

Decision Making by an Officer with Delegated Powers

(for use when a decision has financial implications over £250,000 or might be regarded as sensitive or contentious by Members)

Decision to be taken by:
Pursuant to an Authorisation from

Dated:

What is the Decision?	
What are the financial implications?	
Might the decision be regarded as sensitive or contentious by Members? If so, in what way?	
Confirmation that the decision is within budget for the service area and resources are available.	
Who has been consulted? What were their comments?	
Consultation with Legal Services	
Consultation with Finance	
Reasons for the decision:	
Other options considered	
Compliance with public sector equality duty. Has an equality impact assessment been done?	
Conflict of Interest declared by any councillor or committee or any dispensation granted by Head of Paid Service.	
Risk Analysis	
Signed	
Dated	

