

 <p>WARWICK DISTRICT COUNCIL</p>	AGENDA ITEM NO.
Report Cover Sheet	
Name of Meeting:	Employment Committee
Date of Meeting:	11 th March 2008
Report Title:	Sundry Debtors Section
Summary of report:	The Work of the sundry debtors section has increased and this report requests an increase in the establishment.
For further information please contact (report author);	Philip Morgan 01926 456802 philip.morgan@warwickdc.gov.uk
Business Unit:	Finance
Would the recommended decision be contrary to the policy framework:	No
Would the recommended decision be contrary to the budgetary framework:	No
Wards of the District directly affected by this decision:	None
Key Decision?	No
Included within the Forward Plan?	No
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Date and name of meeting when issue was last considered and relevant minute number:	(If applicable)
Background Papers:	None

Consultation Undertaken		
Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.		
Consultees	Yes/ No	Who
Other Committees		
Ward Councillors		
Portfolio Holders		
Other Councillors		
Warwick District Council recognised Trades Unions		
Other Warwick District Council Service Areas		
Project partners		
Parish/Town Council		
Highways Authority		
Residents		
Citizens Panel		
Other consultees		
Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	22 nd Feb 2008	Mary Hawkins
Chief Executive		
CMT		
Section 151 Officer	21 st Feb 2008	Mike Snow
Legal	21 st Feb 2008	Simon Best
Finance	21 st Feb 2008	Mike Snow
Final Decision?	Yes/ No	
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATION(S)

- 1.1 Subject to Business Improvement District for Leamington being approved, to increase the establishment of the Debtors Section by one part time post (21.5 hours) temporary (for two years) graded H (subject to job evaluation).

2. REASONS FOR THE RECOMMENDATIONS

- 2.1 The work of the Sundry Debtors Section has increased over the past few years and this work has been absorbed by the existing debtors staff and from help from the creditors staff, examples' of the increased workloads are as follow;

Lifelines accounts

April 2002 1100

April 2004 1500

April 2006 1700

Feb 2008 1900

Licences

April 2006 0

Feb 2008 566 (additional income of £107,000)

The section is trying to streamline procedures, free up time and be more proactive in debt recovery however the workload means that staff are struggling to cope with the day to day processing.

- 2.4 A small amount of work has been transferred to the Housing Benefits recovery team.
- 2.5 If the Business Improvement District for Leamington ballot result is successful (there will be a ballot in March 2008) then it has been agreed that the revenue collection will be via the Sundry Debtors section and the will entail raising an additional 500 debtors each year. The BID has agreed to pay for the collection of this income.
- 2.6 Finance has calculated that the average cost per periodic income debtor is £21.00 this includes debt recovery, use of the finance system, staff time with and overheads. It has been agreed that if the ballot is successful then a charge of £20.00 per debtor will be charged. This will generate approximately £10,000 of new money. This charge has been agreed by the BID manager
- 2.7 With the increase in work, it will be necessary for the establishment of the Debtors Section to be increased. It is proposed to create an additional post graded H subject to job evaluation) for 21.5 hours. This post would initially be for a period of two years.

3. ALTERNATIVE OPTION(S) CONSIDERED

- 3.1 It was considered using the IBS NNDR revenue collection system for collecting the BID income but the costs involved in purchasing the new module was considered excessive at approx £35,000 which would need to be borne by the BID.

4. BUDGETARY FRAMEWORK

- 4.1 The BID will pay approximately £10,000 for the debtors work carried out by the Sundry Debtors Section. It is proposed to use this new income to fund the post. The post will be subject to a Hay evaluation.
- 2.5 An existing member of the Debtors section has applied for a reduction in hours (7.5) it anticipated that these hours (valued at £3,500) will be added to the new post.
- 2.6 Assuming a grade of H for 21.5 hours per week, the new post will cost in the range £10,300 to £10,795 per annum.

5. POLICY FRAMEWORK

- 5.1 The proposal falls within the Policy Framework for the Council.