

INDIVIDUAL CABINET MEMBER DECISION-MAKING
RECORD OF DECISION

PART A

DETAILS OF REPORT <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	Authorisation of Council Tax Debt Write-offs of £5,000 up to £50,000 for Revenues & Benefits Department
Decision-maker	Cabinet Member for Finance, Strategy and Performance
Earliest date when decision can be taken	1 August 2014
Key decision – Yes/No?	Yes
Date published on forward plan	3 July 2014
Date sent to cabinet member	24 July 2014
Recommendation	That approval is given for the write off of 16 Council Tax accounts, to the value of £112,256.92. Debt detailed in Appendix 1 (multiple write-offs)

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer	Dominic Cain, Assistant Director, Revenues & Benefits
Report author	Norman Lockie, Revenues Operations Manager
Contact Number	020 7525 0928

PART B

(Cabinet member to complete this section)

DECISION(S)

As in report

REASONS FOR DECISION

As in report

**ALTERNATIVE OPTIONS
CONSIDERED**

As in report

REPRESENTATIONS RECEIVED

None

ADDITIONAL ADVICE RECEIVED

None

ANY INTERESTS DECLARED

Note: If the decision-maker has a prejudicial interest in the matter the report must be referred to the full cabinet for decision.

Please refer to the definitions of personal and prejudicial interests in the members' code of conduct. If members are still unsure as to whether an interest is personal or prejudicial they should contact the governance team for advice.

None

DECLARATION

I approve/~~reject~~ the recommendations set out in the report.*

or

~~I approved an alternative course of action set out in Part B.*~~

or

~~I have referred this matter to the Full Cabinet for decision.*~~

(* - Please delete as appropriate)

Signed Brian Kelly Dated 19/8/14

Cabinet Member

Please return completed hard copy of the form to Ian Millichap, Constitutional Team, 160 Tooley Street, P O BOX 64529, London, SE1P 5LX – tel: 020 7525 7225 fax: 020 7525 7284.

Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.

