

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>	
<b>Title of report</b>	National Non Domestic Rates Debt Write-offs over £5,000 and under £50,000
<b>Decision-maker</b>	Cabinet Member for Finance, Modernisation and Performance
<b>Earliest date when decision can be taken</b>	11 August 2016
<b>Key decision – Yes/No?</b>	Yes
<b>Date published on forward plan</b>	October 2015
<b>Date sent to cabinet member</b>	3 August 2016
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. That approval is given for the write off of £582,203.13 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> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
<b>Lead officer (Name and job title)</b>	Dominic Cain, Director of Exchequer
<b>Report author (Name and job title)</b>	Norman Lockie, Revenues Operations Manager
<b>Contact Number</b>	020 7525 0928

PART B

*(Cabinet member to complete this section)*

<b>DECISION(S)</b>
As above

<b>REASONS FOR DECISION</b>
As in report

**ALTERNATIVE OPTIONS  
CONSIDERED**

*As 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.....*[Signature]*..... Dated.....*11/8/16*.....

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.

