



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX405
2. Name/Title of Officer	Dawn Garton, Director of Corporate Services
3. Email address of Officer	dgarton@melton.gov.uk
4. Title / Subject Matter:	Increase of Fees and Charges 2024/25 – Corporate Services Directorate
5. Type of Decision:	Public
6. Key Decision?	Yes
7. Decision Taken:	<p>1. Authority to approve the fees and charges including any increases as outlined in the attached Schedule 1 – Corporate Directorate Fees and charges 2024/25</p>
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>10. 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>
11. Background Papers attached?	None

12. 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.

13. 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> <p>[Legal Approval – 12 February 2024]</p>
Finance	<p>Proposed amendments to Fees and Charges have been undertaken in consultation with Finance.</p> <p>[Finance Approval – 22 January 2024]</p>
HR	<p>There are no HR implications as a result of this decision</p> <p>[HR Approval – 22 January 2024]</p>

14. APPROVAL/SIGN OFF (Do not complete until all implications signed off at Section 12)

Signature of Decision Maker with authority to sign	<p>Email approval received</p> <p>Dawn Garton Director for Corporate Services</p>
Consultation with:	<p>Meeting held on 7 December 2023</p> <p>Cllr Sarah Cox Portfolio Holder for Corporate Finance, Property & Resources</p>
Date:	12 February 2024

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