

Record of Delegated Executive Decision(s)

1. Subject of decision

Sundry Debt Policy and Fees and Charges Policy

2. Name and Title of Decision Maker

Jon Ritchie, Director of Resources

3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

4. Executive summary (taken from written report)

This report seeks delegated decisions from the Director of Resources to approve the attached Sundry Debt Policy and the Corporate Fees and Charges Policy. The Sundry Debt Policy has been reviewed and updated due to organisational changes; and the Fees and Charges Policy is a new Policy being introduced following recommendations made by the Authority's Internal Audit team.

5. Alternative Options considered

Option 1

The Director of Resources approves the recommendation set out in paragraph 1.2 of the report.

Option 2

The Director of Resources does not approve the recommendation in paragraph 1.2 of the report.

6. Decision(s)

The Director of Resources approves the Sundry Debt Policy at Appendix 1 of the report and; the Corporate Fees and Charges Policy at Appendix 2 of the report which must be applied by all service areas across the Authority.

7. Reasons for the Decision(s)

Option 1 is recommended for the following reasons:

1. The updated Sundry Debt Policy was reviewed and the Fees and Charges Policy developed following recommendations made during internal audits of this area of collection.
2. The Policies has been reviewed by some service areas and amendments incorporated, so as to reflect current practices.
3. A member of the Audit Team has provided guidance and advice throughout the development and amendment of the Policies.

8. Date Decision Made

16 November 2023

9. Is this decision subject to call-in and if so expiry date of call-in period

Yes, the call-in period expires at 5.00pm on 28 November 2023

10. Date of Publication

21 November 2023

11. Implementation Date (if decision not called in)

After 5.00pm on 28 November 2023