

**Cabinet Member Decision Notice - Public**

**Part A** – *to be provisionally completed prior to the meeting and finalised after the meeting following agreement with the decision maker.*

1. **Decision Maker:** Cabinet Member for Resources, Enterprise and Economic Development - Councillor Graham Swift
2. **Date of the Decision:** 3 March 2021
3. **Subject (title and description):** Former housing tenant debts to be written-off in 2020/21
4. **Did the decision maker declare an interest?** No
5. **Lead Officer:** Noel Duke - Neighbourhood Services Manager
6. **Was all or any part of the report exempt?** No

**If yes, is there an Exempt Decision Notice?** N/A

7. **The Decision:**  
That the decision to write off former tenant housing debts (individual debts less than £500) amounting to £15,891.95 in 2020/21 be noted.  
  
That former tenant housing debts (individual debts over £500), totalling £16,385.09, be approved for writing-off in 2020/21.
8. **Reasons for the Decision:**  
The debt summarised in Appendices A, B, and C to the report is considered irrecoverable, and Cabinet Member for Resources, Enterprise and Economic Development approval is required for writing-off individual debts over £500, in accordance with the Councils Standing Orders & Financial Regulations.
9. **Alternative Options Considered and Rejected:**  
To approve only part or none of the recommended list of debt to be written off. This is not being recommended because the submitted lists, summarised in Appendices A, B, and C of the report, are considered irrecoverable after investigation, for the reasons indicated.
10. **Is this a Key Decision:** No

**If yes, please state Forward Plan reference number:** N/A

**Part B – Key Decisions Only** – *to be completed by Democratic Services*

11. **Is the decision subject to call in:** N/A
12. **End of the Call-In Period:** N/A