

INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

DETAILS OF REPORT <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	Authorisation of Debt Write-offs of £5,000 up to £50,000 for Adult Social Care Division
Decision-maker	Cabinet Member for Children, Schools and Adult Care
Earliest date when decision can be taken	14 August 2019
Key decision – Yes/No?	No
Date published on forward plan	N/A
Date sent to cabinet member	8 August 2019
Recommendation	<ol style="list-style-type: none"> 1. That the cabinet member for children, schools and adult care authorises the write off of £46,716.52 of debt as set out in Appendix 1 of the report. 2. That the cabinet member for children, schools and adult care advises on any further action they require on any write-offs not agreed within this report.

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer (Name and job title)	David Quirke-Thornton, Strategic Director for Children's and Adults' Services
Report author (Name and job title)	Deborah Greenwood, Client Finance Manager (debt)
Contact Number	

PART B

(Cabinet member to complete this section)

DECISION(S)

AS in report

REASONS FOR DECISION

AS in report

**ALTERNATIVE OPTIONS
CONSIDERED**

N/A

REPRESENTATIONS RECEIVED

None

ADDITIONAL ADVICE RECEIVED

None

ANY INTERESTS DECLARED

Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.

Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.

If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.

DECLARATION

I approve/~~reject~~ the recommendations set out in the report.*

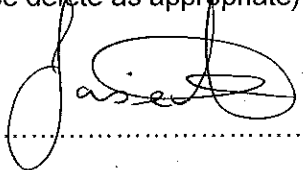
or

~~I approved an alternative course of action set out in Part B.*~~

or

~~I have referred this matter to the Full Cabinet for decision.*~~

(* - Please delete as appropriate)

Signed.....  Dated..... 14.08.2019

Cabinet Member

Please return completed hard copy of the form to Constitutional Team, 160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7225.

Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.

