

**GOVERNANCE AND LICENSING CABINET
MEMBER MEETING
26 MARCH 2019**



Report sponsor: Greg Jennings,
Director of City Development and Growth

Report author: Cassandra Carruthers,
Markets Manager

ITEM 6

Derby Markets Debt Management Policy

Purpose

- 1.1 The Derby Markets Debt Management Policy outlines the process used by the Markets Service for the monitoring and collection of tenant debts. The policy is designed to complement the Council's Sundry Debt and Miscellaneous Income Policy.
- 1.2 The Council is required to minimise debt and ensure debts are collected in a timely and efficient manner. This policy sets out the mechanism used by the Markets Service to monitor debt levels at Derby Market Hall and details the schedule in place to collect debts for rent and other outstanding invoices owed by tenants.
- 1.3 This policy will enable the Markets Service to minimise debts owed and ensure we are collecting outstanding arrears with a structured approach that is both fair and robust. This is in accordance with the Council's commitment to minimise debt levels and ensure we deal with our tenant arrears in a consistent manner.

Recommendation(s)

- 2.1 To approve the Derby Markets Debt Management Policy.
- 2.2 To authorise the Markets Service to use the Markets Debt Management Policy.

Reason(s)

- 3.1 To provide anyone wishing to trade from Derby Market Hall with a clear and concise policy for dealing with debts owed by tenants.
- 3.2 To enable the Council's Market Service to be able to carry out their duties in an open and transparent manner with a clear process in place to support the team.

Supporting information

- 4.1 The Council's Markets Service is responsible for collecting income from tenants for rent, service charges, electricity, warehouses and parking permits at Derby Market Hall.
- 4.2 Invoices are raised on for current Market Hall tenants on a monthly basis and sent for payment within 30 days.
- 4.3 We appreciate that occasionally tenants may find themselves in financial difficulties and this could have an impact on their ability to pay their charges for their stall premises.

The Markets Service has a duty of care to ensure tenants are supported in managing any debt they accrue and are not able to extend their debt to an unsustainable level.

- 4.4 The introduction of a debt management policy will contribute to the policies and procedures required by the Markets Service to operate markets in Derby as a commercial enterprise.

Public/stakeholder engagement

- 5.1 No public or stakeholder engagement was required for this policy as the Council's Sundry Debt and Miscellaneous Income policy has been established for many years and this policy seeks to complement this.

Other options

- 6.1 N/A.

Financial and value for money issues

- 7.1 This policy is designed to ensure the Council's Markets Service is effectively and regularly monitoring and collecting debts owed by tenants at Derby Market Hall. This will contribute to the Council's commitment to minimise and control debts owed and be open and transparent on the policies regarding debt management.

Legal implications

- 8.1 While it is clear that this policy, if approved, will apply to all future instances of debt accrual, to the extent that retrospect application (in the interest of promoting clarity) may also be intended, it would be prudent to undertake some awareness raising with existing tenants once approved.

Other significant implications

- 9.1 N/A.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	Olu Idowu	14/03/2019
Finance	Amanda Fletcher	14/03/2019
Service Director(s)	Greg Jennings	08/03/2019
Report sponsor	Greg Jennings	
Other(s)	Catherine Williams	08/03/2019