

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are not designated as 'Key Decisions' – or in other words those decisions which are not included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter:

Please give a brief summary of what the decision is about. A short title for future reference would also be helpful.

Bankruptcies, write-off and appropriation amounts under £5,000 for Council Tax, Business Rates, Sundry Debts and Benefit Overpayments.

2. Decision Reference No:

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

DCE/RCS/WO/DECEMBER2019

3. Decision Taken:

To note and agree write-offs as follows:

Amounts under £5,000 including Bankruptcies & Liquidations to be written-off:

December 2019 Schedule Batch 605 - Council Tax – 26 cases £16,604.45

December 2019 Schedule Batch CT2 – Council Tax – 2 cases £5.59

December 2019 Schedule Batch 604 – Council Tax Appropriations – 12 cases
£1,455.21

December 2019 Schedule Batch 603 – Business Rates – 1 case £600.00

December 2019 Schedule Batch 158 – Sundry Debtors – 6 cases £1,372.40

December 2019 Schedule Batch 59 – Housing Benefit – 1 case £52.38

December 2019 Schedule Batch 401878 – Radius Debtors – 7 cases £2,317.60

4. Reasons for the Decision:

Again, briefly explain why you thought this was the right decision

All of the amounts outstanding are unrecoverable and in appropriate cases all avenues of recovery action have been exhausted.

5. Alternative Options Considered / Rejected:

Briefly summarise what other options, if any, you considered and explain why you rejected them.

None

6. Implications

Please ask the respective professional Officers for their assessment of the potential (a) Legal, (b) Financial and (c) Diversity/Equality implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

a) Corporate Plan:

None

b) Human Resources:

There are no direct HR Implications contained within this report

c) Legal:

No Comment

d) Financial:

In accordance with accounting policies, the Council must include in its accounts only those amounts where recovery is likely to be successful. The values listed in the report will be charged against the Bad Debt Provision set up for this purpose.

e) Health and Well-Being/Environmental / Sustainability:

The recommendations in the report have no direct implications for Health and Well-Being, Environment or Sustainability.

f) Diversity / Equality:

There are no adverse Diversity/Equality implications.

g) Community Safety:

With reference to Section 17: Crime and Disorder Act 1998 (as amended) there are no crime and disorder implications contained within the report.

h) Employees / Trade Unions:

Unison – Not applicable.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.



CORPORATE FINANCE MANAGER

Date: 7/1/20

The completed form should be emailed to any member of the Democratic Services Team:

- Lynn Cain [email: l.cain@ashfield.gov.uk]

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact **Ruth Dennis** (Assistant Chief Executive – Governance [email: r.dennis@ashfield.gov.uk]) or any member of the Democratic Services Team.