

## Urgent Key Delegated Decision

This form is the written record of an urgent key decision taken by an officer.

<b>Lead director:</b>		
<b>Contact person:</b>		Telephone number:
<b>Subject<sup>1</sup>:</b>		
<b>Decision details:</b>	What decision has been taken? <sup>2</sup>	
	A brief statement of the reasons for the decision <sup>3</sup>	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision	
<b>Affected wards:</b>		
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member	
	Ward Councillors	
	Others	
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation	

<sup>1</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>2</sup> Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

<sup>3</sup> Include any significant financial, procurement or legal implications

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<b>Special Urgency</b>	A brief statement of the reason why it is impracticable to delay the decision	
<b>Approval of Scrutiny Chair:</b>	Relevant Scrutiny Chair(s)	
	Signature	Date
<b>Call In</b>	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>5</sup>	
	Signature	Date

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<sup>5</sup> Name the officer with appropriate delegated authority to take the decision.