

**Notice of Forthcoming Key Decisions
(including any Executive Decisions (Key/Non-Key) that may be taken in private)**

The Local Authorities (Executive Arrangements) (Meetings & Access to Information) (England) Regulations 2012

Description	Decision Maker and Date of Decision	Key/Non-Key	Background Documents	Consultation	Public/Private (if private – the reason why)	Urgent (if urgent – the reason why and who is to be/was consulted)	Responsible Officer
Housing Benefit Overpayment Write Offs over £15,000 that have become irrecoverable	Cabinet 5 June 2017	Non-Key	A Write Off Report and a spreadsheet showing the claimant and the amount of debt to be written off.		Private Information relating to the financial or business affairs of any particular person		Mike Bytheway (Service Manager Revenues & Benefits)

The Reports together with any documents being considered (unless they contain exempt information) will be available for inspection and on the Council's website, 5 clear working days before the decision taken. Copies of, or extracts from, any documents listed are available from Committee Section, Civic Centre, Windmill Street, Gravesend, Kent, DA12 1AU.

Should you wish to make any representations about why a decision should not be considered in private you should contact the Committee Section, committee.section@gravesham.gov.uk or 01474 33 73 14, 33 73 02, 33 72 48. Any such representations, the Local Authority's responses to them and a statement of reasons for the matters to be discussed in private will be published in a notice at least five days before the meeting.