 20B	50111062	im6110
508111	10.02.2025	WOFF	0.00	1071.86	Reason: 20B	50116627	im6110
508216	12.02.2025	WOFF	3941.62	0.00	Reason: 20B	50111062	im6110
508219	12.02.2025	WOFF	0.00	3931.00	Reason: 20B	50111062	im6110
508247	13.02.2025	WOFF	0.00	1363.53	Reason: 20B	50102644	im6110
508248	13.02.2025	WOFF	0.00	250.02	Reason: 20B	50102644	im6110
508357	17.02.2025	WOFF	253.09	0.00	Reason: 20B	50015304	im6110
508360	17.02.2025	WOFF	0.00	148.35	Reason: 20B	50015304	im6110
508556	24.02.2025	WOFF	288.23	0.00	Reason: 20B	50103698	im6110
508557	24.02.2025	WOFF	34.17	0.00	Reason: 20B	50104134	im6110
508558	24.02.2025	WOFF	736.35	0.00	Reason: 20B	50104134	im6110
508566	24.02.2025	WOFF	0.00	283.90	Reason: 20B	50103698	im6110
508567	24.02.2025	WOFF	0.00	712.91	Reason: 20B	50104134	im6110
508572	24.02.2025	WOFF	0.00	11.36	Reason: 29D	50067022	im6110

Records Found: 21 Totals: 15771.56 18251.43

Search Allocation Select Close

Write Offs £18,251.43 less
 Reversals £15,771.56
£ 2,479.87

HOUSING BENEFIT RECOMMENDATION FOR WRITE OFF UPTO £5000.00

Name: Mr Duncan Vaughan

Today's Date: 06.02.2025

Address: Last Known 58A Birchwood Road, West Byfleet, Surrey KT14
6DP

Description Housing Benefit Overpayment

Customer ID 50070242
Invoice number 2214920
Date of Invoice 07.07.2010

	Original Amount
Original Value of Invoice(s)	£1,434.24
Original Total Invoice Amount:	<u>£1,434.24</u>
Payments Received (-)	-£377.90
Plus Court Fees Incurred	£0.00
Plus Solicitors Costs	£0.00
Plus Interest on Debt	£0.00
Other costs connected with proceedings:	£0.00
Amount to be Written Off:	£1,056.34
 Total Amount to be Written Off:	 £1,056.34

Collection procedures completed/attempted before write off:

Date invoice was sent 08.07.2010
Reminder Letters sent 16.08.2010
County Court Letter sent 26.08.2010

COLLECTION AGENCY
Sent Date 13.09.2012
Returned Date 10.05.2013

DWP PDP recovery (if Applicable) N/A
Sent Date
Returned Date

LEGAL DEPARTMENT
Sent Date 10.05.2013
Returned Date 06.02.2025

Summary Explanation for Write off:

		x
UNECONOMICAL	19U	
LIQUIDATION / BANKRUPTCY / DRO	20B	
ABSCONDED	21A	
OTHERWISE IRRECOVERABLE	22O	
DECEASED	29D	
TIME BARRED	30T	£1,056.34
DEBTOR IN HOSPITAL	HOS	
DEBTOR IN PRISON	PRI	
REVIEW BOARD DECISION	REV	

Write Off Prepared By
Delegated Authority Write Off Authorised By:

Denise Aldrich


Date: 06.02.25
Date: 12.3.25

HOUSING BENEFIT RECOMMENDATION FOR WRITE OFF UPTO £5000.00

Name: Miss Daisy Martin

Today's Date: 13.02.2025

Address: Last Known 10 Pearl Court, Woking, Surrey GU21 3QZ

Description Housing Benefit Overpayment

Customer ID 50102644
 Invoice number 2606237
 Date of Invoice 03.10.2019

	Original Amount
Original Value of Invoice(s)	£4,065.09
Original Total Invoice Amount:	<u>£4,065.09</u>
Payments Received (-)	<u>-£2,701.56</u>
Plus Court Fees Incurred	£0.00
Plus Solicitors Costs	£0.00
Plus Interest on Debt	£0.00
Other costs connected with proceedings:	£0.00
Amount to be Written Off:	£1,363.53
Total Amount to be Written Off:	£1,363.53

Collection procedures completed/attempted before write off:

Date invoice was sent 16.01.2024
 Reminder Letters sent 20.02.2024
 County Court Letter sent 04.03.2024

