

INDIVIDUAL CABINET MEMBER DECISION-MAKING  
RECORD OF DECISION

PART A

<b>DETAILS OF REPORT</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	Authorisation of debt write-offs between £5,000 and £50,000 for Chief Executives Department, Commercial Rents
Decision-maker	Cabinet Member for Finance, Modernisation and Performance
Earliest date when decision can be taken	16 March 2017
Key decision – Yes/No?	No
Date published on forward plan	N/A
Date sent to cabinet member	10 March 2017
Recommendation	<ol style="list-style-type: none"> <li>1. That approval is given for the write off of £73,407.27 for 6 debts.</li> <li>2. That the cabinet member advises any further action they require on any write-offs not agreed within this report.</li> </ol>

<b>ORIGINATING AUTHOR'S DETAILS</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer (Name and job title)	Stephen Platts, Director of Regeneration
Report author (Name and job title)	Julia Page, Business Development Manager
Contact Number	020 7525 5672

PART B

*(Cabinet member to complete this section)*

<b>DECISION(S)</b>
As above

<b>REASONS FOR DECISION</b>

**REASONS FOR DECISION**

as set out in report

**ALTERNATIVE OPTIONS  
CONSIDERED**

as set out in report

**REPRESENTATIONS RECEIVED**

none

**ADDITIONAL ADVICE RECEIVED**

none

**ANY INTERESTS DECLARED**

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

*Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.*

*If a member is unsure as to whether an interest is a disclosable pecuniary interest 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.....*Tom May*..... Dated.....*20/3/17*.....

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.

