

INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

| <b>DETAILS OF REPORT</b><br><i>(Officers to complete this section prior to issuing to cabinet member)</i> |  |
|---|--|
| Title of report   | National Non Domestic Rates Debt Write-offs over £5,000 and under £50,000  |
| Decision-maker  | Cabinet Member for Finance, Modernisation and Performance  |
| Earliest date when decision can be taken  | 13 November 2015   |
| Key decision – Yes/No?  | No   |
| Date sent to cabinet member   | 9 November 2015  |
| Recommendation  | <ol style="list-style-type: none"> <li>1. That approval is given for the write off of £485,795.89 detailed in Appendix 1 (multiple write-offs)</li> <li>2. That the cabinet member advises any further action they require on any write-off not agreed within this report</li> </ol> |

| <b>ORIGINATING AUTHOR'S DETAILS</b><br><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> |
|--------------------|
| As above           |

| <b>REASONS FOR DECISION</b> |
|-----------------------------|
| As set out in report        |

**ALTERNATIVE OPTIONS  
CONSIDERED**

As set out in report

**REPRESENTATIONS RECEIVED**

none

**ADDITIONAL ADVICE RECEIVED**

none

**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.\*

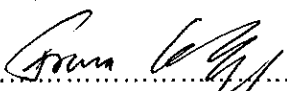
or

~~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... 13/11/15 .....

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.

