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MEETING	DECISION SESSION - EXECUTIVE MEMBER FOR CORPORATE SERVICES
DATE	1 FEBRUARY 2011
PRESENT	COUNCILLOR MOORE (EXECUTIVE MEMBER)
IN ATTENDANCE	COUNCILLOR GUNNELL

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**16. DECLARATIONS OF INTEREST**

The Executive Member was invited to declare at this point in the meeting any personal or prejudicial interests he might have in the business on the agenda. None were declared.

**17. MINUTES**

RESOLVED: That the minutes of the Decision Session held on 19 October 2010 be approved and signed by the Executive Member as a correct record.

**18. PUBLIC PARTICIPATION**

It was reported that there were no registrations to speak under the council's Public Participation Scheme.

**19. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That the press and public be excluded from the meeting during consideration of Annex B of agenda item 5 "Bad Debt Write Off Report – Period October to December 2010" on the grounds that it contains information which is likely to reveal the identity of an individual and relating to the financial or business affairs of any particular person. This information is classed as exempt under paragraphs 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006.

**20. BAD DEBT WRITE OFF REPORT - PERIOD OCTOBER TO DECEMBER 2010**

The Executive Member received a report that presented the irrecoverable accounts in respect of Council Tax (CT), National Non-Domestic Rates (NNDR), Sundry Debtors and Housing Benefit overpayment for the write-off covering the period October to December 2010.

The Executive Member was asked to consider whether to write-off the over £5k accounts in line with the council's Financial Regulations, or to leave to the accounts on the council's accounts.

The Executive Member was also asked to consider the Debt Write Down Procedure, as detailed in Annex D of the report. The procedure detailed the process to be followed when Court Orders in respect of a debt instructed a low payment arrangement, the level of which meant that the debt would never be fully recovered in the lifetime of a debtor. These cases were not written off and were regularly reviewed in case of a change in the customer's financial circumstances.

- RESOLVED: (i) That the write off of bad debt, as set out at Table 1 and Annex B of the report, be approved.
- (ii) That the write down policy in respect of low payment arrangements, as detailed in Annex D of the report, be approved.

REASON: To remove irrecoverable bad debt from the council's accounts in accordance with accountancy best practice.

## **21. 2011/12 CORPORATE SERVICES BUDGET PROPOSALS**

The Executive Member received a report as part of the consultation on the 2011/12 budget process. The report presented the 2011/12 budget proposals for Customer and Business Support Services and included:

- 2011/12 Base Budget, as set out in paragraph 18 of the report;
- Service pressure proposals, as set out in Annex 2 of the report;
- Savings proposals set out in Annex 3 of the report;
- Fees and charges, as set out in Annex 4 of the report

The Executive Member was invited to consider whether the budget proposals were in line with the council's priorities and to comment on the budget proposals for savings and growth, which had been prepared by officers and contained in the report. The proposals were intended to form part of the council's budget to be considered by the Budget Executive on 15 February 2011. Budget Council would be held on 24 February 2011 and would make decisions on the overall budget for the council.

Officers went through the key issues in the report. The Executive Member noted the savings that had already been made within the directorate, including those implemented through the More for York programme.

It was noted that all growth in the directorate would be self-funding, other than the costs of the local elections. From 2012/13 onwards it was proposed to set aside £70k per annum in order to build up the budget required for the local election cycle.

- RESOLVED: (i) That it be confirmed that the budget proposals are in line with the council's priorities.
- (ii) That the report be referred to Budget Executive.
- (iii) That thanks be recorded to staff for their hard work in preparing the report.

REASON: As part of the 2011/12 budget consultation.

Councillor R Moore – Executive Member  
[The meeting started at 3.00 pm and finished at 3.10 pm].