



RECORD OF DELEGATED DECISION (OFFICER)

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| 1. Decision Reference No. | CEX405 |
| 2. Name/Title of Officer | Pranali Parikh – Director for Growth & Regeneration |
| 3. Email address of Officer | pparikh@melton.gov.uk |
| 4. Title / Subject Matter: | Increase of Fees and Charges 2024/25 – Growth and Regeneration Directorate |
| 5. Type of Decision: | Public |
| 6. Key Decision? | Yes |
| 7. Last Date for Call in: | 4th April 2024 |
| 8. Decision Taken: | <p>1. Authority to approve the fees and charges including any increases as outlined in the attached Schedules:</p> <ul style="list-style-type: none">• Schedule 1 – Growth and Regeneration General Fund 2024-25 Fees and Charges (amended as highlighted)• Schedule 2 – Growth and Regeneration Special Expenses 2024-25 Fees and Charges• Schedule 3 – Taxi Fees and Charges |
| 9. 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> <p>An amendment to the previously published decision notice is necessary to reflect the statutory consultation process for taxi fees and to correct a few minor typographical errors in the previously published Schedule 1.</p> |
| 10. Authority / Legal Power: | <p>The function of determining fees and charges is dependent on whether a function is the responsibility of the Cabinet or Council. For Cabinet functions, Portfolio Holders and Officers can take key decisions excluding functions reserved to the Leader.</p> <p>Reviewing, amending and implementation of Fees and Charges are not reserved matters.</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, provided that they consult with the Portfolio Holder concerned or Chair of the relevant Committee for Council functions.

11. Background Papers attached?

None

12. Alternative options available / rejected:

1. Not to review 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 may not reflect cost recovery.

13. Implications:

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| <p>Legal</p> | <p>The Local Government Act 2003 provides a general power to charge for discretionary services.</p> <p>Determination of fees and charges will be an Executive or Council function, depending on responsibility for the function concerned. 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 if they relate to an Executive Function</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 however, Officers must consult the Chair of the relevant Committee in relation to Council functions.</p> <p>In either case, any statutory consultation or advertising procedures must be complied with. [Legal Approval – 12 February 2024] [Legal Approval for amendments – 28 March 2024]</p> |
| <p>Finance</p> | <p>Proposed amendments to Fees and Charges have been undertaken in consultation with Finance.</p> <p>[Finance Approval – 22 January 2024] [Finance Approval for amendments – 28 March 2024]</p> |
| <p>HR</p> | <p>There are no HR implications as a result of this decision [HR Approval – 22 January 2024]</p> |

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

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| Signature of Decision Maker with authority to sign: | Email approval received Pranali Parikh Director for Growth & Regeneration |
| Consultation with: | Meeting held on 7 December 2023 Cllr Sarah Cox Portfolio Holder for Corporate Finance, Property & Resources Cllr Carter Chair of Licensing Committee |
| Date: | 12 February 2024 Amended 28 March 2024 |