

Delegated Decision Notice (DDN)

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<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
Director¹	Director of Communities, Housing & Environment		
Contact person:	Paul Spandler	Telephone number: 3786564	
Subject²:	Review of Environmental Health Services fees and charges for 2023/24		
Decision details³:	<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 1st April 2023.</p> <hr/> <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>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

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

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An alternative option considered was not to update the fees and charges and for them to remain as existing in 2023/24. However, taking into account that the current fees and charges have not been reviewed in at least two years, and significant increases in inflationary and direct costs, the current fees and charges no longer represent total cost recovery.</p>
Affected wards:	All wards
Details of consultation undertaken⁴:	Executive Member Cllr M Rafique, 14 Mar 2023
	Ward Councillors
	Chief Digital and Information Officer ⁵ n/a
	Chief Asset Management and Regeneration Officer ⁶ n/a
	Others
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>The increase in fees and charges will be implemented on 1st April 2023.</p>
List of Forthcoming Key Decisions⁷	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval Signature _____ Date _____


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

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

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

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

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

Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ¹⁰ John Mulcahy, Chief Officer Elections and Regulatory		
	Signature 	Date 15 March 2023	

⁹ 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.

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