

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Nicola Horsey, Assistant Director Community and Regulatory Services
Date:	28 th December 2017
Title:	Increase in some Registration Service fees and charges from 1 st April 2018 and setting of fees for 2020/21

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1. The decision:

- 1.1. To provide an increase to a small number of already published fees (in green on attached table) relating to the provision of statutory and non statutory ceremonies delivered in Hampshire Approved Venues and Register Office ceremony rooms with effect from 1st April 2018.
- 1.2. To approve and set fees for 2020/21.
- 1.3. To approve the introduction of a 'ceremony package' specifically designed to address the increasing use of independent celebrants and maintain our position in the current market place.

2. Reason(s) for the decision:

- 2.1. The Registration Service receives no revenue budget from the County Council and is therefore entirely reliant on income to cover its costs.
- 2.2. An internal cost profiling exercise and benchmarking of fees with other local authorities across the south east region has identified a number of instances where either full cost recovery is not achieved or Hampshire has fallen behind other local authorities in levels of charging for the same services.
- 2.3. Hampshire Registration Service performs over 5,000 ceremonies every year. The service needs to ensure it remains commercially competitive, recovers all of its costs (including on-costs) and provides a consistently high quality of service to its customers (including a programme of reinvestment to ensure high quality Register Office ceremony venues).

3. Other options considered and rejected:

3.1. Retaining the existing level of fees would not enable the service to achieve overall full cost recovery or raise sufficient additional income to aspire to meet T19 targets and any targets that will be set beyond T19.

4. Conflicts of interest:

4.1. None

5. Dispensation granted by the Head of Paid Service:

5.1 None

6. Supporting information:

6.1 Fee increases are based on :

1. cost profiling exercise identifying areas where the service is not achieving full cost recovery
2. benchmarking against fees charged by other local authorities to ensure commercial viability

6.2 A range of ceremony options to suit a variety of budgets remain available to customers, including the ability to have a 'basic' statutory ceremony for £50 at certain times of the week in Winchester, Basingstoke, Aldershot and Fareham Register Offices.

Approved by:

Date:

**Nicola Horsey
Assistant Director Community & Regulatory Services**

31 January 2018

On behalf of the Director of CCBS