

**8 November 2015****Agenda Item: 9****REPORT OF THE SERVICE DIRECTOR FOR SOUTH NOTTINGHAMSHIRE  
AND PUBLIC PROTECTION****REGISTRATION SERVICE FEES FOR 2017/2018 AND 2018/2019****Purpose of the Report**

1. The purpose of this report is to:
  - a. provide information about Registration Service fees
  - b. seek approval of new and amended fees for 2018 / 2019

**Information and Advice**Background

2. The fees for statutory registration services are set nationally and include the fees for giving notice of the intention to marry or form a civil partnership, and fees for the related ceremonies when taking place at a Register Office. It is possible that during the year the Registrar General or Home Office may make changes to these, and so it is proposed that should this occur then local fees will be re-set to a new figure directly commensurate with the change. Statutory fees have not been increased since April 2012, and it is anticipated that they may be increased from April 2017. Such increases will add significantly to the overall income of the registration service.
3. The level of the statutory fees does not cover the full cost of service delivery, and this places a financial pressure on the service. However, fees for non-statutory services can be set on a cost recovery basis and thereby off-set the cost of providing the service overall. The non-statutory registration services are offered by the County Council under the provisions of the Local Government Act 2000 and the Localism Act 2011. Services include conducting civil marriage and civil partnership ceremonies at premises other than the Register Office, plus a range of celebratory ceremonies including naming ceremonies, celebration of vows, civil funerals and individual citizenship ceremonies. The proposed structure for these fees is set out in **Appendix A** to this report. In some cases, the fees listed cover the next two financial years, as customers may request bookings up to two years in advance.
4. The current fees and those for the financial year 2017 / 2018 were approved by the committee in November 2015. This report contains proposed new and increased fees for 2018 / 2019.

5. The previously agreed fee increases for 2017 / 2018 will realise approximately £15k of additional income compared with 2016 / 2017, assuming an equivalent number of the different types of ceremonies are to be completed within a small overall increase in total number of ceremonies.

#### Proposed fees for 2018 - 2019

6. New fees for 2018 – 2019 are highlighted in Appendix A to this report. These include a fee for new document checking service, which is in response to public demand for a registrar to certify that documents are a true copy of the original seen by the registrar. Also, it is planned that a European Passport Return Service will be introduced in the near future, following tranches of recent introduction of the service across other local authorities. These revised fees will raise approximately £17k of additional income, assuming a similar profile of number and types of ceremony compared with recent previous years.

#### **Other Options Considered**

7. The County Council has discretion over the type and level of non-statutory services and fees.

#### **Reason/s for Recommendation/s**

8. The recommendation is made to gain approval for fees that will enable the Registration Service to off-set the cost of statutory services and provide the public with a range of service options at fees they are content to pay.

#### **Statutory and Policy Implications**

9. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

#### **Financial Implications**

10. The proposed fees are designed to enable the County Council to fully off-set costs associated with providing registration services. This is based on presumed overall take-up of discretionary services by the public, and assuming a normal level of public demand for statutory services, such as the registration of deaths.

### **RECOMMENDATIONS**

It is recommended that:

- 1) the background information contained in the report is noted;
- 2) approval is given for the proposed new and amended fees for 2018/2019.

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**Constitutional Comments**

11. The recommendations in the report fall within the Terms of Reference of the Community Safety Committee

**Financial Comments (KAS 21/10/16)**

12. The financial implications are contained within paragraph 10 of the report.

**Background Papers and Published Documents**

- The Registrar General's Guidance to Authorities for the approval of premises as venues for civil marriage and civil partnerships' (Sixth Edition, 2015)

**Electoral Division(s) and Member(s) Affected**

- All