COLLECTION AGENCY N/A
 Sent Date
 Returned Date

DWP PDP recovery (if Applicable) N/A
 Sent Date
 Returned Date

LEGAL DEPARTMENT
 Sent Date 28.05.2024
 Returned Date 13.02.2025

Summary Explanation for Write off:

		x
UNECONOMICAL	19U	
LIQUIDATION / BANKRUPTCY / DRO	20B	£1,363.53
ABSCONDED	21A	
OTHERWISE IRRECOVERABLE	22O	
DECEASED	29D	
TIME BARRED	30T	
DEBTOR IN HOSPITAL	HOS	
DEBTOR IN PRISON	PRI	
REVIEW BOARD DECISION	REV	

Write Off Prepared By
 Delegated Authority Write Off Authorised By:

Denise Aldrich


Date: 13.02.25
 Date: 12.2.25

HOUSING BENEFIT RECOMMENDATION FOR WRITE OFF UPTO £5000.00

Name: Miss Daisy Martin

Today's Date: 13.02.2025

Address: Last Known 10 Pearl Court, Woking, Surrey GU21 3QZ

Description Housing Benefit Overpayment

Customer ID 50102644
 Invoice number 15.04.2020
 Date of Invoice 03.10.2019

	Original Amount
Original Value of Invoice(s)	£286.08
Original Total Invoice Amount:	<u>£286.08</u>
Payments Received (-)	-£36.06
Plus Court Fees Incurred	£0.00
Plus Solicitors Costs	£0.00
Plus Interest on Debt	£0.00
Other costs connected with proceedings:	£0.00
Amount to be Written Off:	<u>£250.02</u>
 Total Amount to be Written Off:	 £250.02

Collection procedures completed/attempted before write off:

Date invoice was sent 16.01.2024
 Reminder Letters sent 20.02.2024
 County Court Letter sent 04.03.2024

COLLECTION AGENCY N/A
 Sent Date
 Returned Date

DWP PDP recovery (if Applicable) N/A
 Sent Date
 Returned Date

LEGAL DEPARTMENT
 Sent Date 28.05.2024
 Returned Date 13.02.2025

Summary Explanation for Write off: x

UNECONOMICAL	19J	
LIQUIDATION / BANKRUPTCY / DRO	20B	£250.02
ABSCONDED	21A	
OTHERWISE IRRECOVERABLE	22O	
DECEASED	29D	
TIME BARRED	30T	
DEBTOR IN HOSPITAL	HOS	
DEBTOR IN PRISON	PRI	
REVIEW BOARD DECISION	REV	

Write Off Prepared By Denise Aldrich
 Delegated Authority Write Off Authorised By: 

Date: 13.02.25
 Date: 12.5.25

HOUSING BENEFIT RECOMMENDATION FOR WRITE OFF UPTO £5000.00

Name:

Mrs Helen Lett

Today's Date: 24.02.2025

Address: Last Known

110 Homebeech House, Mount Hermon Road

Description

Housing Benefits Overpayments

Customer ID 50067022
 Invoice number 2627106
 Date of Invoice 01.09.2020

	Original Amount
Original Value of Invoice(s)	£2,368.61
Original Total Invoice Amount:	<u>£2,368.61</u>
Payments Received (-)	<u>-£2,357.25</u>
Plus Court Fees Incurred	£0.00
Plus Solicitors Costs	£0.00
Plus Interest on Debt	£0.00
Other costs connected with proceedings:	£0.00
Amount to be Written Off:	£11.36
 Total Amount to be Written Off:	 £11.36

Collection procedures completed/attempted before write off:

Date invoice was sent 02.09.2020
 Reminder Letters sent
 County Court Letter sent

COLLECTION AGENCY N/A
 Sent Date
 Returned Date

DWP PDP recovery (if Applicable)
 Sent Date 11.01.2021
 Returned Date 24.02.2025

LEGAL DEPARTMENT N/A
 Sent Date
 Returned Date

Summary Explanation for Write off:

x

UNECONOMICAL	19U	
LIQUIDATION / BANKRUPTCY / DRO	20B	
ABSCONDED	21A	
OTHERWISE IRRECOVERABLE	22O	
DECEASED	29D	£11.36
TIME BARRED	30T	
DEBTOR IN HOSPITAL	HOS	
DEBTOR IN PRISON	PRI	
REVIEW BOARD DECISION	REV	

Write Off Prepared By
 Delegated Authority Write Off Authorised By:

Denise Aldrich



Date: 24.02.25

Date: 12-3-25

