Title of Option:	Debt Recovery		
Priority:	Place	**Responsible Officer:**	Ann Cunningham
Affected Service(s) and AD:	Parking, Environment & Neighbourhoods	**Contact / Lead:**	Matthew Duhy

Description of Option:
•What is the proposal in essence? What is its scope? What will change?
•What will be the impact on the Council's objectives and outcomes (please refer to relevant Borough Plan 2019-23 objectives and outcomes, and Borough Plan Evidence Packs)
•How does this option ensure the Council is still able to meet statutory requirements?
•How will the proposal deliver the benefits outlined?
[Proposals will be mapped to the new Borough Plan Priorities/Objectives/Outcomes as they emerge – please take account of any likely changes when framing proposals]
To introduce a dedicated team of officers to proactively chase payment of outstanding debts from unpaid PCN's. Use of new IT system, additional Civil Enforcement Officers and nuisance vehicle contract to remove offending vehicles and encourage payment of outstanding debt and improve overall recovery rate percentage. This will be a range of measures including specific action on persistent evaders and increased collection of outstanding warrants.

Financial Benefits Summary

Savings *All savings shown on an incremental*	2020/21 £000s	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s	Total £000s
New net additional savings	210	-	-	-	-	210

Capital Implementation Costs	2020/21 £000s	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s	Total £000s
Total Capital Costs	-	-	-	-	-	-

Financial Implications Outline
•*How have the savings above been determined? Please provide a brief breakdown of the factors considered.*
•*Is any additional investment required in order to deliver the proposal?*
•*If relevant, how will additional income be generated and how has the amounts been determined?*

Based on estimates of outstanding debt and likelihood of retrieving savings and improvement in recovery rate through establishment of new team to proactively action against persistent evaders and outstanding warrants aligned with new operational practices. Please note that the revenue implication is that we will employee 3 staff members in the new Debt Recovery Team; with the expectation that each team members work generating additional income of £120k.

Delivery Confidence

At this stage, how confident are you that this option could be delivered and benefits realised as set out? *(1 = not at all confident; 5 = very confident)*	3 - based on rollout of new IT System and increase in overall debt recovery rate

Indicative timescale for implementation

Est. start date for consultation *DD/MM/YY*	N/a	Est. completion date for implementation *DD/MM/YY*	01/04/2020
Is there an opportunity for implementation before April 2020? *Y/N* ; any constraints?	No - this additional work/savings requires the implementation and development of the new IT system that has a scheduled implementation date of Apr 2020.		

Implementation Details

•*How will the proposal be implemented? Are any additional resources required?*

•*Please provide a brief timeline of the implementation phase.*

•*How will a successful implementation be measured? Which performance indicators are most relevant?*

Establishment of a dedicated team to investigate persistent evaders, unregistered drivers and liaise directly with removals service to identify and remove to the pound as soon as located.

New IT and CEO hand-held devices will make this operation more efficient and effective.

Impact / non-financial benefits and disbenefits

What is the likely impact on customers and how will negative impacts be mitigated or managed?

List both positive and negative impacts. Where possible link these to outcomes (please refer to relevant Borough Plan 2019-23 objectives and outcomes)

Positive Impacts

This will enable the Council to pro-actively chase debt that is owed. This will result in additional resources for the Council, enabling savings elsewhere to be mitigated, thus benefitting all residents. The service will also remove unregistered vehicles which are often uninsured from the Highway.

Negative Impacts

Will increase workload for removals service, which may impact on other removals operations or slow response times.

What is the impact on businesses, members, staff, partners and other stakeholders and how will this be mitigated or managed? How has this been discussed / agreed with other parties affected? List both positive and negative impacts.
Positive Impacts
Removal of unregistered and potentially uninsured vehicles from the highway.
Negative Impacts

How does this option ensure the Council is able to meet **statutory requirements**?
In line with statutory duty to keep traffic moving.

Risks and Mitigation

What are the main risks associated with this option and how could they be mitigated?(Add rows if required)

Risk	Impact (H/M/L)	Probability (H/M/L)	Mitigation			
further costs of recovery and legal action	m	m	recovered through the debt collection process			
potential to remove and dispose of vehicles	h	m	ensure that all statutory and regulatory processes are followed			

Has the EqIA Screening Tool been completed for this proposal? EqIA Screening Tool	Yes
Is a full EqIA required?	No