

# EXECUTIVE DECISION

made by a Cabinet Member



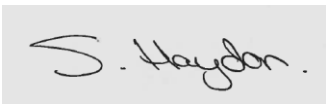
## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – CFCS07 20/21

Decision				
1	<b>Title of decision:</b> Review of Fees and Charges 2021/22 – Registration Service			
2	<b>Decision maker:</b> Councillor Sally Haydon, Cabinet member for Customer Focus and Community Safety			
3	<b>Report author and contact details:</b> Cheryl Spear Cheryl.spear@plymouth.gov.uk			
4	<b>Decision to be taken:</b> To agree the schedule of fees and charges for implementation 1 April 2021			
5	<b>Reasons for decision:</b> The review is in accordance with the Plymouth City Council Fees and Charges Policy.			
6	<b>Alternative options considered and rejected:</b> To leave fees and charges at 2020/21 levels.			
7	<b>Financial implications:</b> Uplift is either in accordance with Consumer Price Index (CPI) uplift, cost recovery or commercial viability.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>  in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total  in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>  is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
			x	
			x	
	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>			
9	<b>Please specify how this decision is</b>	The decision is in accordance with the PCC Fees and		

	linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	Charges Policy and contributes towards a balanced budget.		
10	Please specify any direct environmental implications of the decision (carbon impact)	No direct implications.		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Andy Ralphs	
		Job title	Strategic Director of Customer and Corporate Services	
		Date consulted	24.02.21	
<b>Sign-off</b>				

16	Sign off codes from the relevant departments consulted:		Democratic Support (mandatory)				DS123 20/21.		
			Finance (mandatory)				pl.20.21.282.		
			Legal (mandatory)				lt/62225/170721		
			Human Resources (if applicable)						
			Corporate property (if applicable)						
			Procurement (if applicable)						
<b>Appendices</b>									
17	Ref.	Title of appendix							
	A	Briefing report for publication							
	B	Equalities Impact Assessment							
<b>Confidential/exempt information</b>									
18a	Do you need to include any confidential/exempt information?		Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
			No	x					
			<b>Exemption Paragraph Number</b>						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	Confidential/exempt briefing report title:								
<b>Background Papers</b>									
19	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.								
<b>Title of background paper(s)</b>			<b>Exemption Paragraph Number</b>						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

<b>Cabinet Member Signature</b>							
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
<b>Signature</b>				<b>Date of decision</b>	23 March 2021		
<b>Print Name</b>	Councillor Sally Haydon						