



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX278
2. Name/Title of Officer	Michelle Howard Director for Housing & Communities
3. Email address of Officer	mhoward@melton.gov.uk
4. Title / Subject Matter:	Increase to Fees & Charges 2023-24 Housing & Communities
5. Type of Decision:	Public
6. Key Decision?	Yes
7. Decision Taken:	<ol style="list-style-type: none">1. Authority to approve the fees and charges including any increases as outlined in the attached Schedule – Housing and Communities General Fund.2. Authority to approve the fees and charges including any increases as outlined in the attached Schedule – Housing Revenue Account
8. Reasons for Decision:	<p>Fees and Charges are reviewed on an annual basis to ensure that they reflect inflation and the cost of the service is accurately reflected.</p>
9. Authority / Legal Power:	<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.</p> <p>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>

10. Background Papers attached?	No						
11. Alternative options available / rejected: 1. 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.							
12. Implications: <table border="1" data-bbox="134 607 1485 1496"> <tr> <td data-bbox="134 607 419 1160"> Legal </td> <td data-bbox="419 607 1485 1160"> <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> <p>[Legal Approval – 2 March 2023]</p> </td> </tr> <tr> <td data-bbox="134 1160 419 1346"> Finance </td> <td data-bbox="419 1160 1485 1346"> <p>Proposed amendments to Fees and Charges have been undertaken in consultation with Finance.</p> <p>[Finance Approval – 2 March 2023]</p> </td> </tr> <tr> <td data-bbox="134 1346 419 1496"> HR </td> <td data-bbox="419 1346 1485 1496"> <p>None</p> </td> </tr> </table>		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> <p>[Legal Approval – 2 March 2023]</p>	Finance	<p>Proposed amendments to Fees and Charges have been undertaken in consultation with Finance.</p> <p>[Finance Approval – 2 March 2023]</p>	HR	<p>None</p>
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HR	<p>None</p>						
13. Signature of Decision Maker with authority to sign	Email approval received Michelle Howard Director for Housing and Communities						
14. Consultation with:	Email notification received Cllr Malise Graham, Portfolio Holder for People and Communities Cllr Ronan Brown Portfolio Holder for Housing and Landlord Services Cllr Alison Freer Portfolio Holder for Climate, Access and Engagement						

15. Date:	22 February 2023
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All decisions with exempt information should be referred to MonitoringOfficer@melton.gov.uk