

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	National non-domestic rates debt write-offs over £5,000 and under £50,000
Decision-maker	Cabinet Member for Finance, Performance and Brexit
Earliest date when decision can be taken	1 April 2019
Key decision – Yes/No?	Yes
Date published on forward plan	August 2018
Date sent to cabinet member	22 March 2019
Recommendation	<ol style="list-style-type: none"> <li>1. That approval is given for the write-off of £966,662.84 of debt detailed in Appendix 1 of this report (multiple write-offs).</li> <li>2. That the cabinet member advises any further action they require on any write-offs 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>	
Lead officer	Dominic Cain, Director of Exchequer
Report author	Norman Lockie, Head of Income Operations
Contact Number	020 7525 0928

**PART B**

(Cabinet member to complete this section)

DECISION(S)	
AS IN REPORT	

REASONS FOR DECISION	
AS IN REPORT	

ALTERNATIVE OPTIONS CONSIDERED	
NONE	

REPRESENTATIONS RECEIVED
NONE

ADDITIONAL ADVICE RECEIVED
NONE

ANY INTERESTS DECLARED
<p><i>Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.</i></p> <p><i>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.</i></p> <p><i>If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.</i></p>

## 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..... *untd* ..... Dated..... *10-04-19* .....

Cabinet Member

Please return completed hard copy of the form to Everton Roberts, Constitutional Team,  
160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7221.

### 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.