

Report to:	LICENSING AND PUBLIC PROTECTION COMMITTEE	
Report of:	ACTING SERVICE DIRECTOR REGULATION AND ENFORCEMENT	
Date of Decision:	23 OCTOBER 2017	
SUBJECT:	SUPPLEMENTAL FEES AND CHARGES 2017/18 REPORT IN RESPECT OF BIRMINGHAM REGISTER OFFICE	

1. Purpose of Report:

1.1 In accordance with Regulation 89 and Schedule 15 to the Immigration Act 2016 relating to civil registration services, new statutory fees will come into effect on 1st November 2017.

1.2 The Home Office and National Panel for Registration are working together to deliver services to the public. As the largest Registration Office in Europe it is appropriate that Birmingham Register Office supports this initiative by introducing three new services for which non-statutory fees (set locally by the registration service) may be charged, the European Passport Return Service, the Joint Citizenship and Passport Process and Settlement Checking Service.

1.3 The Service also plans to introduce new fees to cover the cost of delivering services which it is currently offering.

1.4 This report is to request consideration of the implementation the new statutory fees from 1st November 2017 in line with legislation and also the implementation of new non- statutory (locally set) fees to enable the delivery of additional services and the generation of additional income.

2. Decision(s) Recommended:

The Licensing and Public Protection Committee is requested to :

- 2.1 Approve the additional fees and charges to take effect from 1 November 2017 in relation to Register Office Services as detailed in Appendix 1.

Lead Contact Officer(s):	Andrea Haines
Telephone No:	0121 3030200
E-mail address:	andrea.haines@birmingham.gov.uk

3. Consultation

3.1 Internal
N/A

3.2 External
The non-statutory fees have been set following a benchmarking exercise, customers of Birmingham Register Office are requesting the provision of the additional services..

4. Compliance Issues:

4.1 Are the recommended decisions consistent with the Council's policies, plans and strategies?

The recommendations are in accordance with Financial Regulations, budget requirements and the Corporate Charging Policy.

4.2 Financial Implications (Will decisions be carried out within existing finances and Resources?)

The Service will recover the cost of the provision of the new services.

4.3 Legal Implications

There are no legal implications

4.4 Public Sector Equality Duty

No specific Equality Duty or Equality Analysis issues have been identified in this report.

5. Relevant Background/Chronology of Key Events:
<p><u>Proposals</u></p> <p>5.1 Notification of the new statutory fees was received on 9th October 2017.</p> <p>5.2 The Service was approached by the Home Office to provide additional services in August 2017</p> <p>5.3 The non-statutory fees proposed in this report are calculated to maximise income and recover the full cost of carrying out the services in line with City Council policy.</p> <p>5.4 This includes all overheads, expenses and any appropriate recharge of officers' time.</p> <p>5.5 The areas covered are as follows:</p> <ul style="list-style-type: none"> ○ Appendix 1 – Additional Charges for the Register Office. <p><u>Benchmarking</u></p> <p>5.6 Benchmarking data has been obtained from several local authorities which offer the new additional services or make a charge for those services for which Birmingham do not currently charge a fee.</p>

6. Evaluation of Alternative Option(s):
<p>6.1 The financial position has been closely monitored and the introduction of the new statutory and non-statutory fees will help mitigate budgetary pressures.</p>

7. Reasons for Decision(s):
<p>7.1 To enable Birmingham City Council to implement the new statutory civil registration fees in accordance with the statutory implementation date of 1st November 2017.</p> <p>7.2 To enable the registration service to introduce new non-statutory fees to mitigate budget pressures and deliver new services to the citizens of Birmingham.</p>

<p>Signatures</p> <p>Alison Harwood Acting Service Director Regulation and Enforcement</p> <p style="text-align: right;">Date</p>
--

List of Appendices accompanying this Report (if any):			
Appendix 1 – Additional Charges for the Register Office			
Report Version	1.0	Dated	2 nd October 2017