

## INDIVIDUAL CABINET MEMBER DECISION-MAKING

### RECORD OF DECISION

#### PART A

| <b>DETAILS OF REPORT</b><br><i>(Officers to complete this section prior to issuing to cabinet member)</i> |   |
|---|---|
| <b>Title of report</b>  | Client contributions debt write-off (£5k to £50k)   |
| <b>Decision-maker</b>   | Cabinet Member for Health and Wellbeing   |
| <b>Earliest date when decision can be taken</b>   | 3 November 2023   |
| <b>Key decision – Yes/No?</b>   | Yes   |
| <b>Date published on forward plan</b>   | 1 March 2023  |
| <b>Date sent to cabinet member</b>  | 20 October 2023   |
| <b>Recommendations</b>  | <ol style="list-style-type: none"> <li>1. That the Cabinet Member for Health and Wellbeing authorise the write-off of £71,413.21 of debt as set out in Appendix 1 of the report.</li> <li>2. That the Cabinet Member for Health and Wellbeing advise on any further action they require on any write-offs not agreed within this report.</li> </ol> |

| <b>ORIGINATING AUTHOR'S DETAILS</b><br><i>(Officers to complete this section prior to issuing to cabinet member)</i> |   |
|--|---|
| <b>Lead officer</b>  | David Quirke-Thornton<br>Strategic Director of Children and Adult Services      |
| <b>Report author and contact</b>   | Deborah Greenwood, Service Manager (Client Finance), Adult Social Care Division |
| <b>Contact Numbers</b>   | 020 7525 0815<br>020 7525 3672  |

**PART B**

*(Cabinet member to complete this section)*

**DECISION(S)**

As in report

**REASONS FOR DECISION**

As in report

**ALTERNATIVE OPTIONS  
CONSIDERED**

As in report

**REPRESENTATIONS RECEIVED**

None

**ADDITIONAL ADVICE RECEIVED**

As in report

**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.*

None

## DECLARATION

I approve 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 6<sup>th</sup> November 2023

Cabinet Member for Health and Wellbeing

Please return completed hard copy of the form to Constitutional Team, 160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7187.

### 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.