Ashford Business Services Ltd

Management Decision Register

Ashford Business Services Ltd

A running register of every management decision, with a full record for each single decision: what was decided, why, by whom, and when it takes effect.

Document control

Document	Management Decision Register
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	1.0
Date	**9 November 2026**
Review date	**9 November 2026**

Running decision register

Log every decision here first, in date order, one row per decision. Give each decision a reference number and use the same number in the single-decision record below, so the register and the record always match. Add rows as needed and carry the register forward from one version to the next.

Ref	Date	Decision	Decision maker	Status	Review date

Status: use **Decided**, **In progress**, **Superseded**, or **Withdrawn**. When a decision is superseded, keep the old row, change its status, and add a new row for the replacement decision.

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Decision

Decision	Decision as agreed at the meeting.
Reference no.	**JOB-1042**
Date decided	
Category	
Affects (teams / processes)	

Options considered

Option considered	Pros	Cons
Example: Keep the current supplier	No disruption; known quality	Price 12% above market
Example: Switch to the alternative supplier	Lower price; faster delivery	New relationship; onboarding effort

Chosen option: chosen option. Reason: Reason in one sentence as agreed at the meeting.

Decision maker

Decided by	Emma Clarke
Role	
Approved by	
Authority (policy / clause)	
Witnesses	

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Effective date

Effective from	9 November 2026
Applies to	
Communicated to	
Communication date	

Review

Review on	9 November 2027
Review by	
Success measure	
What would trigger a reversal	

Completion checklist

✓	Check
	The decision, reference number, and decision maker are recorded.
	Alternatives considered are listed with pros and cons, and the reason for the choice is stated.
	Effective date and review date are both set, with a success measure.