

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 Communities, Democracy and Finance
Earliest date when decision can be taken	28 November 2023
Key decision – Yes/No?	Yes
Date published on forward plan	01/03/2023
Date sent to cabinet member	20 November 2023
Recommendation	<ol style="list-style-type: none"> 1. That approval is given to the write-off of the debts detailed in Appendix 1 of the closed report totaling £245,758.51 (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 <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer	Clive Palfreyman, Strategic Director of Finance
Report author	Dominic Cain, Director of Customer and Exchequer Services
¹Contact officer	Charlotte Crane – Operations Manager Income
Contact Number	07432097480

¹ Named officer to contact on whether representations have been received or not

PART B

(Cabinet member to complete this section)

DECISION(S)

As in report

REASONS FOR DECISION

As in report

**ALTERNATIVE OPTIONS
CONSIDERED**

As in report

REPRESENTATIONS RECEIVED

None

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.

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)

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Signed

Dated 05/12/2023

Cabinet Member for Communities, Democracy and Finance

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

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.