

OFFICER DELEGATION SCHEME RECORD OF DECISION

Date:	12 th March 2026	Ref No:	PLACE OPS 1290
Responsible Officer:			
Title/Subject matter: Annual Review of Operations Divisions fees and charges for 2026/2027			
Budget/Strategy/Policy/Compliance:			
(i) Is the decision within an Approved Budget?	Yes		
(ii) Is the decision in conflict with the Council's policies, strategies or relevant service plans?	No		
(iii) Does the decision amend existing or raise new policy issues?	No		
Is publication still required? (see guidance)	Yes		
Is there any implications with 3 rd party spend?	No If yes, please contact procurement via CorporateProcurement@bury.gov.uk		
Is there any IT implications i.e. Additional hardware, new software, changes to systems	No If yes, please contact IT via servdesk@bury.gov.uk		

Item for Decision:

Following annual review of discretionary fees and charges, approve the charges as set out in the spreadsheet below for a range of services provided by the Operations Department for 2026/27

The charges have been reviewed in line with established policy and the new charges have been uplifted by an appropriate inflationary factor also taking account of competition and commercial consideration.

The revised fees and charges will come into effect on 01/04/2026 with the exception of car parking charges which will come into effect between May 2026 and July 2026 due to advertising requirements and reprogramming the parking meters. Commercial board will also be consulted regarding parking charges.



Approval to recruit to newly created vacancies

NB: Chief Officer graded roles require AD HR and AD Finance approval

Not Applicable

Decision made by:

Signature:

Date:

Executive Director:



09/4/2026

Advised by HR Business Partner

Advised by Finance Business Partner



31/3/2026

Chief Officer graded roles:
Assistant Director of HR

Chief Officer graded roles: Advised
by Assistant Director Finance /
Chief Accountant

Member Consulted (only if applicable) [see note 4 below]

Notes

1. In most cases a single signature is required in accordance with the Table below.
2. The form must be published if expenditure is over £100K. However, this must be after all the required contract documentation has been completed. This is to avoid publishing exempt confidential information.
3. A report to Cabinet must be made if expenditure is over £500K.
4. In a small number of cases in accordance with the requirements of the Officer Delegation Scheme, consultation is required from the appropriate Cabinet Member who must sign the form to confirm that they have been consulted and that they agree with the proposed action. Please refer to the Guidance.
5. This form must not be used for urgent decisions.
6. Where there is any doubt officers should always err on side of caution and seek advice from Democratic Services, the Monitoring Officer or Corporate Procurement where applicable.

EXPENDITURE APPROVAL TABLE

Approval Limit	Approval By (in consultation with Finance & HR Business Partner)	
Over £500,000	Cabinet.	
Over£250,000 to £500,000	Chief Executive	
Over£100,000 to £250,000	Executive Director	
Over £50,000 to £100,000	Director/Assistant Director	
Over £10,000 to £50,000	Head of Service	
Up to £10,000	Service Lead	

For Chief Officer Graded Roles:

Assistant Director HR Approval
Assistant Director Finance / Chief Accountant Approval