

This record relates to urgent decisions taken by Chief Officers under the Scheme of Delegation to Officers Paragraph 7(2).

**RECORD OF URGENT DECISION
TAKEN BY [insert Job Role]**

SUBJECT:

CONTACT OFFICER:

REASONS FOR URGENCY AND WHY NOT PRACTICABLE TO HOLD A SPECIAL MEETING OR URGENCY SUB-COMMITTEE:

DETAILS AND OUTCOME OF CONSULTATION WITH THE CHAIR/DEPUTY CHAIR OF RELEVANT COMMITTEE:

DATE OF CONSULTATION WITH CHAIR/DEPUTY CHAIR:

THE DECISION:

REASONS FOR DECISION:

DETAILS OF ANY ALTERNATIVE OPTIONS CONSIDERED:

LEGAL IMPLICATIONS:

Name

Date

FINANCIAL IMPLICATIONS:

Name

Date

DATE OF NEXT COMMITTEE MEETING TO WHICH THE DECISION WILL BE REPORTED:

Date:

Signed:

Executive Director

Logged by Democratic Services
Officer for Annual Report:

Name:

Date:

Subject:	[Report title]		
Report of:	[Relevant Executive Director]		
Contact Officer:	Name:	[Report author]	Tel: 01273 29
	Email:		
Ward(s) affected:	All [If not All, insert affected wards]		

1. PURPOSE OF REPORT AND POLICY CONTEXT

1.1 The

2. RECOMMENDATIONS:

2.1 That

3. CONTEXT/ BACKGROUND INFORMATION

3.1

4. COMMUNITY ENGAGEMENT & CONSULTATION

4.1

5. CONCLUSION

5.1

6. FINANCIAL & OTHER IMPLICATIONS:Financial Implications:

6.1

*Finance Officer Consulted: Name**Date: dd/mm/yy*Legal Implications:

6.2

*Lawyer Consulted: Name**Date: dd/mm/yy*

SUPPORTING DOCUMENTATION**Appendices:**

1.

Background Documents

1.