

REPORT

To: CORPORATE SERVICES COMMITTEE		Subject: REGISTRATION SERVICE - PROPOSED RENEWAL OF AGREEMENTS WITH NETWORK UK FOR THE PRODUCTION OF CEREMONY AND BEREAVEMENT GUIDES
From: EXECUTIVE DIRECTOR OF CORPORATE SERVICES		
Date: 20 July 2010	Ref: JAF/BN	

1. **Purpose of Report**

1.1 The purpose of this report is to update the Committee on the arrangements for the production of ceremony and bereavement guides for the Registration Service.

2. **Background**

2.1 The Corporate Services Committee, at a meeting on 15 May 2008, received a report with a proposal to enter into an agreement with Network UK to allow the company to produce ceremony and bereavement guides on behalf of the Registration Service.

2.2 The ceremony and bereavement guides were provided at no cost to the Council and were funded by third party advertising and were available from each Registration Office.

2.3 The proposal was approved and an agreement was entered into for a period of twenty-four [24] months.

3. **Considerations**

3.1 Network UK are again offering to produce ceremony and bereavement guides at no cost to the Service provided the company can generate sufficient advertising revenue.

3.2 The Registration Service retains the right of veto in respect of any businesses deemed unsuitable for inclusion in the guide and has the opportunity to edit and proof the content.

3.3 This proposal permits the Registration Service to continue to provide customer focused services in all aspects of the registration service. The guides would be produced within four to six months of an agreement being entered into.

3.4 Existing stock of the ceremony and bereavement guides would be withdrawn.

4. **Recommendation**

4.1 It is recommended that the Committee agrees to enter into further agreements with Network UK and authorises the Head of Central Services to proceed, subject to appropriate safeguards to protect the Council's interests.



Executive Director of Corporate Services

Local Government Access to Information Act: For information on this report please contact Brenda Nardone, Chief Administrative Services Manager on telephone number 01698 302324.