



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:	Dawn Garton Director for Corporate Services
2. Title / Subject Matter:	Increase of Fees and Charges 2023/24 – Corporate & Legal Services
3. Decision Reference No.	CEX278
4. Type of Decision:	Public
5. Decision Taken: 5.1 Authority to approve the fees and charges including any increases as outlined in the attached Schedule 1 – Corporate Services.	
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

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>The Local Government Act 2003 provides a general power to charge for discretionary services.</p> <p>It is an executive function to determine fees and charges. The Leader has delegated authority through the Cabinet Scheme of Delegation to Portfolio Holders to make all decisions within their portfolios excluding functions reserved to the Leader. Implementation of Fees and Charges are not reserved matters and can be approved by the relevant Portfolio Holder and/or officers.</p> <p>In addition, the Officer Scheme of Delegation 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	<p>Proposed amendments to Fees and Charges have been undertaken in consultation with Finance.</p>
HR	<p>None</p>

11. Signature of Decision Maker:	<p>Signature redacted Dawn Garton Director for Corporate Services</p>
12. Consultation with:	<p>Email notification received Cllr Ronnie de Burle Portfolio Holder for Corporate Governance, Finance & Resources</p>
13. Date:	<p>15 December 2022</p>

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