

Record of Decisions taken by an Officer Using the Emergency Delegation to the Chief Executive



(See separate procedure for more information about each step)

Section 1 - Consulting Applicants and Agents

I can confirm that after making contact with the relevant applicants and/or agents I am proposing that the items listed in section 2 below

Name		Title		Date	
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Section 2 - Identifying decisions

The following items have been identified as needing a decision using the Chief Executives Emergency Delegation.

Ref	Item Description	Recommendation(s)	Reason for urgency
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Name		Title		Date	
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Section 3 - Agreeing that the Emergency Delegation will be used

- All 3 items listed in section 2 may be determined using my Emergency Delegation.
- Items 1, 3 and 7 listed in section 2 may be determined using my Emergency Delegation
- None of the items listed in section 2 may be determined using my Emergency Delegation

Name	Sarah Fowler	Title	Chief Executive	Date	
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Section 4 – Agreeing who will make the decision

I will be the decision maker for all the items.

I delegate authority to the Director of Conservation and Planning subject to the following conditions:

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Section 5 – Publishing Notice

The proposed decisions have been published on modern.gov

Name		Title		Date	
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Section 6 – Representations

The following representations were received between dd/mm/yyyy and dd/mm/yyyy:

Ref	Date	Name	Summary of response
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

I confirm that I have received and considered the representations received.

Name		Title		Date	
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Section 7 – Consultation requirements in Standing Orders

I can confirm that, in accordance with the Scheme of Delegation the following have been consulted on the proposed decision

Chief Finance Officer

Chair of the Authority

Monitoring Officer

Deputy Chair of the Authority

Others (Please specify)

Name		Title		Date	
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Section 8 – Record of Decisions

	Decision date	Description	Decision made	Reason for urgency	Alternative Options considered
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Section 8 – Record of Decisions (Continued)

I confirm that this is a correct record of the decisions I have made under the Emergency Delegation

Name		Title		Date	
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Section 9 – Publishing Decisions (To be completed by DLST)

I confirm that the decisions set out in this record have been published on dd/mm/yyyy.

Name		Title		Date	
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Section 10 – Reporting Decisions (To be completed by DLST)

I confirm that the decisions set out in this record were reported to the relevant Committee or Authority on dd/mm/yyyy

Name		Title		Date	
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