

**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>	
<b>Title of report</b>	Rent Arrears Debt Write-Off - Over £5k and under £50,000
<b>Decision-maker</b>	Cabinet Member for Finance, Performance and Brexit
<b>Earliest date when decision can be taken</b>	19 December 2019
<b>Key decision – Yes/No?</b>	Non-key
<b>Date published on forward plan</b>	N/A
<b>Date sent to cabinet member</b>	11 December 2019
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. That approval is given for write off of £8,342.50 of debt set out in Appendix 1</li> <li>2. That the Cabinet Member advises of any further action she requires on any write-off 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>	
<b>Lead officer</b>	Dominic Cain, Director of Exchequer
<b>Report author</b>	Norman Lockie, Head of Income Operations
<b>Contact Number</b>	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**

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.....*W. Smith*..... Dated *07-01-20*.....

Cabinet Member

Please return completed hard copy of the form to 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.