

REPORT TO: Executive Board

DATE: 17 September 2015

REPORTING OFFICER: Strategic Director, Communities & Resources

PORTFOLIO: Environmental Services

SUBJECT: Variation of the non-statutory fees of Halton Registration Service for 2017/2018

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 2017/2018.

2.0 **RECOMMENDATION: That the Board approves the variations to the non-statutory fees of Halton Registration Service as set out in Appendix 1.**

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 shown in Appendix 1 is for 2017/18, the fees have already been set for 2015/17.

3.3 The early setting of fees for 2017/18 is necessary as most ceremonies are arranged up to 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 2017 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

Halton Registration Service Price List 2017/18

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

Venue	2015/17	2017/18
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Boston Suite and Lounge

Monday to Thursday	180.00	200.00
Friday	210.00	230.00
Saturday	250.00	270.00
Sunday (11am to 1pm)	315.00	340.00
Bank Holiday	415.00	440.00

Civic Suite, Runcorn Town Hall

Monday to Thursday	280.00	300.00
Friday	290.00	310.00
Saturday	320.00	340.00
Sunday (11am to 1pm)	360.00	380.00
Bank Holiday	460.00	480.00

Leiria or Members Room, Runcorn Town Hall

Monday to Thursday	250.00	270.00
Friday	260.00	280.00
Saturday	285.00	300.00
Sunday (11am to 1pm)	330.00	350.00
Bank Holiday	430.00	450.00

Council Chamber Runcorn Town Hall and Approved Premises

Monday to Thursday	350.00	370.00
Friday	375.00	390.00
Saturday	425.00	450.00
Sunday	495.00	520.00
Bank Holidays	600.00	620.00