

# SOUTHWATER PARISH COUNCIL

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## DELEGATED AUTHORITY RECORD



Produced: July 2017  
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## DELEGATED AUTHORITY RECORD

Action taken under delegated authority -

*For Publication/Not for Publication – Confidential/Not for Publication – Exempt under Paragraph ( ) of Schedule 12a of the Local Government Act 1972*

Action taken under Paragraph ( ) of the Scheme of Delegation to Officers/Pursuant to the Resolution of ( ) dated ( ) minute reference number ( )

Decision Taken:

Reason for Decision:

Officer's Name and Designation:

Contact Details:

Date of Decision:

**Background Information:**

1. What is the action proposed?
  
  
  
  
  
  
  
  
  
  
2. Why is the action proposed?
  
  
  
  
  
  
  
  
  
  
3. Who is to take the action?
  
  
  
  
  
  
  
  
  
  
4. Where is the action to take place?
  
  
  
  
  
  
  
  
  
  
5. Financial considerations
  - a. What is the cost of the action?
  - b. What is the budget?
  
  
  
  
  
  
  
  
  
  
6. Assessment of Risks

Risk	Steps Taken to Manage Risk

7. How does the proposed action reduce crime and disorder?
  
  
  
  
  
  
  
  
  
  
8. How does the proposed action seek to eliminate discrimination and advance equalities?
  
  
  
  
  
  
  
  
  
  
9. Other relevant information
  
  
  
  
  
  
  
  
  
  
10. Persons consulted

## Background Papers