



INDIVIDUAL CABINET MEMBER DECISION-MAKING  
RECORD OF DECISION

PART A

<b>DETAILS OF REPORT</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	Debt Write-Offs over £5,000 for Finance and Resource Services – Service covered Council Tax
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	That approval is given for the write off of 33 Council Tax accounts, to the value of £215,467.73. Debt detailed in Appendix 1 (multiple write-offs)

<b>ORIGINATING AUTHOR'S DETAILS</b> <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 set out in the report.

**ALTERNATIVE OPTIONS CONSIDERED**

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CONSIDERED**

Not agreeing some or all of the recommendations.  
Further advice sought on some cases.

**REPRESENTATIONS RECEIVED**

None.

**ADDITIONAL ADVICE RECEIVED**

Information provided on cases where I requested further details.

**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

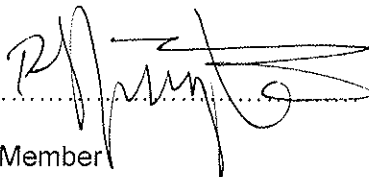
~~I approved an alternative course of action set out in Part B.\*~~

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.