

North Lanarkshire Council

Report

Finance and Resources Committee

approval noting

Ref AA/PD

Date 10/02/20

Registration Service Discretionary Fee Increase

From Archie Aitken, Head of Legal and Democratic Solutions

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Executive Summary

This reports seeks approval to increase the discretionary fees for conducting life event ceremonies on a Friday and to introduce a priority extract certificate service.

Recommendations

It is recommended that the Committee:

(1) Approve an increase in the discretionary fees charged for the following services:-.

- Civil Marriage and Civil Partnership Ceremonies conducted on a Friday
 - increase from £79 to £87 (with more than 2 witnesses/guests and if the marriage takes place within a registration office), and
 - Increase from £167 to £184 (if the marriage is in an outside venue)
- Naming Ceremonies for a Child and Renewal of Marriage Vow Ceremonies conducted on a Friday
 - increase from £147 to £162 (if the ceremony takes place in a registration office),
 - increase from £235 to £259 (if the ceremony is in an outside venue).

(2) Approve the introduction of a priority same day service for a copy extract which would attract an additional fee of £5.

The Plan for North Lanarkshire

Priority Improve North Lanarkshire's resource base

Ambition statement (24) Review and design services around people, communities, and shared resources

1. Background

- 1.1 The Registration Service has a statutory obligation to register births, deaths and marriages and the core fees are charged for this service are set by the National Records of Scotland (NRS).
- 1.2 The last core fee increase was 1 April 2011. In order to cover administration and staffing costs, local authorities also charge an additional discretionary fee for carrying out Registration functions. The last increase in discretionary fees by North Lanarkshire Council was 1 April 2018.

2. Report

- 2.1 One of the core functions of the Registration Service is to carry out life event ceremonies, both in Council Offices and external venues. Currently the fees are based on Monday to Friday services, Saturday services and Sunday services and details of the fees for 2019 onwards is contained within Appendix 1 to the report.
- 2.3 In order to move in line with other local authorities, namely, South Lanarkshire, Glasgow, East Dunbartonshire and East Ayrshire, it is proposed to increase the discretionary fee charged for the following services effective as of 1 April 2020:-
 - Civil Marriage and Civil Partnership Ceremonies conducted on a Friday
 - increase from £79 to £87 (with more than 2 witnesses/guests and if the marriage takes place in a registration office), and
 - Increase from £167 to £184 (if the marriage is in an outside venue)
 - Naming Ceremonies for a Child and Renewal of Marriage Vow Ceremonies conducted on a Friday
 - increase from £147 to £162 (if the ceremony takes place in a registration office),
 - increase from £235 to £259 (if the ceremony is in an outside venue)

The fees in question are highlighted as shaded in Appendix 1 to the report and detailed within Appendix 2 to the report are the proposed revised fees which if approved would take effect from 1 April 2020.

It is proposed that all other fees charged for midweek (Monday to Thursday) and weekend ceremonies remain unchanged.

- 2.4 The Service currently charges a fee of £10 for a copy extract for certificates issued within one month of the date of registration, which increases to £15 for any requests out with this timescale. In order to provide an enhanced service, it is proposed to offer a priority same day service, if required, resulting in a charge of an additional £5. This additional service can be provided within existing staffing levels.

3. Equality and Diversity

- 3.1 Fairer Scotland Duty

Not Applicable

3.2 Equality Impact Assessment

Not Applicable

4. Implications

4.1 Financial Impact

If approved, the revised fees structure will provide additional income of approximately £10,000 to the Council.

4.2 HR/Policy/Legislative Impact

Not Applicable

4.3 Environmental Impact

Not Applicable

4.4 Risk Impact

Not Applicable

5. Measures of success

5.1 The Registration Services will continue to provide a highly efficient and effective service to the people of North Lanarkshire.

6. Supporting documents

6.1 Appendix 1 – Registration Statutory/Discretionary Fees from 1 April 2019 to date.

6.2 Appendix 2 – Proposed Registration Statutory/Discretionary Fees from 1 April 2020



Head of Legal and Democratic Solutions

Registration Services – Fees for Ceremonies from 1 April 2019 to date

Ceremony Type	Statutory Fees Set by the Registrar General			Additional local authority fees*	Total Fees
	Notice Fee (£30 for each contracting party)	Extract Fee	Solemnisation Fee		
Religious Marriages	£60	£10			£70
Civil Marriage/Civil Partnership Ceremonies					
Within Registration Offices					
Ceremonies on weekdays (with only 2 witnesses/guests)	£60	£10	£55		£125
Ceremonies on weekdays (with more than 2 witnesses/guests)	£60	£10	£55	£79	£204
Ceremonies on Saturdays (with only 2 witnesses/guests)	£60	£10	£55	£216	£341
Ceremonies on Saturdays (with more than 2 witnesses/guests)	£60	£10	£55	£293	£418
Ceremonies on Sundays (with only 2 witnesses/guests)	£60	£10	£55	£270	£395
Ceremonies on Sundays (with more than 2 witnesses/guests)	£60	£10	£55	£349	£474
Outwith Registration Offices					
Ceremonies on weekdays	£60	£10	£55	£167	£292
Ceremonies on Saturdays	£60	£10	£55	£300	£425
Ceremonies on Sundays	£60	£10	£55	£362	£487
			Within Registration Offices	Outwith Registration Offices	
Naming/Renewal Ceremony					
Ceremonies on weekdays			£147		£235
Ceremonies on Saturdays			£361		£368
Ceremonies on Sundays			£417		£429
Individual Citizenship Ceremony					
Ceremony in Registration Office on a weekday			£91		n/a

- Sunday fees apply on public holidays
- Fees are subject to change
- For use of accommodation/outwith normal working hours/outwith registration offices

Registration Services – Proposed Fees for Ceremonies from 1 April 2020

Ceremony Type	Statutory Fees Set by the Registrar General			Additional local authority fees*	Total Fees
	Notice Fee (£30 for each contracting party)	Extract Fee	Solemnisation Fee		
Religious Marriages	£60	£10			£70
Civil Marriage/Civil Partnership Ceremonies					
Within Registration Offices					
Ceremonies on weekdays (with only 2 witnesses/guests)	£60	£10	£55		£125
Ceremonies on Mon to Thurs (with more than 2 witnesses/guests)	£60	£10	£55	£79	£204
Ceremonies on Friday (with more than 2 witnesses/guests)	£60	£10	£55	£87	£212
Ceremonies on Saturdays (with only 2 witnesses/guests)	£60	£10	£55	£216	£341
Ceremonies on Saturdays (with more than 2 witnesses/guests)	£60	£10	£55	£293	£418
Ceremonies on Sundays (with only 2 witnesses/guests)	£60	£10	£55	£270	£395
Ceremonies on Sundays (with more than 2 witnesses/guests)	£60	£10	£55	£349	£474
Outwith Registration Offices					
Ceremonies on Mon to Thurs	£60	£10	£55	£167	£292
Ceremonies on Fridays	£60	£10	£55	£184	£309
Ceremonies on Saturdays	£60	£10	£55	£300	£425
Ceremonies on Sundays	£60	£10	£55	£362	£487
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Individual Citizenship Ceremony					
Ceremony in Registration Office on a weekday		£91		n/a	

- Sunday fees apply on public holidays
- Fees are subject to change
- For use of accommodation/outwith normal working hours/outwith registration offices
- A priority same day service (if required) for a copy extract is available at an additional charge of £5.