



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:	Michelle Howard Director for Housing and Communities
2. Title / Subject Matter:	Increase of Fees and Charges 2022/23
3. Decision Reference No.	CEX187
4. Type of Decision:	Public
5. Decision Taken: Authority to approve the fees and charges including any increases as outlined in the attached Schedule 1 – Homelessness. Authority to approve the fees and charges including any increases as outlined in the attached Schedule 2 – Strategic Sports Authority to approve the fees and charges including any increases as outlined in the attached Schedule 3 – Melton Sports Village. Authority to approve the fees and charges including any increases as outlined in the attached Schedule 4 – Waterfield Leisure Centre. Authority to approve the fees and charges including any increases as outlined in the attached Schedule 5 – Lifeline.	
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 is accurately reflected.	
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.

8. Background Papers attached?	None
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9. Alternative options available / rejected:

Not to approve new Fees and Charges or increase Fees and Charges- This is not recommended as it would not present best value for the Council and the fees would not reflect cost recovery.

10. Implications:

Legal	<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>
Finance	Proposed amendments to Fees and Charges have been undertaken in consultation with Finance.
HR	None

11. Signature of Decision Maker:	Signature redacted Michelle Howard Director for Housing and Communities
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12. Consultation with:	Cllr Malise Graham, Portfolio Holder for People and Communities
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13. Date:	26 January 2022
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