

**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 services
Decision-maker	Cabinet Member for Health and Adult Social Care
Earliest date when decision can be taken	27 March 2013
Key decision – Yes/No?	Yes
Date published on forward plan	January 2013
Date sent to cabinet member	19 March 2013
Recommendation	<ol style="list-style-type: none"> 1. That approval is given for the write off of £42,948.23 of debt detailed in the closed report. 2. That the cabinet member advises 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)	Nick Ridgement, Departmental Finance Manager
Report author (Name and job title)	Nick Ridgement, Departmental Finance Manager
Contact Number	020 7525 0601

PART B

(Cabinet member to complete this section)

DECISION(S)

M agreed

REASONS FOR DECISION

M agreed

ALTERNATIVE OPTIONS CONSIDERED

**ALTERNATIVE OPTIONS
CONSIDERED**

REPRESENTATIONS RECEIVED

ADDITIONAL ADVICE RECEIVED

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... AMW Dated... 27/3/13

Cabinet Member