

**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	19 March 2012
Key decision – Yes/No?	Yes
Date published on forward plan	January 2012
Date sent to cabinet member	9 March 2012
Recommendation	<ol style="list-style-type: none"> 1. That approval is given for the write off of £927,409.98 of debt detailed in Appendix 1 of the 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 – 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 as set out in the report.

REASONS FOR DECISION
As in report.

**ALTERNATIVE OPTIONS
CONSIDERED**

Not approving some or all of the cases. I have received additional information on cases where I thought necessary to justify the decision.

REPRESENTATIONS RECEIVED

None.

ADDITIONAL ADVICE RECEIVED

Further information given where I requested on a number of cases.

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.

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.....

19 March 2012

Cabinet Member

Please return completed hard copy of the form to Ian Millichap, Constitutional Team, 160 Tooley Street, P O BOX 64529, London, SE1P 5LX – tel: 020 7525 7225 fax: 020 7525 7284.