


WORCESTERSHIRE COUNTY COUNCIL

RECORD OF MEMBER DELEGATED DECISION

IMPLEMENTATION OF INCOME COLLECTION TERMS OF SERVICE POLICY DOCUMENTS

Date of Decision	21 December 2023
Decision Maker	Cllr Adam Kent (Cabinet Member with Responsibility for Corporate Services and Communication)
Brief Description of Decision	To approve the income collection internal terms of service and guidance and the income collection external terms of service documents.
Reason(s) for Decision	To have clear terms of service in place to allow for prompt and cost-effective billing, collection and recovery of all sums due to the Council. Processes have been in operation for some time but the new policy documents clarify the processes and provide further guidance and support as to best practice.
Alternative Options Considered and Rejected	The option to not implement these policy documents was considered but it was decided that the benefits of providing new policy documents which clarified the process offered more benefits than not implementing them.
Any Conflict of Interest declared by a consulted Cabinet Member/ any dispensation granted	None
Signature of Decision Maker	
Date of Implementation of Decision	3 January 2024