

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	Authorisation of National Non Domestic Rates Debt Write-offs of £5,000 up to £50,000 for Revenues & Benefits Department
Decision-maker	Cabinet Member for Finance, Resources and Community Safety
Earliest date when decision can be taken	7 March 2013
Key decision – Yes/No?	Yes
Date published on forward plan	December 2012
Date sent to cabinet member	27 February 2013
Recommendation	<ol style="list-style-type: none"> 1. That approval is given for the write off of £2,283,661.14 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)
As set out in the report

REASONS FOR DECISION
As set out in the report

**ALTERNATIVE OPTIONS
CONSIDERED**

None

REPRESENTATIONS RECEIVED

None

ADDITIONAL ADVICE RECEIVED

I have ~~received~~ ^{reported} information on some cases
at the draft stage. These are now updated in the report.

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

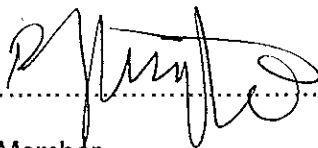
~~I approved an alternative course of action set out in Part B.*~~

or

~~I have referred this matter to the Full Cabinet for decision.*~~

(* - Please delete as appropriate)

Signed.....



Dated.....

7 March 2013

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.