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| FOUNDED 1882 INCORPORATED 1927 President: Catherine Nicholson IRRV (Hons) Treasurer: Mike Harkins IRRV |  |

**Sundry Debt Workshop**

**Venue – South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH**

**Date – Thursday 26th September 2019**

Dear Colleague

The Lancashire and Cheshire Association Executive continues to recognise that the delivery of high quality professional events is a key requirement for our members. I am therefore delighted to announce that a Sundry Debt Workshop will be held Thursday 26th September 2019 at the offices of South Ribble Borough Council in Leyland.

With the budget pressures on local authorities it has never been more important for a local authority to maximise its income from sundry debts and miscellaneous income by applying best practice and using the recovery and enforcement powers available to them.

Our seminars are always well subscribed with positive feedback from both delegates and employers. At **£100 per delegate** I believe the event offers excellent value for money; it will of course be delivered to the usual high standards of the Lancashire and Cheshire Association.

**In addition, the Association will continue to offer a FREE place to student members as well as a generous 50% Discount for all individual members of the Institute**.

The content of the workshop has been specially designed to be relevant to all those involved in the collection of Sundry Debts covering real life experience, best practice, negotiation, making a claim through the courts and a mock court hearing.

The workshop is interactive providing opportunities for delegates to seek advice in respect of problematic cases from speakers and peers from other authorities.

South Ribble Borough Council is accessible by both train and car, with free on-site parking available.

[**Follow this link for directions to the Civic Centre**](http://www.southribble.gov.uk/sites/default/files/Directions_to_Civic_Centre.pdf)

Full details of the seminar and a booking form are attached.

Yours faithfully

**Catherine Nicholson IRRV (Hons)**

Association President

**Please visit our website:** [**http://www.irrvassociations.org.uk/index.php?AId=3**](http://www.irrvassociations.org.uk/index.php?AId=3)

**Lancashire & Cheshire IRRV Association**

**Sundry Debt Workshop**

**South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH**

**Thursday 26th September 2019**

**Chair – Catherine Nicholson IRRV (Hons), Association President**

**Agenda**

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| **Time** | **Topic** | | | **Speaker** |
| **9.00 to 9.30** | **Seminar Registration and Coffee** | | | |
| 9.30 | Seminar Introduction and Objectives | Catherine Nicholson IRRV (Hons)  Association President | | |
| 9.45 | Best Practice in Local Authority Sundry Debts Administration | Dave Chapman FIRRV,  Managing Director,  Rossendales Ltd | | |
| 10:30 | Sundry Debts – The Bolton Way | Debbie Hurst  Accounts Receivable Manager,  Bolton Council | | |
| **11:15** | **Break** | | | |
| 11.30 | Negotiation in Debt Collection | Paul Kelly FIRRV  Client Services Director,  Jacobs | | |
| 12:15 | Recovery Options and Solutions | Peter Gent  Sales Director  Andrew Wilson and Co | | |
| **13:00** | **Lunch** | | | |
| 13:45 | An overview of the small claims process. | | Richard Kerr  Director  Greenhalgh Kerr Solicitors | |
| **14.15** | **Break** | | | |
| 14:30 | Mock County Court Hearing | | Chaired by Richard Kerr | |
| **15.45** | **Seminar Close** | | | |

# Booking Form: Sundry Debt Seminar

**Date:** Thursday 26th September 2019

**Venue:** South Ribble Borough Council

**Times:** Start: 9.30 am. Finish: 3.45 pm (approximate)

**Cost:** £100.00 per delegate ― includes refreshments & lunch (will be invoiced to you).

£50.00 for Members of the IRRV,

NO CHARGE for Student Members of the IRRV.

To reserve your places, fill in your details **including your Purchase Order number** and email them no later than Friday 13th September 2019.

Helen Johnston IRRV, Assistant Treasurer

Email: [h.johnston@preston.gov.uk](mailto:h.johnston@preston.gov.uk)

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| **Name of Authority** |  |
| **Address for correspondence** |  |
| **Contact name & Tel no** |  |
| **Email address** |  |
| **PO Number** |  |

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| **Name of Delegate** | **Contact**  **Telephone No.** | **Email address** | **Dietary requirements** | **IRRV Member**  **Y/N** | **Student Member**  **Y/N** |
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