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INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

DETAILS OF REPORT		
(Officers to complete this section	prior to issuing to cabinet member)	
Title of report	Council tax write-offs over £5,000 and under £50,000	
Decision-maker	Cabinet Member for Finance, Performance and Democracy	
Earliest date when decision can be taken	11 March 2022	
Key decision – Yes/No?	Yes	
Date published on forward plan	1 February 2022	
Date sent to cabinet member	4 March 2022	
Recommendation	 That approval is given to the write-off of the debts detailed in Appendix 1 totaling £140,395.55 (multiple write-offs). 	
	2. That the cabinet member advise any further action they require on any write-offs not agreed within this report.	

ORIGINATING AUTHOR'S DETAILS (Officers to complete this section prior to issuing to cabinet member)	
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)

I agree with the recommendations

REASONS FOR DECISION

As set out in the report

ALTERNATIVE OPTIONS

CONSIDERED

As set out in the report

REPRESENTATIONS RECEIVED

N/A

ADDITIONAL ADVICE RECEIVED

N/A

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)

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Dated 11/03/2022

Cabinet Member

Signed

Please return completed hard copy of the form to Constitutional Team, 160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7187. Email: Cons.Team@southwark.gov.uk

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.