

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
<b>Director<sup>1</sup></b>	Director of City Development		
<b>Contact person:</b>	Adrian Hodgson	Telephone number: 01133788088	
<b>Subject<sup>2</sup>:</b>	Mid Year Review of Fees and Charges for Various Highways Functions and Services		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Officer (Highways and Transportation);</p> <ol style="list-style-type: none"> <li>a) approved the increase in fees and charges as set out in Appendices A, B and C to this report.</li> <li>b) The mid-year increases are to reflect the anticipated Pay Award (which is set nationally) and which will be higher than previously accounted for in the 2022/2023 budget, and increased inflation and construction costs. The increases have been applied to the 2021/2022 fees and charges, not those approved in March 2022.</li> <li>c) The Appendix A increase reflects the increases to salaries and general income inflation reflective of national pay discussions. For the majority of charges relating to staff costs the amounts to an 8% increase to the 2021/2022 charges rounded to the nearest ten pence.</li> <li>d) The commuted sum schedule in Appendix B has had a further rate rise which amounts to a 9.1% increase to the 2021/22 charges in line with the rise in construction and materials costs. The fees for S278 agreements are also proposed to rise by 8% from the 2021/22 values in line with general income inflation, rounded to the nearest pound, these are given in Appendix C.</li> <li>e) Traffic Engineering have confirmed that the charge for repeat, small scale, local community events is a fee of £100 and that this is not subject to the annual percentage uplift. This fee is likely to be reviewed in the 2023/24 Annual Review of Fees and Charges for Various Highway Functions and Services. Similarly, Site Development have confirmed that the charge for stopping up orders is unchanged and likely to be reviewed in the 2023/24 report.</li> </ol>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

	<p>f) Fees to cover the time spent advising and coordinating professional filming on the Highway were only introduced in April 2022. It is proposed to continue with the previously approved fees and monitor their effectiveness over the full year, with the intention that they are reviewed in the 2023/24 annual review.</p>
	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>To ensure fees and charges stay in line with corporate guidelines as recommended in the initial budget proposals.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p>
<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member Councillor Helen Hayden, 26.09.2022
	Ward Councillors N/A
	Chief Digital and Information Officer <sup>5</sup> N/A
	Chief Asset Management and Regeneration Officer <sup>6</sup> N/A
	Others N/A
<b>Implementation</b>	Officer accountable, and proposed timescales for implementation
<b>List of Forthcoming Key Decisions<sup>7</sup></b>	Date Added to List:-
	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____
	If not published for 5 clear working days prior to decision being taken the reason why not possible:

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<b>Publication of report<sup>8</sup></b>	If published late relevant Executive member's approval	
	Signature	Date
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> Gary Bartlett, Chief Officer Highways and Transportation	
	Signature  <i>G J Bartlett</i>	Date 20.09.2022

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.