Decision record

One page per decision, completed in the room, not after it.

PROGRAMME _____ FORUM AND DATE _____ RECORD NO. _____

DECISION

One sentence. If it needs a paragraph, it is two decisions.

DECIDED BY

Name, role, and the authority under which the forum decided.

EVIDENCE BEFORE THE FORUM

Documents and versions in front of the forum at the time.

OPTIONS REJECTED

Each option considered, and the reason it was not chosen.

COST

In money, time or scope. A decision with no cost attached has not been costed.

REVIEW TRIGGER AND DATE

The condition that reopens the decision, and the date the forum looks again regardless.

A decision with a review trigger is a governance decision. A decision without one is a minute.