

<b>Report Title</b>	Debt Collection and Write Off Policy
<b>Meeting</b>	Executive
<b>Meeting Date</b>	25 <sup>th</sup> June 2026
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<b>Directorate</b>	Resources
<b>Lead Executive Member(s)</b>	Councillor Mohammad Hanif
<b>Wards Affected</b>	All
<b>Public. Part Exempt, or Fully Exempt</b>	Public
<b>Appendices (if any)</b>	A: Financial Guidance Debt Collection and Write-Off Policy.

## 1. Executive Summary

- 1.1 The purpose of this report is to seek Executive approval for the Council's updated Debt Collection and Write-Off Policy, which sets out the framework, responsibilities, and authorisation arrangements for writing off irrecoverable debts owed to Pendle Borough Council.
- 1.2 The policy has been reviewed and updated to ensure it remains compliant with legislation, reflects best practice, and provides a clear, consistent approach across all Council services

## 2. Recommendations

**For the reasons set out in this report, Executive is recommended to:**

- 2.1 Approve the attached Debt Collection and Write Off Policy

## 3. Information: the Rationale & Evidence for the Recommendations

- 3.1 The Council collects a wide range of debts, including Council Tax, Business Rates, Housing Benefit Overpayments, Council Tax Support Overpayments and sundry debts. While the Council's general policy is to pursue all debts vigorously, there are circumstances where recovery is no longer possible or appropriate.
- 3.2 The Debt Collection and Write-Off Policy provides a structured approach to identifying, authorising, recording, and reporting such debts.
- 3.3 The policy also confirms that all written-off debts must be supported by evidence and classified according to defined categories, such as bankruptcy,

unenforceable debts, statute-barred debts, or cases where recovery is uneconomic.

3.4 The policy applies to all financial debts owed to the Council, including those where the Council acts as a collecting agent. It covers:

- Council Tax
- National Non Domestic Rates
- Sundry debts
- Housing Benefit and Council Tax Support overpayments
- Treasury Management debts where appropriate

3.5 The write off authorisation levels are set out below:-

Debt Value	Authorising Officer	Reporting Requirement
Up to £5	Responsible Budget Holder	Director of Resources
Up to £10,000	Director of Resources / S151 Officer	Executive
Over £10,000	Executive	—

3.6 Going forward write offs will be reported to the Executive on a quarterly basis as part of the budget monitoring reporting process.

#### **4. Link to Council Plan Priorities: (Providing High Quality Services and Facilities, Proud and Connected Communities and Places, Good Growth and Housing and Healthy Communities)**

4.1 Providing High Quality Services – by supporting the financial management of the Council.

### **5. Implications**

#### **5.1 Financial Implications**

The policy supports the Council's financial management responsibilities by ensuring that irrecoverable debts are dealt with promptly and appropriately. It also ensures compliance with relevant legislation, including insolvency law and limitation periods.

There are no new financial implications arising directly from this policy.

#### **5.2 Legal and Governance Implications**

None

#### **5.3 Climate and Biodiversity Implications**

N/A

#### **5.4 Human Resources Implications**

N/A

**5.5 Equality and Diversity Implications**

None

**6. Consultation**

6.1 N/A

**7. Alternative Options Considered**

- None

**8. Statutory Officer Sign off** (please put an x in the relevant box below)

Section 151 Officer	x
Monitoring Officer	<b>x</b>

**9. Background Documents**

General Fund Revenue Budget 2026-27 Report – Special Budget Council 2<sup>nd</sup> March 2026

**Contact Officers**

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