



RECORD OF DELEGATED DECISION

This form is used to record **all** officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

1. Name & Title of Officer: (who is taking the Decision)	Michelle Howard – Director for Housing and Communities
2. Title / Subject Matter:	HRA Service Charges 2022/23
3. Decision Reference No.	CEX187
4. Type of Decision:	Public
5. Decision Taken: 1. Authority to increase the fees and charges where outlined in the attached schedule, 2. Authority to freeze the Intensive Housing Management Service (IHMS) Charge for review in 2022 subject to Council approval to fund the reduction in income from the Regeneration & Development Reserve.	
6. Reasons for Decision: Fees and Charges are reviewed on an annual basis to ensure that they reflect inflation and the cost of the service. In the context of increasing household bills the Council is not increasing its IHMS charge for the current year.	
7. Authority / Legal Power: It is an executive function to determine fees and charges. Portfolio Holders and Officers can take key decisions excluding functions reserved to the Leader. Implementation of Fees and Charges are not reserved matters. In addition, the Officer Scheme of Delegation (Chapter 2, Part 4 of the MBC Constitution) provides that Chief Officers have delegated authority to increase fees and charges in line with the Financial Procedure Rules in relation to the functions within their area of service responsibility.	

The decision to fund the shortfall in income resulting from freezing of the IHMS charges from the Regeneration and Development Reserve is a decision for Council as it forms part of the Council's budget and policy framework

8. Background Papers attached?

List of charges for 2022/23

9. Alternative options available / rejected:

The council considered applying the 4.1% to the IHMS service charge but rejected this in the light of the concerns voiced by tenants in relation to the increases in the cost of living.

10. Implications:

<p>Legal</p>	<p>It is an executive function to determine fees and charges. Portfolio Holders and Officers can take key decisions excluding functions reserved to the Leader. Implementation of Fees and Charges are not reserved matters.</p> <p>In addition, the Officer Scheme of Delegation (Chapter 2, Part 4 of the MBC Constitution) provides that Chief Officers have delegated authority to increase fees and charges in line with the Financial Procedure Rules in relation to the functions within their area of service responsibility.</p> <p>Decisions in relation to the Budget and Policy framework are reserved for Council.</p>
<p>Finance</p>	<p>Proposed amendments to Fees and Charges have been undertaken in consultation with Finance. Subject to Council approval the reduced income from the frozen IHMS charge will be funded by the Development & Regeneration Reserve to maintain the £750k working balance.</p>
<p>HR</p>	<p>None</p>

11. Signature of Decision Maker:

**Michelle Howard
Director for Housing and Communities**

12. Consultation with:	Councillor Ronan Browne Portfolio Holder for Council Homes and Landlord Services
13. Date:	7 February 2022

Please send all decisions for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be sent to Natasha Taylor, Democratic Services Manager at ntaylor@melton.gov.uk