

SCRUTINY COMMITTEE**DEBT RECOVERY CHALLENGE PANEL - DRAFT SCOPE****VERSION NUMBER - 2****VERSION HISTORY**

6th June 2011 to Corporate Director of Finance
5th July, scoping meeting

1	SUBJECT	Debt Recovery Challenge Panel
2	COMMITTEE	Overview and Scrutiny Committee
3	REVIEW GROUP	Councillors <ul style="list-style-type: none">• Cllr Kam Chana• Cllr Tony Ferrari• Cllr Jerry Miles• Cllr Sachin Shah Co-optees <ul style="list-style-type: none">• Anne Diamond
4	AIMS/ OBJECTIVES/ OUTCOMES	To consider the council's debt recovery policy and examine the feasibility of aligning all recovery policies and to make recommendations to secure a proportionate and sensitive application of the policy.
5	MEASURES OF SUCCESS OF REVIEW	Project completed in accordance with project plan Panel recommendations able to assist the application of council policy
6	SCOPE	The project will not consider changes to the debt recovery policy but to its application.
7	SERVICE PRIORITIES (Corporate/Dept)	
8	REVIEW SPONSOR	Julie Alderson, Corporate Director Finance
9	ACCOUNTABLE MANAGER	Fern Silverio, Divisional Director - Collections & Housing Benefits
10	SUPPORT OFFICER	Lynne Margetts, Service Manager Scrutiny
11	ADMINISTRATIVE SUPPORT	
12	EXTERNAL INPUT	Best practice boroughs National advice agencies Residents

13	METHODOLOGY	<ul style="list-style-type: none"> • Challenge panel – single meeting with relevant witnesses • Two components: <ul style="list-style-type: none"> ○ Application of the policy with regard to vulnerable residents <ul style="list-style-type: none"> ▪ Consideration of evidence gathered previously ▪ Discussion of case studies with relevant officers ▪ Discussion of case studies with residents ▪ Consideration of guidance from national bodies re flexibility of application of debt recovery policy ○ Potential to align the differing collection processes <ul style="list-style-type: none"> ▪ Consideration of policy with regard to national best practice ▪ Discussion with relevant managers from Corporate Finance and Housing
14	EQUALITY IMPLICATIONS	The review may wish to consider the potential impact of the unilateral application of the policy on more vulnerable residents whose capacity to pay is limited as a result of disability or age.
15	ASSUMPTIONS/ CONSTRAINTS	
16	SECTION 17 IMPLICATIONS	None specific
17	TIMESCALE	To report in the autumn
18	RESOURCE COMMITMENTS	The project will be resourced from within the scrutiny budget
19	REPORT AUTHOR	Lynne Margetts, Service Manager Scrutiny
20	REPORTING ARRANGEMENTS	Outline of formal reporting process: To Service Director [√] September 2011 To Portfolio Holder [√] September 2011 To CSB [] To O&S committee [√] October 2011 To Cabinet [√] November 2011
21	FOLLOW UP ARRANGEMENTS (proposals)	Monitored by Performance and Finance Scrutiny sub-committee six months after recommendations agreed, if appropriate.