OFFICER DECISION RECORD

|  |  |
| --- | --- |
| Officer: | Service:  |
| Delegated Power Being Exercised: |
| Subject of Decision: |  |
| Decision Taken(specify precise details): |  |
| Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council policy) |  |
| Alternative Options Considered (if appropriate) |  |
| Background/Reports/Information considered and attached (Legal, Personnel, Financial Implications etc) |  |
| Decision: |  |
| Signature and Date:  |