

**SERVICE CENTRE
WRITE OFF AND CANCELLATION OF DEBT AUTHORISATION
and
NON DOMESTIC RATES DISCRETIONARY RELIEF AUTHORISATION**

WRITING OFF DEBT

VALUE OF DEBT	CONSTITUTION CONFIRMS	NOMINATED OFFICERS
Up to £40	Nominated Recovery Officers (Grade D and above)	Senior Customer Advisors
Up to £200	Nominated Officers (Grade E and above)	Technical Experts, Team Leaders, Specialist Technical Officers
Up to £1,000	Nominated Officers (Grade H and above)	Service Manager (Customer Services), Centre of Excellence Manager, Service Centre Manager
Up to £10,000	Heads of Service and other Nominated Officers of Director of Corporate Support	Service Manager (Customer Services), Centre of Excellence Manager, Service Centre Manager, Strategic Development Manager (Customer Services)
Up to £100,000	Responsible Finance Officer	Strategic Director for Transformation and Change (Section 151 Officer, Andrew Hardingham)
Between £100,000 and £200,000	Cabinet Member	
All debt over £200,000 unless covered by below exception	Cabinet	
Up to £10,000 in the case of bankruptcy or liquidation/CVA/death/no assets/no trace	Responsible Finance Officer or other Senior Officer nominated by him	Service Manager (Customer Services), Centre of Excellence Manager, Service Centre Manager
Unlimited in the case of bankruptcy or liquidation/CVA/death/no assets/ no trace	Responsible Finance Officer or other Senior Officer nominated by him	Strategic Director for Transformation and Change (Section 151 Officer, Andrew Hardingham)

CANCELLING DEBT

VALUE OF DEBT	CONSTITUTION CONFIRMS	NOMINATED OFFICERS
Over £5000	Responsible Finance Officer or his nominated officer	Team Leader, Service Manager (Customer Services), Centre of Excellence Manager

DISCRETIONARY RELIEF

VALUE OF RELIEF	CONSTITUTION CONFIRMS	NOMINATED OFFICERS
Up to £200	Nominated Officers (Grade E and above)	Technical Experts, Team Leaders
Up to £1000	Nominated Officers (Grade H and above)	Centre of Excellence Manager
Up to £10,000	Heads of Service and other Nominated Officers of Director of Corporate Support	Service Centre Manager
Up to £100,000	Responsible Finance Officer	Strategic Director for Transformation and Change (Section 151 Officer, Andrew Hardingham)
Between £100,000 and £200,000	Cabinet Member	N/A
Over £200,000	Cabinet	N/A

The above named officers are agreed in line with the updates to the Financial Regulations 2015

ANDREW HARDINGHAM, RESPONSIBLE FINANCE OFFICER

Signature

Andrew Hardingham

Date 25-01-2018