

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	Non-domestic Rates - Discretionary Rate Relief policy for revaluation relief and retail discount 2019-20
Decision-maker	Cabinet Member for Finance, Performance and Brexit
Earliest date when decision can be taken	29 March 2019
Key decision – Yes/No?	Yes
Date published on forward plan	General exception notice issued – 20 March 2019
Date sent to cabinet member	21 March 2019
Recommendation	That the 2019-20 discretionary relief policy for revaluation relief and retail relief set out within Appendix 1 be agreed by the cabinet member for finance, performance and Brexit.

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer	Duncan Whitfield, Strategic Director of Finance and Governance
Report author	Dominic Cain, Director of Exchequer
Contact Number	020 7525 0636

PART B

(Cabinet member to complete this section)

DECISION(S)

AS IN REPORT

REASONS FOR DECISION

AS IN REPORT

**ALTERNATIVE OPTIONS
CONSIDERED**

NONE

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.

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... *[Signature]* Dated... *29.03.19*

Cabinet Member

Please return completed hard copy of the form to Everton Roberts, Constitutional Team,
160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7221.

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.