

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – CCLS02 21/22

Decision				
1	Title of decision: Registration Fees and Charges – 2022/2023 and 2023/2024			
2	Decision maker (Cabinet member name and portfolio title): Councillor Mark Deacon, Cabinet Member for Customer Services, Culture, Leisure and Sport			
3	Report author and contact details: Cheryl Spear Cheryl.spear@plymouth.gov.uk			
4	Decision to be taken: To: <ul style="list-style-type: none"> • Authorise the Registration Service to increase and set ceremony fees for 2022/2023 and 2023/2024; and to • Approve a 3% increase to the ceremony fees for the next two financial years 			
5	Reasons for decision: The uplift is in accordance with the Plymouth City Council Fees and Charges Policy. Setting the fees and charges two years in advance enables the Council to maintain it's cost recovery.			
6	Alternative options considered and rejected: To leave fees and charges at 2021/22 levels.			
7	Financial implications: Uplift is either in accordance with Consumer Price Index (CPI) uplift, cost recovery or commercial viability.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
				in the case of revenue projects when the decision involves entering into new commitments and/or making new

				savings in excess of £1 million
				is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:			The decision is in accordance with the PCC Fees and Charges Policy and contributes towards a balanced budget.
10	Please specify any direct environmental implications of the decision (carbon impact)			None directly arising from the setting of fees and charges.
Urgent decisions				
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 (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
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	09.08.21	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS39 21/22	
		Finance (mandatory)	djn.21.22.87	
		Legal (mandatory)	lt/37157/120821	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report for publication		
	B	Equalities Impact Assessment		
Confidential/exempt information				
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 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	x	

		Exemption Paragraph Number						
		1	2	3	4	5	6	7
I 8b	Confidential/exempt briefing report title:							
Background Papers								
I 9	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>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.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<p>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.</p>							
Signature					Date of decision		7 September 2021	
Print Name		Councillor Mark Deacon						