

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 the Children's and Adults Services Department – Adult Social Care division
Decision-maker	Cabinet member for health and adult social care
Earliest date when decision can be taken	23 May 2013
Key decision – Yes/No?	Yes
Date published on forward plan	February 2013
Date sent to cabinet member	15 May 2013
Recommendation	1. That approval is given for the write off of £29,593.99 of debt detailed in Appendix 1 of 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)	Sarah McClinton Director of Adult Social Care
Report author (Name and job title)	Nick Ridgment, Departmental Finance Manager
Contact Number	020 7525 0601

PART B

(Cabinet member to complete this section)

DECISION(S)
PER REPORT

REASONS FOR DECISION
..

**ALTERNATIVE OPTIONS
CONSIDERED**

ML

REPRESENTATIONS RECEIVED

ML

ADDITIONAL ADVICE RECEIVED

NIL

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.

—
NIL

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... 23/5/13 ...

Cabinet Member

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

