



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# Officer Delegated Decision

8 December 2025

Richard Wyles, Deputy Chief Executive  
and Section 151 Officer

## Fair Collection and Debt Recovery Procedure

To request approval of the updated Fair Collection and Debt Recovery Procedure.

### Contact

Claire Moses, Head of Service (Revenues, Benefits and Customer Service)

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<b>Decision made by:</b>	Richard Wyles, Deputy Chief Executive and Section 151 Officer
<b>Decision:</b>	To approve the Fair Collection and Debt Recovery Procedure.
<b>Public or Exempt:</b>	Public
<b>Reasons for exemption:</b>	N/A
<b>Conflicts of interest:</b>	No
<b>Policy compliant:</b>	Yes
<b>Details of delegation:</b>	<p>Part 3 – Responsibility for functions</p> <ul style="list-style-type: none"> <li>• All statutory functions as Section 151 Officer and undertake the following specific functions: <ul style="list-style-type: none"> <li>a) Make arrangements for the proper administration of the Council’s financial affairs</li> <li>j) Provide financial management arrangements that ensure: <ul style="list-style-type: none"> <li>□ A prudential framework is in place</li> </ul> </li> <li>m) To exercise the powers of the Council relating to the variation of the statutory instalment scheme for paying council tax</li> </ul> </li> </ul>

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|  | <ul style="list-style-type: none"><li>p) To enforce the payment of council tax</li><li>q) To determine applications for discretionary rate relief in accordance with Council policies</li><li>r) To administer arrangements for non-domestic rate</li></ul> |
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## 1.

### **Implications**

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

#### ***Finance***

- 1.1 There are no direct financial implications from the publication of the updated debt recovery procedure.

Completed by: *Richard Wyles, Deputy Chief Executive and s151 Officer*

#### ***Legal and Governance***

- 1.2 The Deputy Chief Executive has delegated powers to ensure that there is a transparent process attached to debt recovery.

Completed by: *James Welbourn (Democratic Services Manager)*

## **2 The Purpose of the Report**

- 2.1 The Procedure has been reviewed and updated to ensure council teams adopt a compliant and transparent approach to debt recovery across all debt types including business rates, council tax, housing benefit, rent (SKDC tenants), rent repair recharges and sundry debts.
- 2.2 The Procedure has also been developed to provide a clear framework for how the Council approaches collection and recovery of debt.
- 2.3 The Procedure does not recommend any significant changes from current practice, however, sets out a transparent process for each debt type and confirms the council's overall approach to debt recovery activity and provides a clear guide to customers who owe the council money as to the steps the council will take to

fairly recover those funds. It also confirms the council's approach to write-offs. The policy is supported by debt recovery work flows.

### **3 Available Options Considered**

3.1 Option 1: Do nothing – this would result in the current recovery processes becoming out of date and not fit for purpose as it is less transparent and does not provide a clear process of debt recovery (workflows).

3.2 Option 2: To approve the adoptions and publication of the updated Fair Collection and Debt Recovery Procedure as set out at Appendix 1.

### **4 Preferred Option**

4.1 Option 2 is the preferred option.

### **5 Reasons for the Decision (s)**

5.1 These are set out in the report.

### **6 Consultation**

6.1 There has been consultation with the Revenues and Benefits Management Team, Commercial Waste Collections Officer and Repairs Manager.

### **7 Appendices**

7.1 Appendix 1: Fair Collection and Debt Recovery Procedure: [Fair Collection and Debt Recovery Procedure.pdf](#)

Signed by: Richard Wyles

Dated: 9 December 2025

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