

FOI Ref

**12355**

Response sent

**17 Feb 23**

**(CCC) Contracts**

See attached.

**Response**

See attached.

Further queries on this matter should be directed to [foi@cambridge.gov.uk](mailto:foi@cambridge.gov.uk)

24 January 2023

██████████,

### **Request for Information under Freedom of Information Act**

I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contracts below, details of which can be found on the third page of this document:

**Enforcement/ Debt Collection Contracts – For Parking & Road Traffic Debts, Council Tax, Business Rates, Business Improvement District Levies, Housing Benefits Overpayments, Sundry Debts, Former Tenant Arrears, Commercial Rents, High Court Writs**

The details we require are:

- Your current suppliers used to collect the above debts
- Number of cases issued to enforcement agents for the immediate past 2 financial years and year to date
- Enforcement/ Debt Collection contract start dates and end dates, and any contract extension provisions
- Details of your most recent procurement process for enforcement services
- The name and job title of the senior officer (outside of procurement) responsible for this contract?

\*For clarity, the details of the successful and unsuccessful suppliers are kept in the strictest confidence. These details are used only to contact and support suppliers regarding their bidding activity for the relevant contracts.

We have attached a Reply Form which may assist you in providing this data.

Yours sincerely

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**Reply Form - Enforcement/ Debt Collection Contracts – For Parking & Road Traffic Debts, Council Tax, Business Rates, Overpayments of Housing Benefits, Sundry Debts, Former Tenant Arrears, Commercial Rents, High Court Writs**

**Q1.** Your current suppliers used to collect the following debts, please also indicate if the Council is using an in-house enforcement service, where the Council has employed their own enforcement agents.

<b>Q1</b>	<b>Debt Types</b>	<b>Company A</b>	<b>Company B</b>	<b>Company C</b>	<b>Company D</b>
	Parking & Road Traffic Debts (Eg, Parking Fines, moving contraventions)	N/A	N/A	N/A	N/A
	Council Tax	Jacobs Enforcement	Newlyns PLC	N/a	N/a
	Business Rates	Jacobs Enforcement	Newlyns PLC	N/a	N/a
	Business Improvement District Levies	Jacobs Enforcement	Newlyns PLC	N/a	N/a
	Housing Benefit Overpayments	N/a	N/a	N/a	N/a
	Sundry Debts	N/A	N/A	N/A	N/A
*In house	Former Tenant Arrears	N/a	N/a	N/a	N/a
	Commercial Arrears	N/A	N/A	N/A	N/A
	High Court Writs	-	-	-	-



Commercial Arrears	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
High Court Writs	-	-	-	-	-	-	-	-	-

**Q3. Enforcement/ Debt Collection contract start date and end date, and any contract extension provisions**

Q3	Debt Types	Contract Start Date	Contract End Date	Contract Extension Provision
	Parking & Road Traffic Debts (Eg, Parking Fines, moving contraventions)	N/A	N/A	N/A
	Council Tax	Just signed – Jan 2023	March 2025	One year (March 2026)
	Business Rates	Just signed – Jan 2023	March 2025	One year (March 2026)
	Business Improvement District Levies	Just signed – Jan 2023	March 2025	One year (March 2026)
	Housing Benefits Overpayments	N/A	N/A	N/A
	Sundry Debts	N/A	N/A	N/A
	Former Tenant Arrears	N/A	N/A	N/A
	Commercial Arrears	N/A	N/A	N/A

High Court Writs	-	-	-
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**Q4. Details of your most recent procurement process for enforcement services**

Q4	Debt Types	Competitive Tender	Competitive Presentation	Framework Agreement	Dynamic Purchasing System	Rolling Service Level Agreement	No contract in place
	Parking & Road Traffic Debts (Eg, Parking Fines, moving contraventions)	N/A	N/A	N/A	N/A	N/A	N/A
	Council Tax	Yes	No	No	No	No	No
	Business Rates	Yes	No	No	No	No	No
	Business Improvement District Levies	Yes	No	No	No	No	No
	Housing Benefit Overpayments	N/A	N/A	N/a	N/A	N/A	Yes
	Sundry Debts	N/A	N/A	N/A	N/A	N/A	No
	Former Tenant Arrears	N/A	N/A	N/A	N/A	N/A	Yes

	Commercial Arrears	N/A	N/A	N/A	N/A	N/A	No
	High Court Writs	-	-	-	-	-	-

**Q5. The name and job title and contact details of the senior officer (outside of procurement) responsible for above contracts?**

Q5	Debt Types	Job Title	Name	Direct Dial	Email Address
	Parking & Road Traffic Debts (Eg, Parking Fines, moving contraventions)	N/A	N/A	N/A	N/A
	Council Tax	Tax and Revenues Dept	N/A	01223 - 457000	<a href="mailto:enquiries@cambridge.gov.uk">enquiries@cambridge.gov.uk</a>
	Business Rates	Tax and Revenues Dept	N/A	01223 - 457000	<a href="mailto:enquiries@cambridge.gov.uk">enquiries@cambridge.gov.uk</a>
	Business Improvement District Levies	Tax and Revenues Dept	N/A	01223 - 457000	<a href="mailto:enquiries@cambridge.gov.uk">enquiries@cambridge.gov.uk</a>
	Housing Benefit Overpayments	Housing Benefit	N/A	01223 - 457000	<a href="mailto:enquiries@cambridge.gov.uk">enquiries@cambridge.gov.uk</a>

	Sundry Debts	N/A	N/A	N/A	N/A
	Former Tenant Arrears	N/A	N/A	N/A	N/A
	Commercial Arrears	N/A	N/A	N/A	N/A
	High Court Writs	-	-	-	-

**Q2 - Former Tenant Arrears**

From looking at the old system, there is a total of 398 cases and on our new system, there is a total of 234 to date. However, please do be mindful that when we moved to our new system, some cases on our old system were still paying so these were transferred to our new system. So, if I am making sense, some of the numbers on the current system will duplicate some of the numbers on our old system during the transfer.

We don't keep any data regarding numbers of FTAs kept in house historically as it's all updated weekly on our HMS.