

OFFICER DECISION FORM

DECISION TO BE TAKEN BY: DIRECTOR OF FINANCE (Section 151 Officer)

KEY DECISION Yes

DIRECTORATE: Finance

WARDS AFFECTED: ALL

SUBJECT: Provision of Enforcement Agent Services

1.0 DECISION:

The Director of Finance has approved the appointment of suppliers of enforcement agent services pursuant to Yorkshire Purchasing Organisation Enforcement Agency Service framework (the Framework), for the collection of outstanding debt (in each case) as the most economically advantageous tenderer, as follows:

(1) Jacobs Enforcement Ltd pursuant to Lot 1 of the Framework for the collection of Council Tax, Non-Domestic Rates, Housing Benefit Overpayments and Sundry Debts for a 3-year period, with the option to extend for a further 2 12-month periods;

(2) Newlyn Plc pursuant to Lot 2 of the Framework, for the collection of Parking and Traffic Enforcement Debts for a 3-year period, with the option to extend for a further 2 12-month periods.

2.0 REASONS FOR THE DECISION

2.1 The current enforcement agency services contracts expire in January 2025 with no further extensions being permissible. The intention is to maximise the collection of debts through the effective use of all available recovery options and to recover the debt as quickly as reasonably practicable, without imposing unreasonable hardship. The emphasis will be for a fair and respectful treatment of debtors, understanding their circumstances and providing early intervention to both increase revenue and improved support for vulnerable residents.

- 2.2 The Council is committed to providing a high-quality service and seek to appoint high-quality Enforcement Agent services that act in a responsible and professional manner, adopting a clear, reasonable and fair charging policy in the application of all fees.
- 2.3 The preferred tenderers being score as the most economically advantageous tenderers pursuant to the mini tendering process.

3.0 STATEMENT OF COMPLIANCE

- 3.1 The recommendations are made further to legal advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been completed. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

4.0 DECLARATION OF INTEREST

- 4.1 None.

Signed:



Officer: Matthew Bennett

Title: Director of Finance

Date: 27 January 2025

A list of background papers on this issue is held with:

Contact Officer: Sandy Voas

Date: 27.01.2025

Date of Publication: 27.01.2025

Date of Expiry of Call-In Period: 30.01.2025

