

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:

FCS 221

Box 1

DIRECTORATE: Finance and Corporate

DATE: 25/08/2017

Contact Name: Victoria Brogan

Tel. No.: 01302 736063

Subject Matter: Increase in Premium Marriage fees at Priory Place

Box 2

DECISION TAKEN:

That the Section 151 Officer approves an increase to the following wedding ceremony fees at Priory place as follows:-

Priory Place - Premium Marriage Package / Civil Partnership Premium Package	Original Fees £	Increased fees £
Thursday in Great Kitchen	150	175
Friday in Priory Suite	175	200
Friday in Great Kitchen	200	250
Saturday am in Priory Suite	175	200
Saturday am in Great Kitchen	200	250

Under section B22 of the Financial procedures rules this approval will be reported to cabinet in the Quarter 1 Finance & Performance Improvement Cabinet Report.

Box 3

REASON FOR THE DECISION:

In the previous ODR 1617 RI084 FCS143 the suggested fees for Priory Place weddings were shown as estimates.

Since opening at Priory Place, in May 2017 the Registrars have been charging increased fees which had been proposed as the premium fee offer at Cusworth Hall for Friday and Saturday mornings (Cusworth Hall had been identified as a possible alternative venue for the premium registrar wedding ceremonies at the time of the consideration of possible venues for Registrar office wedding ceremonies). There has been no discrepancy between the advertised fees and those charged to couples marrying at Priory Place in the Priory Suite. There has been positive feedback on the much improved ceremony rooms from couples and it is considered that these fees represent good value in comparison with venues offered by other local authorities.

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

No other options were considered as the view of the service is that the increased fees represent good value for money, increases the income to the Council and positive feedback has been received from service users.

Box 5**LEGAL IMPLICATIONS:**

The Local Authority is required to provide a statutory wedding service and maintain within its Register Office a statutory wedding room which must be approved by the GRO and which will enable the service to fulfil the requirements of the statutory duties and for which a statutory fee is provided. The provision of premium wedding services over the statutory requirement is discretionary and as such the Council are able to charge for the service where a person has agreed to its provision.

The Council has power under section 1 of the Localism Act 2011 to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. The general power of competence extends to charging for services, but limits on charging are imposed by section 3 of the Localism Act where a charge for a service under this general power can only be made if: (a) it is a discretionary service; (b) the person agrees to the service being provided; and (c) there is no other power to charge for the service, including in section 93 of the LGA 2003. Taking one financial year with another, the income from charges must not exceed the costs of providing the service.

Name: Karen Winnard **Signature:** By e-mail **Date:** 29th August 2017

Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:****Extract from ODR 1617 RI084 FCS143****Existing Wedding Income**

Option	Number of Weddings	£ / wedding	Total £
Statutory	253	50	12,650
Premium	160	100	16,000
Total	413		28,650

Estimated Wedding Income Post Relocation**Premium Option**

The estimated prices for Friday in either the Priory Suite or the Great Kitchen are £175 and for Saturday £200. The average of these has been used, being £188. The number of weddings taking place on Fridays and Saturdays was 311 and the assumption has been made that these will all move to Priory Place.

This is an increase to the existing premium cost of £100.

Option	Number of Weddings	£ / wedding	Total £	Change £
Statutory – Civic Office	52	50	2,600	-10,050
Previous Statutory Weddings – Priory Place	50	150	7,500	7,500
Priory Suite / Great Kitchen	311	188	58,313	42,313
Total	413		68,413	39,763

There is the risk that the number of weddings hosted by the Council reduces. However, unless these take place in churches or outside of Doncaster, the fee income will increase as DMBC charges £260 for civic weddings.

FINANCIAL IMPLICATIONS of increasing the fees

The average of the increased fees for Friday and Saturday (am) is £225. The number of weddings taking place on Fridays and Saturdays in the previous year was 311 prior to relocation and the assumption was made that these would all move to Priory Place.

The average increase is £225 less £188 (original average fee) giving £37. The additional income generated by this increase is £37 x 311 = £11,507.

Name: Victoria Brogan **Signature:** _____ **Date:** 25/08/2017

Signature of Assistant Director of Finance & Performance
(or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no immediate HR implications associated with this report.

Name: Kevin Mills

Signature: 

Date: 7th September 2017

Signature of Assistant Director of Human Resources and Communications (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

There are no direct procurement implications associated with this report.

Name: S Duffield

Signature: 

Date: 25/08/17

Signature of Assistant Director of Finance & Performance (or representative)

Box 9**ICT IMPLICATIONS:**

There are no ICT implications in relation to this decision.

Name: Peter Ward (ICT Strategy Programme Manager)

Signature: 

Date: 30/08/17

Signature of Assistant Director of Customer Services and ICT (or representative)

Box 10**ASSET IMPLICATIONS:**

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets.

Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)

Signature: By email

Date: 31st August, 2017

Signature of Assistant Director of Trading Services and Assets (or representative)

Box 11**RISK IMPLICATIONS:**

If this decision is not approved there is risk of inconsistent charges being applied to service users, with the possible effects of lost income, poor publicity and reduced customer experience.

There could be a risk that potential customers would seek alternative venues but feedback to date has been positive and so this is considered low risk.

Box 12**EQUALITY IMPLICATIONS:**

Decision makers must consider the Council's duties under the Public Sector Equality Duty at s149 of the Equality Act 2010. The duty requires the Council, when exercising its functions, to have 'due regard' to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, and to advance equality of opportunity and foster good relations between those who share a 'protected characteristic' and those who do not share that protected characteristic. There are no specific equality implications arising from this report. However, any activities arising from this report will need to be the subject of separate 'due regard' assessments.

Name: Vic Brogan **Signature:** By e-mail **Date:** 24/08/17
(Report author)

Box 13**CONSULTATION**

The Fees and Charges were approved by Full Council as part of the 2017/18 budget setting report, and so all Members have been consulted on those charges. That introduced separate charges for Priory Place. The Registrars service have been consulted and included in this decision.

Box 14**INFORMATION NOT FOR PUBLICATION:**

It is in the public's interest to be aware of this decision under the Freedom of Information Act 2000; therefore, this decision will be published in full except that signatures will be redacted.

Name: __Carl Evans__ **Signature:** __  __ **Date:** __07/09/2017__
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: _____

Director/Assistant Director

Date: _____

7/19/17

Signed: _____

Additional Signature of Chief Financial Officer or nominated representative for Capital decisions.

Date: _____

7/19/17

Signed: _____

Signature of Mayor or relevant Cabinet Member consulted on the above decision (if required).

Date: _____

- This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.
- A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.
- A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.
- A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox