

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Nicola Horsey, Assistant Director Community and Regulatory Services
Date:	3 January 2017
Title:	Increase in Registration Service fees and charges from 1 st April 2017
Reference:	8063

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1. The decision:

- 1.1. To raise fees relating to the provision of statutory and non statutory ceremonies delivered in Hampshire Approved Venues and Register Office ceremony rooms from 1st April 2017 with further increases to take place on an annual basis up to 2019/20.
- 1.2. Increases will range from 0.5% to 12% across the range of ceremony options and as outlined in the attached spreadsheet (see supporting information).
- 1.3. Fees will be reviewed in October each year with any further adjustments to take effect from January the following year.
- 1.4. Existing published fees will be honoured for those customers who have already booked and pre-paid ceremonies during 2017/18.

2. Reason(s) for the decision:

- 2.1. The Registration Service receives no budget from the County Council and is 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 have identified a number of instances where either full cost recovery is not achieved or Hampshire has fallen behind other local authorities in charging levels.
- 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 meet T19 targets.
- 3.2. Uplifting fees for all ceremonies would adversely impact our ability to compete with services offered by surrounding local authorities and attract business to Hampshire.

4. Conflicts of interest:

- 4.1. None

5. Dispensation granted by the Head of Paid Service:

- 5.1 None

6. Supporting information:

- Fee increases are based on :
 - cost profiling exercise identifying areas where the service is not achieving full cost recovery
 - benchmarking against fees charged by other local authorities to ensure commercial viability
- 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:

3 January 2017

(Nicola Horsey, Assistant Director Community and Regulatory Services)

On behalf of the Director of Culture, Communities and Business Services