

ABERDEEN CITY COUNCIL

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COMMITTEE	Council
DATE	15 <sup>th</sup> March, 2017
DIRECTOR	Richard Ellis
TITLE OF REPORT	Registration Service – New Services
REPORT NUMBER	CG/17/030
CHECKLIST COMPLETED	Yes

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1. PURPOSE OF REPORT

The report recommends the provision of new services by the Registration team and the approval of related fees.

2. RECOMMENDATION(S)

That Council approves:

- (i) the introduction of baby naming and renewal of vows services by the Registration team; and
- (ii) the associated fee levels.

3. FINANCIAL IMPLICATIONS

The introduction of these services will generate additional income; whilst expected to be modest initially, it is expected that with promotion, demand will increase.

4. OTHER IMPLICATIONS

There will be a requirement to charge VAT on the fees for the new services as they are not statutory. The services will be accommodated in rooms used at present for weddings which are risk assessed regularly. On this subject, it should be clarified that Registrars will not hold babies during the ceremonies.

## 5. BACKGROUND/MAIN ISSUES

- 5.1 Over the years, the Registration team has received sporadic enquiries about Renewal of Vows and Baby Naming ceremonies. These are offered by Aberdeenshire Council, though again demand is not great but it is growing.
- 5.2 The Registration teams of both Councils have been working jointly in recent years and in January produced a wedding brochure promoting the services each team offers; this has led to further enquiries about Renewal of Vows ceremonies and two tentative bookings have been taken already (subject to approval of this report).
- 5.3 It is proposed to begin offering the new services from 1<sup>st</sup> April, 2017. Templates for their existing ceremonies have been provided by Aberdeenshire Council colleagues and these will be developed for our own ceremonies.
- 5.4 At present, the Council has a set fee for weddings based on the numbers of guests, the day and the venue; these incorporate a statutory fee of £70 set nationally to cover the specific administrative requirements. It is proposed that fees for Renewal of Vows and Baby Naming ceremonies be set at the wedding fees less £50, plus VAT. VAT must be charged as the services are not statutory.
- 5.5 This would give a fee scale as follows, based on usage of Marischal College only initially, with all fees exclusive of VAT:

Marischal College	
Up to 4 people, Monday to Friday	£75
5-10 people, Monday to Friday	£125
11-50 people, Monday to Friday	£200
Up to 50 people, Saturday	£300
Ceremonies outwith Registration offices at agreed locations	
Monday to Friday	£320
Saturday	£400
Sunday	£500

## 6. IMPACT

### **Improving Customer Experience –**

These new services are both offered by Aberdeenshire Council, which has led to limited enquiries from the public asking if this Council also offers them. Following the publication of a joint wedding brochure with Aberdeenshire Council, which promotes the Shire's offerings in these areas, it is expected that we will receive more enquiries and so this proposal will help meet public demand.

**Improving Staff Experience –**

Staff will be providing new and additional services and so will be trained appropriately prior to the services being introduced. Aberdeenshire Council colleagues have kindly shared the templates for the services which they offer which will be valuable in preparing our own.

**Improving our use of Resources –**

Offering new and additional services will generate extra income whilst meeting customer demand.

**Corporate -**

The proposal to offer these services has been driven by developing joint working between the Registration teams in this council and Aberdeenshire Council. It also meets public demand.

**Public –**

There have been sporadic enquires in recent years asking if the Council offers Renewal of Vows ceremonies, and more limited enquires about Baby Naming ceremonies. The Registrars team staffed a stall, shared with Aberdeenshire Council colleagues, at the recent wedding exhibition held at AECC and a brochure was prepared for this which publicised the services offered by each Council. As a result of this, our Registrars have received enquiries about Renewal of Vows ceremonies and so the current proposal aims to meet that demand, which should increase through active promotion.

7. MANAGEMENT OF RISK

Given the duties undertaken already by the Registration team, neither service should carry additional risk. The accommodation used for existing ceremonies is risk assessed regularly. The Registrars will not be handling babies during naming ceremonies – parents or other family members will do this – and so there will be no additional risk in that area.

8. BACKGROUND PAPERS

Ceremony templates provided by colleagues in Aberdeenshire Council.

9. REPORT AUTHOR DETAILS

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