

Key Delegated Decision

This form is the written record of key decision taken by an officer and is used in place of corporate report template and delegated decision notice during the course of the coronavirus pandemic¹.

Lead director²:		
Contact person:		Telephone number:
Subject³:		
Decision details:	What decision has been taken? ⁴	
	A brief statement of the reasons for the decision ⁵	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision	
Affected wards:		
Details of consultation undertaken⁶:	Executive Member	
	Ward Councillors	
	Others	

¹ Use of this short form report will be monitored and reviewed on a regular basis.

² The Director with responsibility and accountability for this decision in accordance with the officer delegation scheme as set out in the Constitution.

³ 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

⁴ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁵ Include any significant financial, procurement or legal implications

⁶ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

Implementation	Officer accountable, and proposed timescales for implementation		
List of Forthcoming Key Decisions	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s)		
	Signature		Date
Call In	Is the decision available for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ⁷		
	Signature		Date

⁷ Give the post title of the officer with appropriate delegated authority to take the decision who will sign the decision.