

**COVID Decision Report**

Decision Title

**Date of Decision:** Day/Month/Year

|  |
| --- |
| **Issue Considered - summary** |
|  |
| **Options Considered**  |
|  |
| **Is there anything you can re-prioritise to accommodate prior to making this decision?** |
|  |
| **Decision Made** |
|  |
| **Rationale for Decision** |
|  |
| **List risks identified and any mitigation put in place (legislative, safety, financial, etc)** |
| **Risk** | **Mitigation** |
| **Is this spend directly related to COVID?** | **Yes/No**  |
| **If yes, give rationale and send to finance team for logging:** |
|  |

Executive Oversight Name:

Logged by Corporate Governance Team: