

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 01 April 2020	Ref No: 048
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For Publication	
Title/Subject matter: Annual Review of Operations Divisions discretionary fees and charges effective from 1st April 2020	
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
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR.]	Re: Operations Fees & Charges No EA Required - This document does not refer to a change in policy but highlights the updated 2020/21 Operations fees and charges. For information,
Details of Operational Decision Taken:	
<p>Approve the charges as set out below for Licensing & Trading Standards provided by the department.</p> <p>Fees & Charges for car parking fees and market rents are the subject of separate reports.</p> <p>Please note the Operational Decision for the review of fees and charges for the other services within the departments have been previously submitted.</p>	

Details of Operational Decision Taken [with reasons]:

The charges have been reviewed in line with established policy and the new charges have been set taking into account competition and commercial consideration. There will be no inflation added to income budgets in 2020/21 to try and reduce the gap between budgets and actual income received.

There are no new charges, however the fee for Dog breeders & boarders has been proposed that the joint fee with dual registered premises will continue if the applications are processed at the same time.

The proposed increases for discretionary fees and charges are detailed below

Appendix A Licensing and Trading Standards



Licensing & Trading
Standards Fees & CI

Decision taken by:	Signature:	Date:
Executive Director Operations – Donna Ball		19/02/20
Assistant Director Operations – Neil Long		19/02/20
Joint Chief Financial Officer (CCG & LA)		28/2/20
Head of Workforce – Simon Bagley		
Members Consulted [see note 1 below]		
Cabinet Member, Environment – Alan Quinn		2/3/2020
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Executive 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.**