



**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**

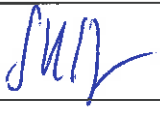





TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 31 March 2017	Ref No: 1538
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: 31 March 2017	
Title/Subject matter:	
<p>1. Annual Review of Adult Care Services Discretionary Fees and Charges for the 2017/18 Financial Year.</p> <p>2. Annual Review of Urban Renewal Fees and Charges for the 2017/18 Financial Year.</p>	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	No
(iii) not raising new issues of Policy	No
<p>Equality Analysis [Does this decision change or make policy; change or make procedure or working practice? An Equality Analysis must be completed to assess the impact on equality and the relevance of the Public Sector Equality Duty. This should be signed off by your departmental equality representative and accompany this decision form. Please forward a copy to the Equality email for publication].</p>	<p>Re: Adult Care Services fees and charges No EA Required - This document does not refer to a change in policy but highlights the updated 2017/18 Adult Care Services discretionary fees and charges.</p> <p>Re: Adult Care Services fees and charges No EA Required - This document does not refer to a change in policy but highlights the updated 2017/18 Urban Renewal fees and charges.</p> <p>For information - the equality analyses covered by the departmental charging policy have been embedded below.</p> <p align="center">   Equality Analysis - Guide to at home cha Equality Analysis - Guide to residential c </p>

Details of Operational Decision Taken [with reasons]:

See Report Below

Decision taken by:	Signature:	Date:
Interim Executive Director – Resource & Regulation		24/3/17
Head of Workforce – Communities & Wellbeing	NA	
Assistant Director (Operations) Communities & Wellbeing - Neighbourhood/Leisure Services	NA	
Acting Executive Director for Communities & Wellbeing		24/3/2017
Members Consulted [see note 1 below]		
Cabinet Member/Chair		31/3/2017
Lead Member	NA	
Opposition Spokesperson		19/4/2017

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where an Executive Director considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**

Details of Operational Decision Taken:

In accordance with the Council's Financial Regulations, there is a requirement to review fees and charges on an annual basis.

1. Annual Review of Adult Care Services Discretionary Fees and Charges for the 2017/18 Financial Year.

Adult Care Services raises a number of discretionary charges for a number of the services it provides.

The proposal is to increase current charges by 2.5%¹² which is the Department of Work and Pensions (DWP) 2017/18 percentage increase applied to the state retirement pension, effective from 01/04/17.

The 2017/18 proposed increases to Adult Care Service discretionary fees and charges are detailed in **Appendix A**.

Note:

The amount a person actually contributes towards the cost of service(s) he/she receives is subject to a financial assessment. Currently over a third of people are assessed as not needing to make any contribution at all and many others effectively have a 'contribution cap'.

2. Annual Review of Urban Renewal Fees and Charges for the 2016/17 financial year.

The proposal is to increase current charges by 1% which is the council's 2017/18 budget inflationary assumption for fees and charges uplifts,

The 2016/17 proposed increases to Urban Renewal fees and charges are detailed in **Appendix B**.

¹ The exceptions to the 2.5 % increase are the 'Home Support Service' and Carelink/Telecare service where a 1% increase is proposed and the 'maximum weekly charge for homecare' where a 0% increase is proposed for 2017/18

² The DWP increase of 2.5% compares to a 2.9% increase awarded by the DWP last year.

Appendix A

	2016/17	2017/18		
CHARGE DESCRIPTION	Actual Charge (£)	Proposed % Uplift	Proposed Charge (£)	Unit
HOME CARE	13.60	2.50%	13.90	Hour
SUPPORTED LIVING - LD	13.60	2.50%	13.90	Hour
SUPPORTED LIVING - PD	13.60	2.50%	13.90	Hour
SUPPORTED LIVING - MH	13.60	2.50%	13.90	Hour
NIGHT SITTING	82.00	2.50%	84.00	Night
MAXIMUM WEEKLY CHARGE FOR HOME CARE	400.00	0.00%	400.00	Week
TRANSPORT TO DAY CENTRES	4.50 2.30	2.50% 2.50%	4.60 2.40	Return Single
CARELINK/ TELECARE	3.80	1.00%	3.84	Week
HOME SUPPORT SERVICE	17.86	1.00%	18.04	Week
MEALS AT DAY CENTRES	4.05 2.83	2.50% 2.50%	4.15 2.90	Lunch Tea
DAY CENTRE ATTENDANCE	No Charge	N/A	No Charge	N/A

Appendix B

	2016/17		2017/18		Description/explanation of charge	Who is charged (e.g. landlord/individual)	Demand level i.e. how often are charges	Reason For Uplift
	Actual Fee	Proposed % Uplift	Proposed Charge (£)					
PART IV – URBAN RENEWAL SECTION								
1	101.00	1.0%	102.00		Officer time to check if accommodation is suitable for person(s) coming to live with the UK from overseas and generation of a letter	Individual hosting the person from overseas/owner of the property	2-3 times per week	% is the 2017/18 inflationary assumption for fees and charges income budgets
LICENSING OF HOUSES IN MULTIPLE OCCUPATION								
2	504.30	1.0%	509.30		Officer time to process the application for a licence	Owner or managing agent of the property	At present approx 1/quarter although could increase as a result of future HMO survey work	% is the 2017/18 inflationary assumption for fees and charges income budgets
3	21.00	1.0%	21.20		Increased fee per unit for any HMO which has more than 5 units e.g. flats	Owner or managing agent of the property	As above	% is the 2017/18 inflationary assumption for fees and charges income budgets
4	48.40	1.0%	48.90		Discount for several applications received together	Discount given to the owner or managing agent of the property	As above	% is the 2017/18 inflationary assumption for fees and charges income budgets
5	73.50	1.0%	74.20		Officer time to amend/re-issue licence where licence holder has changed e.g. new owner	New owner or managing agent of the property	Difficult to determine	% is the 2017/18 inflationary assumption for fees and charges income budgets
RECOVERY OF EXPENSES RELATING TO ENFORCEMENT ACTION – HOUSING ACT 2004: S.49								
6	352.00	1.0%	355.50		Officer time to process a legal enforcement notice in connection with a housing complaint made by a tenant of a privately rented property, where the landlord has failed to act to rectify defects	Landlord/owner of the property	At present approx 1/month	% is the 2017/18 inflationary assumption for fees and charges income budgets
PART V – GENERAL WORK IN DEFAULT								
7					Officer time to arrange for a contractor to carry out repairs on a property where a legal enforcement notice has expired and the overmanaging agent has failed to act (The fee is based on the value of work)			
	17.70	1.0%	17.90		Charge per hour linked to the cost of the works	Owner of the property	Difficult to determine	% is the 2017/18 inflationary assumption for fees and charges income budgets
	23.10	1.0%	23.30		As above	Owner of the property	Difficult to determine	% is the 2017/18 inflationary assumption for fees and charges income budgets
	35.80	1.0%	36.20		As above	Owner of the property	Difficult to determine	% is the 2017/18 inflationary assumption for fees and charges income budgets

