

RECORD OF URGENT ACTION Under the Scheme of Delegation

Delegated to the Chief Executive, Director of Finance and Director of Community and Environmental Services (paragraph 8)

“To take such urgent action which is in the best interests of the Council where there is not time to convene the appropriate committee. Such action will be taken in consultation with the Group Leaders or Deputy Group Leaders”.

One form is to be completed for EACH decision and is to be kept centrally in the shared folder dated and given a decision number

These are to be reported to all members at least monthly by e-mail.

Details of Decision Required and Explanation of Urgency:

Reason the urgent decision cannot go through the Committee process

Officer Exercising Delegated Power (CE/DoF/DCES):

Date of Consultation and Method (e-mail, tel conference, meeting):

**Group Leader (Labour) or Named Deputy:
In agreement Y/N**

**Group Leader (Lib Dems) or Named Deputy:
In agreement Y/N**

**Group Leader (Conservatives) or Named Deputy:
In agreement Y/N**

Outcome:

Signed:

Dated:

Decision Number of

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LOG BOOK FOR MESSAGES, ACTIONS AND DECISIONS – CORONAVIRUS

Date (dd/mm/yyyy)	Time (24hr)	From (F) / To (T) (inc contact details)	Message / Actions (A) / Decisions (D) (with supporting rationale)	A / D

Signature _____

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BEST PRACTICE NOTES

- A comprehensive log must be kept of information received, decisions made, reasoning behind those decisions and actions taken.
- All persons required to make decisions in an emergency incident are responsible for ensuring all the information leading to that decision being made is recorded in accord with best practice.

Your log must be C.I.A – Clear Intelligible Accurate

Relevant information should be recorded in this log book.	Record all dates, times, places and people concerned.
Write in permanent black ink. Write legibly.	Record facts. Do not record assumptions or opinions.
Write your log at the time, or as soon as practicable afterwards, whilst the event / conversation is still fresh in your mind.	Entries must be in chronological order. Late entries should be recorded, with the reason, as soon as possible.
Never erase an entry.	Cross out incorrect entries with a single line, so you can still see what is written underneath.
Do not leave blank spaces – rule through them.	Write in clear English. Do not use code or other abbreviations.
Make clear references to exhibits (maps, flip charts, faxes, hand written notes, etc) so it is clear what is being referred to.	Initial the end of each entry.
Draw a diagram if it will make things clearer.	Number each page of your log book (to prevent allegations of page removal/replacement).
If using abbreviations / initials, complete the glossary above.	Use a new log book for each incident.

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU