

OFFICER DELEGATED DECISIONS FORM

State the Delegated Authority that you are relying on in order to make this decision: e.g. specific (identified in constitution) or general
Subject of decision: e.g. freehold disposal of land (16K-149K), contract extension, new policy
Text of decision: e.g. can include monies received by the Council, list any terms agreed, brief summary of the policy – Do not include any confidential information.
Reason for decision: e.g. benefits, new legislation requires a policy, review of opening hours, non- key decision, outside of agreed budget framework
Other options considered (if any)
Has an Impact Assessment been completed Yes/No – if yes please attach to the decision.
Declarations of Interest by any member or relevant local government body

OFFICER DELEGATED DECISIONS FORM

Who have you consulted as part of the decision making process e.g. Head of Service, Executive Member, Community Association, Surveyor?
Date of decision
Service area
Name of Delegated Officer making decision - i.e. Officer who is designated the power in the Constitution
Name of the Officer making the decision – if power has been sub-delegated to another Officer.
List of background papers (do not list if contain exempt/confidential information)
Signed: Dated: