

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	Council tax write-offs over £5,000 and under £50,000
Decision-maker	Cabinet Member for Finance, Performance and Brexit
Earliest date when decision can be taken	18 February 2020
Key decision – Yes/No?	Yes
Date published on forward plan	2 December 2019
Date sent to cabinet member	10 February 2020
Recommendation	<ol style="list-style-type: none"> 1. That approval be given for the write-off of £190,458.64 of debt detailed in Appendix 1 of this report (multiple write-offs). 2. That the cabinet member advises any further action they require on any write-offs not agreed within this report.

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer (Name and job title)	Dominic Cain, Director of Exchequer Services
Report author (Name and job title)	Andy Taplin, Operations Manager (Income)
Contact Number	020 7525 3944

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 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.

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...*24.02.20*.....

Cabinet Member

Please return completed hard copy of the form to the 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.

