



*'leading for tomorrow'*

# INFORMATION BULLETIN

**ISSUE – APRIL 2008**

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1.	Write Off of Bad Debts	Kate Adams	707259 <a href="mailto:kate.adams@surreyheath.gov.uk">kate.adams@surreyheath.gov.uk</a>	2
2.	Planning and Councillor Notifications	Lee Brewin	707335 <a href="mailto:kelvin.menon@surreyheath.gov.uk">kelvin.menon@surreyheath.gov.uk</a>	3
3.	Bed and Breakfast Arrears	Sandra Burningham	707348 <a href="mailto:sandra.burningham@surreyheath.gov.uk">sandra.burningham@surreyheath.gov.uk</a>	4
4.	Staff Monitoring	Andrea Vincent	707403 <a href="mailto:andrea.vincent@surreyheath.gov.uk">andrea.vincent@surreyheath.gov.uk</a>	6

**The following document contains reports for your information. If a councillor wishes to raise any matter at the next Executive or regulatory committee, one day's written notice should be given to the Head of Legal and Corporate Services (with a copy to committee services). Any matters must be raised within one calendar month of it being published in the Information Bulletin.**

Produced by Legal and Corporate Services  
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1. Under Financial Regulations' Section 26, Write Offs and Disposals, individual debts of up to £1,000 may be written off by the Head of Finance. Amounts or items of over £1,000 can only be written off with the approval of the Executive (Financial Regulations - Section 26 [26.1]).
2. The exception to this ruling is that debts over £1,000 relating to bankruptcies and companies in liquidation can be written off by the Section 151 officer (Financial Regulations - Section 26 [26.2]).

<b>Debts written off to Service Accounts during 2007/08</b>			
	Number of Cases	Amount (excl. VAT)	Department
<b>Sundry Debts</b>			
Uneconomic to pursue	12	2,062.14	Community Services
Untraceable	5	1,745.01	Community Services
No contact	1	634.52	Community Services
Out of 6 year limitation	4	761.24	Community Services
Bankrupt	1	1,960.00	Community Services
Debtor Deceased	2	340.91	Community Services
Uneconomical	1	14.47	Leisure Services
Disbanded Football Clubs	2	169.74	Leisure Services
Debtor in Liquidation	1	157.50	Built Environment
Untraceable	2	870.45	Built Environment
Out of time limitation	3	727.00	Built Environment
Bankrupt / In liquidation	2	561.25	Built Environment
<b>Overall Total</b>	<b>36</b>	<b>10,004.23</b>	

**PLANNING AND THE COUNCILLOR NOTIFICATIONS**

1. Under the Planning Code of Practice for Councillors and Officers part 5 of the Constitution, it states that in order to keep the determination of the planning application process open and fair, councillors approached by any third party on a planning matter must notify the Monitoring Officer. This is carried out by completing a Notification of an Approach form.
2. The number of notifications of approach to an Elected Member of Surrey Heath Borough Council on a Planning Matter in the municipal year 2007/08 was seven.

## BED AND BREAKFAST ARREARS

1. The amount of bed and breakfast arrears outstanding as at 31 March 2008 was £49,032.72 compared to £50,743.12 as at 31 December 2007 (Figures Amended)
2. The arrears due are made up as follows (case figures as shown in brackets):

	Clients	Mar 2008	Clients	Dec 2007
Currently in B&B:	(8)	2,936.17	(3)	3,738.24
Re-Housed by SHBC:	(51)	23,177.24	(51)	23,983.82
Rec. for Write-Off:	(126)	22,950.22	(126)	23,034.08
<b>Sub Total:</b>		<b>49,063.63</b>		<b>50,756.14</b>
<b>Less Credit:</b>		<b>30.91</b>		<b>13.02</b>
<b>Total Outstanding:</b>		<b>£49,032.72</b>		<b>£50,743.12</b>

3. There are no claimants waiting for an assessment of Housing Benefit, a total of 12 cases have been passed to the Legal Services Division for possible Court action in the total sum of £12,212.32

## RENT DEPOSIT GUARANTEE SCHEME

1. The amount of rent deposit outstanding as at 31 March 2008 was £41,179.01 compared to £32,781.70 as at 31 December 2007 (Figures Amended)
2. The arrears due are made up as follows (case figure as shown in brackets)
3. All figures are totals for year as at the quarter (in brackets)

	Clients	Mar 2008	Clients	Dec 2007
<b>Brought Forward Arrears Last Year:</b>		26,455.12		26,455.12
<b>Total Advances &amp; Cash Deposits This Year:</b>	(12)	11,544.79	(9)	3,777.24
<b>Total Deposit Guarantees Provided This Year:</b>	(12)	9235.00	(10)	6,510.00
<b>Total Cash Paid For This Year:</b>	(4 <sup>th</sup> Q)	6,055.90	(3 <sup>rd</sup> Q)	3,960.66
<b>Total Refunded to Landlord For This Year:</b>		Nil		Nil

<b>Total Outstanding :</b>		<b>£41,179.01</b>		<b>£32,781.70</b>

3. Currently 7 cases have been passed to the Legal Services Division for possible Court action in total sum of £2,385.00