



**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	Debt Write-Offs over £5,000 and under £50,000 for Finance and Resource Services – Service covered National Non Domestic Rates (NNDR)
Decision-maker	Cabinet member for Finance, Resources and Community safety
Earliest date when decision can be taken	6 January 2012
Key decision – Yes/No?	Yes
Date published on forward plan	November 2011
Date sent to cabinet member	29 December 2011
Recommendation	That approval is given for the write off of 108 NNDR accounts, to the value of £1,222,681.64. Debt detailed in Appendix 1 (multiple write-offs)

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 – Assistant Director, Revenues & Benefits
Report author (Name and job title)	Norman Lockie – Revenues Operations Manager
Contact number	020 7525 0928

PART B

(Cabinet Member to complete this section)

DECISION(S)

I agree the recommendations.

REASONS FOR DECISION

As set out in the report

**ALTERNATIVE OPTIONS
CONSIDERED**

Not agreeing all or some of the proposals. I am now satisfied they are prudent.

REPRESENTATIONS RECEIVED

None

ADDITIONAL ADVICE RECEIVED

Further advice sought on six cases. Explanations on these have now been received justifying decision.

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 Legal Services 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)

Signed.......... Dated..... 3 Feb 2012

Cabinet Member

Please return completed hard copy of the form to Ian Millichap, Constitutional Team, Southwark Council 160 Tooley Street London SE1 2TZ – 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.

