

REPORT

| | | | |
|----------------------------------|-------------|--|--|
| To: GENERAL PURPOSES COMMITTEE | | Subject: REGISTRATION SERVICES – FEES FOR CONDUCT OF OUT OF HOURS BUSINESS | |
| From: DIRECTOR OF ADMINISTRATION | | | |
| Date: 26 April 2005 | Ref: JAF/AC | | |

1. Purpose of Report

1.1 The report advises the Committee that a review has been carried out of the fees payable to Registration Services employees for the conduct of out of hours business (other than business for which stand-by arrangements apply) within and at approved places outwith Registration Offices and makes recommendations in respect of the fees payable.

2. Background

2.1 The General Purposes Committee, at its meeting on 21 August 2002, having noted the implications for the Council of the Marriage (Scotland) Act 2002 which had made provision for civil marriages to be conducted in places other than Registration Offices and, consequently, had the potential to greatly increase the volume of out of hours business, and having regard to the implications for the Registration Service employees and their availability to conduct out of hours business in Registration Offices and at approved places outwith Registration Offices, authorised the Director of Administration, in consultation, to determine the basis and level of payment to Registrars and the level of fees chargeable.

2.2 At the meeting of the Committee on 23 October 2002, the Director of Administration, after a consultation process, reported further with regard to the level of fees payable to Registration Services employees for the conduct of out of hours business.

2.2 As a result, it was agreed, with effect from 1 November 2002, to implement a fee based system of payment to Registrars to conduct out of hours business within Registration Offices and at approved places outwith Registration Offices.

3. Considerations

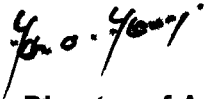
3.1 The level of fee payable to Registrars for the conduct of out of hours business has remained unaltered since 1 November 2002 and it is this issue which has been the subject of review against the increases in rates of pay.

3.2 Having regard to the level of fees set from 1 November 2002, the increases in the spinal column points of the SJC Conditions of Service and the increase in the discretionary fees and charges for service provision levied as part of the budget process, it is proposed to increase the fees payable to Registrars, effective from 1 April 2005, by a sum equivalent to the nationally negotiated pay award for SJC employees and, accordingly, to set revised fees (rounded to the nearest £) as follows:

| | Existing | Proposed |
|---|----------|----------|
| <u>Registrar duties</u> | | |
| Weekdays outwith normal hours | £50 | £53 |
| Saturday (half-day) | £75 | £80 |
| Saturday (full-day) | £130 | £138 |
| Sunday (half-day) | £100 | £106 |
| Sunday (full-day) | £150 | £159 |
| <u>Escort duties (when necessary)</u> | | |
| Weekdays outwith normal hours | £35 | £37 |
| Saturday (half-day) | £50 | £53 |
| Saturday (full-day) | £80 | £85 |
| Sunday (half-day) | £65 | £69 |
| Sunday (full-day) | £100 | £106 |

4. **Recommendations**

It is recommended that the Committee approves of the report and the recommendations contained in paragraph 3.2 above.



Director of Administration

Members seeking further information on the contents of this report should contact John Fleming, Head of Central Services on Extension 2228.