

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 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	21 November 2012
Key decision – Yes/No?	Yes
Date published on forward plan	
Date sent to cabinet member	13 November 2012
Recommendation	That approval is given for the write off of 74 NNDR accounts, to the value of £857,850.72. 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)*

<b>DECISION(S)</b>
I agree the recommendations set out in the report.

<b>REASONS FOR DECISION</b>
As set out in the report.

<b>ALTERNATIVE OPTIONS CONSIDERED</b>

**ALTERNATIVE OPTIONS  
CONSIDERED**

Not writing off these debts - not appropriate as those debts are now all uncollectable.

**REPRESENTATIONS RECEIVED**

None

**ADDITIONAL ADVICE RECEIVED**

I have sought further information on a number of these cores and received this before taking the decision.

**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)

Signed R Livingstone Dated 21 November 2012  
Cabinet Member

**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.