

## INDIVIDUAL CABINET MEMBER DECISION-MAKING

### RECORD OF DECISION

#### PART A

<b>DETAILS OF REPORT</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
<b>Title of report</b>	Authorisation of Debt Write-offs of £5,000 up to £50,000 for Adult Social Care Division
<b>Decision-maker</b>	Cabinet Member for Children, Schools and Adult Care
<b>Earliest date when decision can be taken</b>	24 March 2020
<b>Key decision – Yes/No?</b>	No
<b>Date published on forward plan</b>	N/A
<b>Date sent to cabinet member</b>	18 March 2020
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. That the cabinet member for children, schools and adult care authorises the write-off of £175,766.86 of debt as set out in Appendix 1 of this report.</li> <li>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.</li> </ol>

<b>ORIGINATING AUTHOR'S DETAILS</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
<b>Lead officer (Name and job title)</b>	David Quirke-Thornton, Strategic Director for Children's and Adults' Services
<b>Report author (Name and job title)</b>	Deborah Greenwood, Client Finance Manager (debt), Adult Social Care Directorate
<b>Contact Number</b>	020 7525 0815

#### PART B

*(Cabinet member to complete this section)*

#### DECISION(S)

**DECISION(S)**

As recommended in report

**REASONS FOR DECISION**

As in report

**ALTERNATIVE OPTIONS  
CONSIDERED**

N/A

**REPRESENTATIONS RECEIVED**

N/A

**ADDITIONAL ADVICE RECEIVED**

N/A

**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.\*

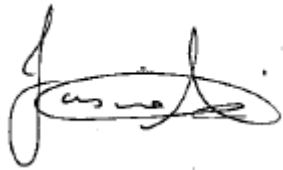
*or*

~~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 24/03/2020

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 7187 fax: 020 7525 7284.

### 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.