COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
(1) Topic (one sentence description of the decision being sought) **(2) Who will take Decision** **(3) Give Date or Period within which Decision is to be taken** **(4) Directorate Contact ☒ ☎**	**(5) Principal Groups/Organisations to be Consulted before Decision is made** **(6) Method of Consultation**	**(7) Name of persons(s) to whom representations can be made ☒ ☎** **(8) When should they be made by (closing date)**	**(9) List background documents submitted to Cabinet/Cabinet Member(s) in respect of the Decision. Is this information unrestricted or exempt** **(10) Date first entered in Notice**

KEY 22/21/22
 	
(1) Fees and Charges – agreement on levels for 2022/23
 	
(2) (i) Cabinet
  (ii) Regulatory and Licensing Committees
  (iii) Planning Committee
 	
(3) (i) 17 January 2022
  (ii) 2 November 2021/20 October 2021
  (iii) 11 November 2021
 	
(4) Mike Davis, Strategic Director (Corporate Resources) – mike.davis@dover.gov.uk; 01304 872107
	(5) Service users, stakeholders
	
	(6) Consultation between Directors and Portfolio Holders using the Member and Officer framework for formulating the charge proposals
		(7) Mike Davis, Strategic Director (Corporate Resources) – mike.davis@dover.gov.uk; 01304 872107
		
		(8) 20 November 2021
			(9) Calculation of charges
			 Report to Cabinet of 17 January 2022 (Unrestricted)
			
			(10) 1 October 2021

Brief Details of Item:
(Please provide information about the contents of this item and the reason for decision.)

The Council has to set fees and charges for certain services. These are delegated in part at various levels but form a key element of the overall budget process.

Deadline for Item:
(Please indicate the date and whether this is statutory, operational or to meet the requirements of another agency.)

There are over 250 different fees and charges to be considered, some of which are statutory and others which are discretionary. This status will be indicated for each fee in the reports for Cabinet and the Licensing and Regulatory Committees. These fees and charges need to be agreed before the 2022/23 budget is set in March 2022.