

**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, Adult Social Care and Equalities
Earliest date when decision can be taken	21 November 2013
Key decision – Yes/No?	Yes
Date published on forward plan	November 2013
Date sent to cabinet member	31 October 2013
Recommendation	That approval is given for the write off of £129,039.91 of debt detailed in Appendix 1 of the 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 adult social care
Report author (Name and job title)	Fay Hammond – departmental finance manager
Contact Number	020 7525 0614

PART B

(Cabinet member to complete this section)

DECISION(S)

Agree recommendation.

REASONS FOR DECISION

As in report.

**ALTERNATIVE OPTIONS
CONSIDERED**

As in report.

REPRESENTATIONS RECEIVED

None.

ADDITIONAL ADVICE RECEIVED

None.

ANY INTERESTS DECLARED

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

Please refer to the definitions of personal and prejudicial Interests in the members' code of conduct. If members are still unsure as to whether an interest is personal or prejudicial they should contact the governance team for advice.

None.

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.....21 November 2013.....

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.