

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	Housing benefit Overpayment Write offs over £5,000 and under £50,000
Decision-maker	Councillor Fiona Colley
Earliest date when decision can be taken	16 November 2015
Key decision – Yes/No?	No
Date published on forward plan	November 2015
Date sent to cabinet member	10 November 2015
Recommendation	That approval is given for the write off of 38 Housing benefit overpayment debts, to the value of £362,501.75.

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 above

REASONS FOR DECISION
As set out in report

**ALTERNATIVE OPTIONS
CONSIDERED**

A3 set out in report

REPRESENTATIONS RECEIVED

none

ADDITIONAL ADVICE RECEIVED

none

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.....*[Signature]*..... Dated.....*18/11/15*.....

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.

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.

