

Decision Notice

Delegated Decision

Decision No:	DD17
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Subject:	ADMINISTRATION CHARGES FOR LEASEHOLDERS
Notification Date:	30 January 2017
Implementation Date:	1 April 2017
Decision taken by:	Mr Mike Davis, Director of Finance, Housing and Community
Delegated Authority:	Authority delegated to Chief Officers under Paragraph B5 of Section 6 of Part 3 of the Constitution
Decision Type:	Executive Non-Key Decision
Call-In to Apply?	No (<i>Call-in does not apply to Non-Key Officer Decisions</i>)
Classification:	Unrestricted

Reason for the Decision:	To seek approval to charge an annual fee for the cost of administration for leaseholders.
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Decision:	To approve the change from the current method of charging leasehold administration costs based on a percentage of the cost of works undertaken to charging an annual fee based on the actual costs incurred to administer the service.
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Please see attached Report.