Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR ⁱ :	Deputy Chief Executive			
SUBJECT ⁱⁱ :	Write off of uncollectable debts for local taxation			
DECISION	A report was submitted to the decision maker which recommended that			
DETAILSiii:	the accounts in respect to the identified balances for local taxation be written off.			
	It was agreed to write off the accounts in line with the approved policy.			
TYPE OF				
DECISION:	Is the decision eligible for call-in?iv ⊠ Yes □ No			
	Is the decision exempt from call-in? ^v ☐ Yes ☒ No			
	☐ Significant Operational Decision (Council or Executive ^{vi} – not subject to call-			
	in)			
	Administrative Decision (Council or Executive ^{vii} – not subject to publication			
	or call-in)			
NOTICEviii / CALL-	Date the decision was published in the List of Forthcoming Key Decisions:			
IN (KEY	16th October 2014			
DECISIONS	If not on the List of Forthcoming Key Decisions for at least 28 clear days, the			
ONLY):	reason why it would be impracticable to delay the decision:-			
	If exempt from call-in, the reason why call-in would prejudice the interests of the			
	Council or the public:-			
AFFECTED	Various			
WARDS:				
DETAILS OF	Executive Member	Date consulted:	Interest disclosed?ix	
CONSULTATION	Councillor Wakefield	22 nd December 2014	☐ Yes (Date of dispensation:)	
UNDERTAKEN:	Councillor Gruen	22 nd December 2014	⊠ No	
	Ward Councillor	Date consulted:	Interest disclosed?	
			☐ Yes (Date of dispensation:)	
			☐ No	

Specify:) FPG 11th December 2014 No CAPITAL INJECTION Injection approval required? Yes No APPROVAL REQUIRED: CAPITAL INJECTION (If yes, you must complete the Approval box below) REQUIRED: CAPITAL INJECTION (Name:) (Title:) Date: CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY) IMPLEMENTATION (KEY DECISIONS ONLY) Officer accountable for implementation (KEY DECISIONS ONLY) Timescales for implementation Revenue and Exchequer Services Manager Timescales for implementation Upon call-in expiring Telephone number* Telephone number* O113 247 5026 DECISION MAKER / AUTHORISED SIGNATORY**: Datic 9th January 2015		Otherax (please	Interest disclosed?	
FPG		Others ^x (please Date consulted:	_	
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PERSON: David Levitt DECISION MAKER (AUTHORISED Date: 9th January 2015				
DECISION MAKER Date: 9th January 2015	CONTACT		Telephone number ^{xii} :	
/ ALITHOPISED	PERSON:	David Levitt	0113 247 5026	
/ ALITHOPISED				
/ AUTHORISED SIGNATORYXIII: The last and a second s	DECISION MAKER		Date: 9 th January 2015	
SIGNATORYXIII: Walessan	/ AUTHORISED			
	SIGNATORYXIII:	Dilease		
(Name: Doug Meeson)		(Name: Doug Meeson)		

ⁱ The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

ⁱⁱ A brief title should be inserted here. If the decision is Key and has appeared on the List of Forthcoming Key Decisions, the title of the decision should be the same as that used in the List.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for

call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

- ^v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.
- vi If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).
- vii Administrative Decisions do not need to be published on the Council's website but this form may be used for internal recording of the decision.
- viii All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.
- ix No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.
- x This may include other elected Members, officers, stakeholders and the local community.
- xi Please include proposed timescales for commencement and / or completion of implementation as appropriate.
- xii Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.
- xiii The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.