

NOTIFICATION OF KEY DECISION TO BE TAKEN

GENERAL EXCEPTION NOTICE

DETAILS OF DECISION	
Title of Report	Authorisation of National Non Domestic Rates Debt Write-offs of £5,000 up to £50,000 for Revenues & Benefits Department
Description/Nature of matter requiring Key Decision	Debt write off of business rates accounts that have been deemed to be irrecoverable.
Decision taker	Cabinet member for Finance, Resources and Community Safety
Date by which Key Decision must be taken	March 2013
Reason why it was impracticable for decision to be on the Forward Plan	A project to review all aged and closed business rates debts was started in October 2012. It was anticipated that that the work would be completed by early in January 2013 with a final write off report to be submitted in February 2013. However, due to additional work being required as part of the review process, it was not possible to include all irrecoverable debts in the write off report submission for February as all of the work could not be completed in time and system issues have delayed processing cases already approved for write off. Therefore, there is a requirement for a further write off report in March 2013.
Reason why the decision cannot wait for inclusion in the next Forward Plan	Business rates retention comes into effect on 1 April 2013 and the cost of all irrecoverable debts that should be written off, will have to be partly met by the Council. Therefore, inclusion in the forward plan after March 2013, will pose a significant financial risk to the Council.
ORIGINATING AUTHOR'S DETAILS	
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Sean Usher
 For Proper Constitutional Officer
 Dated: 14 March 2014