

APPENDIX 4

Income Collection Policy Section	Suggested Change	Reason for Change
1.0 Scope	Remove: be adopted by officers of the council in	Minor wording amendment
3.0 Aims and Objectives	Remove: Promoting a payment culture through the “Rent Matters” campaign	This is an old campaign, no longer used
5.1 Pre-tenancy support	Add: The obligation to pay rent in advance will be highlighted throughout the Allocations process, so that applicants are aware that this will be required.	Rent in advance is already included in the policy, but the pro-active work was not highlighted in this section
5.7 Rent Free Weeks	<p>Wording amended to: Rents will be calculated over 52 weeks and collected over 48 weeks. There are four non-debit weeks per year, two at Christmas and two at the end of March.</p> <p>Where there are 53 Mondays in the financial year, the rent will be calculated over 53 weeks and collected over 49 weeks.</p> <p>Customers will be advised at the start of each financial year which weeks will be the rent free weeks.</p>	Wording amended to replicate the wording in the Rent Setting Policy. Although the principle was the same previously the wording in the two policies was slightly different.
5.8 Garage Arrears	Add: or leaseholders	To clarify that VAT exemption applies to both tenants and leaseholders
6.0 Performance monitoring	Replace: to the relevant Council Committee With: through Members Matters updates	To reflect the change in noting reports under new governance structure