

Ref:

679/16

## Executive Decision Record

Please leave blank for completion by DS officers

### A1 Service Area:

Revenues, Benefits & Customer Contacts; Service Commissioning

### A2 Title

Bailiff Services – extension of contract

### A3 Decision Taken By

Deputy Leader/ Chief Officer

### A4 Chief Officer

Please print name

Please sign

### A5 Leader/Deputy Leader

Please print name Cllr

Please sign

### A6 Date of Decision

May 2016

### A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?

No

### A8 Which Scrutiny Committee should this decision be submitted to?

(please tick as appropriate)

Scrutiny (Promoting Local Economic Growth) Committee

Scrutiny (Value for Money Council Services) Committee

Scrutiny (Protecting and Strengthening Communities) Committee

## **B1 What is the Decision?**

To extend the Council's contract with Jacobs Bailiffs for a further two years from June 2016 to June 2018, to continue with collection of outstanding Council Tax, Non Domestic Rates, Housing Benefit overpayments and Sundry Debts.

## **B2 What are the reasons for the Decision?**

In 2012 the Council appointed Jacobs as enforcement and collection agents for the collections of debts outstanding to the Council in the form of Council Tax, Non Domestic Rates, Housing Benefit overpayments and Sundry Debts. Jacobs were appointed following a procurement exercise. In 2014 the Council extended the contract with Jacobs for a further two years, until May 2016.

The Revenues Team has an excellent relationship with Jacobs enforcement agents and staff, with regular joint meetings held to discuss cases and collection. Jacobs were particularly helpful with ensuring their systems integrated successfully with ESBC cases following the recent conversion of the Revenues and Benefits system from Northgate to Capita.

Collection of outstanding Council Tax debt by Jacobs is 56%. This compares favourably to the Council previous Bailiff (Bristow and Sutor) who achieved only 53% collection. For Business Rates, Jacobs collection rate is 48% which is a good return against the higher amounts of tax that are required to be collected.

The contract was awarded in 2012 through the ESPO Bailiff Services 984CC framework. ESPO were intending to renew the framework from 2012, however it received a legal challenge and withdrew. ESPO does not currently have any plans to retender a framework. Northamptonshire County Council is in the process of awarding a framework and we await further details on how East Staffordshire Borough Council could join that framework.

In the meantime, it is recommended that the Council extends its contract with Jacobs for a further two years to June 2018.

## **B3 What are the contributions to Corporate Priorities?**

The collection of outstanding debt provides vital revenue to the Council and therefore underpins all corporate priorities.

## **B4 What are the Human Rights considerations?**

There are no Human Rights issues arising from this decision.

## **B5 What are the financial implications?**

There are no financial issues arising from this decision.

## **B6 Is the Decision wholly in accordance with the Council's policy framework?**

Yes

**B7 Is the Decision wholly in accordance with the Council's budget?**

Yes

**B8 What are the Equalities implications?**

**B8.1** The subject of this decision is not a policy, strategy, function or service that is new or being revised.

**B9 What are the Risk Assessment implications?**

**B9.1** Positive (Opportunities/Benefits):

Collection of outstanding monies to the Council is vital to ensure revenue continues to fund relevant services.

**B9.2** Negative (Threats):

If outstanding monies aren't collected the Council may not be able to fund the services it needs to.

**B9.3** The risks do not need to be entered in the Risk Register.

**B10 What are the Legal Considerations?**

**B10.1** There are no significant legal issues arising from this decision.

**B11 What are the Sustainability implications?**

**B11.1** The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures).

**B12 What are the Health & Safety implications?**

**B12.1** A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

**B13. Is this a Key Decision?**

No

***NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.***

**Please send the original signed document to Andrea Davies, Democratic Services.**

The questions contained in this questionnaire are not to be altered in any way. If you have any queries regarding the contents of this document, please contact Andrea Davies Ext 1306 or refer to Part 3 Section 6 of the Constitution.