

REPORT TO: Executive Board

DATE: 16 February 2023

REPORTING OFFICER: Operational Director, Community & Greenspace - Environment & Regeneration Directorate

PORTFOLIO: Employment, Learning Skills and Community

SUBJECT: Variation of the non-statutory fees of Halton Registration Service from 1st April 2023

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 from 1st April 2023.

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: Appendix 1 is for 2023/2024 and 2024/2025 which has been determined by taking account of inflationary increases. In addition, where possible market research of neighbouring registration districts has also been carried out - to ensure that our fees are both competitive and reflect the high standard of our venue and facilities.

3.3 The early setting of the fees for 2023/2024 and 2024/2025 is necessary as ceremonies are arranged up to two years in advance. Therefore, we must have a published fee structure in place so that customers understand the amount they will be required 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 fees will take effect from 1 April 2023 and should assist the Service with meeting its allocated budget.

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 **CLIMATE CHANGE IMPLICATIONS**

9.1 The implementation of the recommendation will have no effect on the environment.

10.0 **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 2023/2024

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

Venue	2020/22	2023/2024	2024/2025
Boston Suite and Lounge			
Monday to Thursday	240.00	300.00	350.00
Friday	285.00	360.00	410.00
Saturday	325.00	410.00	460.00
Sunday (11am to 1pm)	410.00	460.00	510.00
Bank Holiday	510.00	560.00	610.00
Civic Suite, Runcorn Town Hall			
Monday to Thursday (Deleted)	355.00	Deleted	Deleted
Friday (Deleted)	365.00	Deleted	Deleted
Monday to Friday		410.00	460.00
Saturday	410.00	460.00	510.00
Sunday (11am to 1pm)	460.00	510.00	560.00
Bank Holiday	550.00	610.00	660.00
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday (Deleted)	325.00	Deleted	Deleted
Friday (Deleted)	335.00	Deleted	Deleted
Monday to Friday		360.00	410.00
Saturday	355.00	410.00	460.00
Sunday (11am to 1pm)	420.00	460.00	510.00
Bank Holiday	520.00	560.00	610.00
Council Chamber, Runcorn Town Hall and Approved Premises			
Monday to Thursday (Deleted)	440.00	Deleted	Deleted
Friday (Deleted)	460.00	Deleted	Deleted
Monday to Friday		520.00	570.00
Saturday	520.00	580.00	630.00
Sunday	620.00	680.00	730.00
Bank Holidays	720.00	780.00	830.00
Reservation Fee, Pre- Ceremony Interview Fee, Certificate Package Fee			
Reservation Fee (Deleted)	52.00	Deleted	Deleted
Pre-Ceremony Interview Fee (Deleted)	30.00	Deleted	Deleted
Certificate Package Fee (Deleted)	18.00	Deleted	Deleted
New Combined Ceremony Reservation Fee to include: Reservation, Ceremony Interview and Certificate Package Fee		100.00	100.00