

REPORT TO: Executive Board

DATE: 19 October 2017

REPORTING OFFICER: Strategic Director, Enterprise, Community & Resources Directorate

PORTFOLIO: Environmental Services

SUBJECT: Variation of the non-statutory fees of Halton Registration Service for 2019/2020

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To seek the approval of the Board to vary the non-statutory fees offered by Halton Registration Service for 2019/2020.

2.0 RECOMMENDATION: That the Board

- 1) approves the variations to the non-statutory fees of Halton Registration Service as set out in Appendix 1; and**
- 2) approves the introduction of a non-statutory administration fee for the making of a pre-arranged Marriage and/or Civil Partnership Notice appointment.**

3.0 SUPPORTING INFORMATION

3.1 The Marriage Act 1995 and the Civil Partnership Act 2005 allows local authorities to set fees for ceremonies in approved premises. In January 2011, the Executive Board Sub Committee agreed to set these non-statutory fees; outside the usual timeframe for setting fees due to ceremonies being planned up to two years in advance.

3.2 The proposed fee structure - Appendix 1 is for 2019/20, the fees have already been set for 2017/18 and 2018/19. The proposed fees for 2019/20 have been arrived at by taking account of inflationary increases. In addition market research of neighbouring registration districts has also been carried out to ensure that our fees are both competitive (*we compete with a variety of venues such as hotels, historic venues and foreign destinations*) and reflect the high standard of our venue and facilities.

3.3 The early setting of fees for 2019/20 is necessary as most ceremonies are arranged two years in advance. Therefore it will be advantageous to have a published fee structure in place so that

customers understand the amount they will be expected to pay. The early setting of the fees will also enable the Service to forward plan more effectively to achieve its income targets.

4.0 POLICY IMPLICATIONS

4.1 The above proposals are in line with the Authority's new governance arrangements for delivery of registration services as outlined in the White Paper "Civil Registration: Vital Change" (2002), which enables the authority to have the freedom to make policy decisions locally without recourse to the General Register Office.

5.0 FINANCIAL IMPLICATIONS

5.1 The proposed timeframe for fees will take effect from 1 April 2019 unless otherwise specified.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

None identified.

6.2 Employment, Learning & Skills in Halton

None identified.

6.3 A Healthy Halton

None identified.

6.4 A Safer Halton

None identified.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 There are no anticipated risks associated with these recommendations.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 An Equality Impact Assessment of 8th May 2012 found that there were no equality or diversity issues in the setting of the Registration Service fees, against any of the protected characteristic groups.

9.0

**LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF
THE LOCAL GOVERNMENT ACT 1972**

Document	Place of Inspection	Contact Officer
New governance arrangements for the Halton Registration Service, Executive Board Sub Committee (29 March 2007)	Halton Register Office	Registration Service Manager Superintendent Registrar

APPENDIX 1

Halton Registration Service Price List 2019/20

Marriage, Civil Partnership and other non-statutory ceremonies (For venues under the 1994 / 2004 Acts)

Venue	2017/18	2018/19	2019/20
Boston Suite and Lounge			
Monday to Thursday	200.00	210.00	220.00
Friday	230.00	245.00	260.00
Saturday	270.00	285.00	300.00
Sunday (11am to 1pm)	340.00	360.00	380.00
Bank Holiday	440.00	460.00	480.00
Civic Suite, Runcorn Town Hall			
Monday to Thursday	300.00	315.00	330.00
Friday	310.00	325.00	340.00
Saturday	340.00	360.00	380.00
Sunday (11am to 1pm)	380.00	400.00	420.00
Bank Holiday	480.00	500.00	520.00
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday	270.00	285.00	300.00
Friday	280.00	295.00	310.00
Saturday	300.00	315.00	330.00
Sunday (11am to 1pm)	350.00	370.00	390.00
Bank Holiday	450.00	470.00	490.00
Council Chamber Runcorn Town Hall and Approved Premises			
Monday to Thursday	370.00	390.00	410.00
Friday	390.00	410.00	430.00
Saturday	450.00	470.00	490.00
Sunday	520.00	550.00	580.00
Bank Holidays	620.00	650.00	680.00