

EAST RENFREWSHIRE COUNCILCABINET30 November 2017Report by the Deputy Chief ExecutiveCORPORATE AND COMMUNITY SERVICES DEPARTMENTCHARGING FOR SERVICES 2018/19**PURPOSE OF REPORT**

1. The purpose of this report is to advise the Cabinet of the outcomes of the charging for services exercise carried out within the Corporate and Community Services Department and to submit the fees and charges for 2018/19

**RECOMMENDATIONS**

2. It is recommended that the Cabinet:-
- (a) Note that the statutory fees are set by National Records of Scotland (NRS) in November each year; and
  - (b) Increase all non-statutory fees and charges by 3%, for 2018/19 in line with rate of inflation

**IMPACT OF CHARGES FOR 2018/19**

3. The charges set in previous years have allowed the registration service to provide a comparable service to other local authorities and to attract marriages which generate an income.

**DEPARTMENTAL OBJECTIVES FOR CHARGING**

4. Most charges for the Registration Service are nationally prescribed by the NRS although the Council has some discretion over the non-statutory elements.

5. At this stage there is no confirmed increase in statutory fees but further announcements may be made after the Annual Registration Conference in November.

**SERVICES REVIEWED AND PROPOSED CHARGES FOR 2018/19**

6. The partial closure of neighbouring authorities' registration offices has resulted in a marked increase in the number of registrations carried out in East Renfrewshire.

7. New procedures under the Certification of Death (Scotland) Act have been introduced since May 2015. This has resulted in an additional cost to service provision with the need for standby cover arrangements to be introduced at weekends. This service is not chargeable to customers but can cause delay in the registration and lengthen the appointment time.

8. It is recommended that Cabinet approve the increase of all non-statutory fees and charges by 3% in line with inflation for 2018/19

### **IMPLICATION OF THE PROPOSALS**

9. Based on the recommendations, it is estimated that the proposed changes in charges will generate approximately £1,200 additional income from the Registration Services in 2018/2019. This estimate is based on registrations remaining at the same levels.

10. Non statutory fees in East Renfrewshire have historically been very competitive with other local authorities. The increase in charges ensures that we remain comparable with other local authorities while, where possible, recovering the full cost of the service.

11. There are no equalities implications of the proposal to increase non statutory fees.

### **CONSULTATION**

12. The Registration Service will compare fees with other local authorities.

### **CONCLUSIONS**

13. The Registration Service operates to statutory charges and endeavours to recover close to the full cost of the service. However, the introduction of death certification has meant an additional cost of standby cover is being incurred.

### **RECOMMENDATIONS**

14. It is recommended that the Cabinet:-

- (a) Note that the statutory fees are set by National Records of Scotland (NRS) in November each year; and
- (b) Increase all non-statutory fees and charges by 3%, in line with inflation for 2018/2019.

Deputy Chief Executive

November 2017

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<b>TYPE OF FEE (Statutory)</b>	<b>Current 2017/18</b>	<b>Proposed 2018/19</b>
Particular search for each period of 5 years or part thereof	5.00	5.00
General search for first hour or part thereof	10.00	10.00
General search for second or subsequent hour	10.00	10.00
Birth, Death, Marriage or Civil Partnership Extract (within month of registration)	10.00	10.00
Birth, Death, Marriage or Civil Partnership Extract (outwith month of registration)	15.00	15.00
Marriage Notice/Civil Partnership Fee	60.00	60.00
Solemnisation/Civil Partnership Registration Fee	55.00	55.00
Marriage/Civil Partnership Certificate Fee	10.00	10.00
<b>Total Statutory Fee for Marriage/Civil Partnership</b>	<b>125.00</b>	<b>125.00</b>
Citizenship Ceremony Fee	80.00	80.00
<b>TYPE OF FEE (Non statutory)</b>		
Marriage/Civil Partnership Accommodation Fee	86.00	89.00
Saturday Supplement	115.00	118.00
Sunday/P Hol Supplement	165.00	170.00
Administration Fee (Marriage)	21.00	22.00
Marriage/Civil Partnership fees for Outside Venues (Mon-Fri during office hours)	129.00	133.00
Marriage/Civil Partnership fees for Licensed Premises (Saturday/Sunday/P Hol between 12.00 midday - 4.00 pm)	158.00	163.00

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