

Response to Request for Information

Reference FOI 001806
Date 29 December 2017

Bailiff/Debt Recovery

Request:

Under the Freedom of Information Act can you provide me with the following information:

1. Please name your appointed bailiff/debt recovery contractors for each of the following services:
 - a. Council Tax
 - b. Business Rates
 - c. Commercial Rents
 - d. Parking Penalties
 - e. Housing Benefit Overpayments
 - f. Sundry Debts

Service Type	Name of appointed bailiff / Debt recovery Contractor	Contract/SLA Start Date	Contract/SLA End date	Any provisions for extensions?	If yes for what applicable period
Council Tax	Bristow and Sutor, Rundle & Co	01/12/2013	30/11/2018	No	
Business Rates	Bristow and Sutor, Rundle & Co	01/12/2013	30/11/2018	No	
Commercial Rents	Bristow and Sutor	01/12/2013	30/11/2018	No	
Parking Penalties	Bristow and Sutor	01/07/2014	30/06/2018	Yes	1 Year
Housing Benefit Overpayments	Bristow and Sutor	01/12/2013	30/11/2018	No	
Sundry Debts	Bristow and Sutor	01/12/2013	30/11/2018	No	

2. Please set out the contract/SLA start and end dates for each contractor, including any provisions for extensions and the applicable periods?
[See above.](#)
3. Please provide the name and job title of the person within the Council responsible for day to day managing of each contractor for each service: a. Council Tax b. Business Rates c. Commercial Rents d. Parking Penalties e. Housing Benefit Overpayments f. Sundry Debts A number of managers have responsibility for this.

designated person within council responsible for day to day managing of each contractor for each service		
Service Type	Name	Job title
Council Tax	Tracy Richards	Recovery Manager
Business Rates	Tracy Richards	Recovery Manager
Commercial Rents	Tracy Richards	Recovery Manager
Parking Penalties	Deborah Binder	Parking Services Manager
Housing Benefit Overpayments	Tracy Richards	Recovery Manager
Sundry Debts	Tracy Richards	Recovery Manager

4. Please complete the table below with the number of instructions passed to bailiff/debt recovery contractors in each period indicated: April 2015 – March 2016 April 2016 – 30 December 2017. Can you break the data down by year and by the following:

Council Tax
 Business Rates
 Commercial Rents
 Parking Penalties
 Housing Benefit Overpayments
 Sundry Debts

Service Type	Number of instructions passed to bailiff/debt recovery contractors in each period		
	1st April 2015 - 31st march 2016	1st April 2016 - 31st March 2017	1st April 2017 - 30th December 2017
Council Tax	8243	5725	7722
Business Rates	953	418	345
Commercial Rents	3	5	0
Parking Penalties	3072	0	7283
Housing Benefit Overpayments	0	0	Included in sundry debt figure
Sundry Debts	0	0	851

