

## Delegated Decision Notice (DDN)

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 type="checkbox"/> below £25,000 <input checked="" 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 Communities, Housing & Environment		
<b>Contact person:</b>	Paul Spandler	Telephone number: 3786564	
<b>Subject<sup>2</sup>:</b>	Review of Environmental Health Services fees and charges for 2023/24		
<b>Decision details<sup>3</sup>:</b>	<p>What decision has been taken?</p> <p>The Chief Officer Elections and Regulatory approved an increase the fees and charges for a range of services provided by the Environmental Health Team. The new fees and charges will be implemented on the 1<sup>st</sup> April 2023.</p> <p>A brief statement of the reasons for the decision</p> <p>The Environmental Health Service provides a range of statutory and discretionary services for which fees and charges are levied. The charges and fees are payable for business activities, including food outlets, tattooists, dog kennels and commercial pest control work, rather than for public services.</p> <p>A review has been undertaken to ensure full cost recovery of statutory duties, and for the Service to continue to provide discretionary functions that do not present an undue cost to the Local Authority.</p> <p>The review has taken into consideration inflation, the increases in direct costs and benchmarks the proposed charges and fees with other neighbouring local authorities and core cities.</p> <p>The proposal is to update and increase the existing fees and charges to reflect current service delivery costs.</p>		

<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.

<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  
<sup>8</sup> See Executive and Decision Making Procedure Rule 2.1. Complete this section for key decisions only.

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

<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> John Mulcahy, Chief Officer Elections and Regulatory		
	Signature 	Date 15 March 2023	

<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.