

<b>To:</b> CORPORATE SERVICES COMMITTEE		<b>Subject:</b> AREA/REGISTRATION SERVICE: PRODUCTION OF CEREMONY AND BEREAVEMENT GUIDES PROPOSED AGREEMENT WITH NETWORK UK
<b>From:</b> HEAD OF CENTRAL SERVICES		
<b>Date:</b> 23 April 2008	<b>Ref:</b> JAF/BN	

**1. Purpose of the Report**

1.1 The purpose of this report is to update the Committee on an approach made by Network UK to produce on behalf of the Registration Service Ceremony and Bereavement Guides.

**2. Background**

- 1.2 In July 2002 the Area/Registration Service entered into an initial two year agreement with Network UK to provide Business Card Dispensers in Receptions. This arrangement generated new income of £312.90 – representing 10% of advertising revenue generated.
- 1.3 An agreement was entered into with Advise in January 2006 which generated £500 new income from the distribution of wedding privilege cards.
- 1.4 The Area/Registration Service are utilising Civil Marriage Folders produced in 2001 to market the service. The printing cost of the brochure was met from the Area/Registration Service budget.

**3. Considerations**

- 3.1 Stocks of "A Guide to Civil Marriage in North Lanarkshire" Brochures are now running low and there is a need to update the content to highlight the range of ceremonies we now offer including Civil Partnership, Naming, Renewal and Citizenship Ceremonies.
- 3.2 Network UK are offering to produce Ceremony and Bereavement Guides at no cost to the Service provided they can generate sufficient advertising revenue.
- 3.3 In the event that the sale of advertising provides to be impractical Network UK will withdraw from the Production of the Guides.
- 3.4 In terms of the proposal the Area/Registration Service would retain the right to veto any businesses deemed unsuitable for inclusion in the Guides and have the opportunity provide the content and proof draft. It is anticipated the Guides would be produced within four to six months of an agreement being entered into, subject to sufficient advertising revenue being generated.

**4. Recommendation**

4.1 It is recommended that the Committee approves an agreement being entered into with Network UK for the production of Ceremony and Bereavement Guides.

*J. Fleming*  
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