



## **RECORD OF DELEGATED DECISION (OFFICER)**

<b>1. Decision Reference No.</b>	<b>CEX405</b>
<b>2. Name/Title of Officer</b>	<b>Michelle Howard Director for Housing &amp; Communities</b>
<b>3. Email address of Officer</b>	<a href="mailto:mhoward@melton.gov.uk">mhoward@melton.gov.uk</a>
<b>4. Title / Subject Matter:</b>	<b>Fees and Charges 2024/25 – Housing and Communities</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>Yes</b>
<b>7. Decision Taken:</b> To approve the fees and charges including any increases as outlined in the attached Schedules: <ul style="list-style-type: none"><li>• Schedule 1 – Housing Revenue Account 2024-25 Fees and Charges</li><li>• Schedule 2 – Housing and Communities General Fund 2024-25 Fees and Charges</li><li>• Schedule 3 – Housing and Communities Special Expenses 2024-25 Fees and Charges</li></ul>	
<b>8. Reasons for Decision:</b> Fees and Charges are reviewed on an annual basis to ensure that they reflect inflation and the cost of the service is accurately reflected	
<b>9. Authority / Legal Power:</b> 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.	
<b>10. Background Papers attached?</b>	<b>None</b>
<b>11. Alternative options available / rejected:</b> 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:

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

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

<b>Signature of Decision Maker with authority to sign:</b>	Signature redacted <b>Michelle Howard</b> <b>Director for Housing and Communities</b>
<b>Consultation with:</b>	<b>Portfolio Holder for Housing and Landlord Services</b> <b>Portfolio Holder for Governance, Environment and Regulatory Services</b> <b>Portfolio Holder for Customers, Communities and Neighbourhoods</b>
<b>Date:</b>	<b>12 February 2024</b>

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