


**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN		
To approve the transfer of marriage and civil partnerships licensing function from the Licensing service to the Registrars service.		
EXECUTIVE	X	NON-EXECUTIVE
		(Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)		Yes No X
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?		Yes No X
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)		

2. OFFICER DECISION TAKER	NAME Simon Green POSITION/POST Deputy Chief Executive SIGNATURE  DATE 1 October 2018
--------------------------------------	--

3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	A report presented by the Group Manager Trading Standards and Licensing detailing a proposal to transfer the councils marriage and civil partnerships licensing function to the Registrars service.
--	---

4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	To keep the marriage and civil partnerships licensing function within the Licensing service.
--	--

TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.

5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	COUNCILLOR POSITION SIGNATURE DATE
--	---

6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER	
---	--

(S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.

(The definitions of a key decision are when an executive decision is likely -

- (i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or
- (ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

NORTH LINCOLNSHIRE COUNCIL

DEPUTY CHIEF EXECUTIVE

TRANSFER OF MARRIAGE LICENSING FUNCTION

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To transfer the Marriage and Civil Partnership Licensing function of the council, from the Licensing service, to the Registrars service.

2. BACKGROUND INFORMATION

- 2.1 The council has a statutory responsibility to licence marriage and civil partnership venues, this function is currently administered by the council's Licensing service.
- 2.2 In total the Licensing Service grants and administers around 5382 licences. Licences for marriage and civil partnership venues are issued for a 3 year period. The 19 venues currently licensed amount to 0.35% of the councils licensing function.
- 2.3 As part of the council commercial transformation agenda consideration has been given to transferring the marriage and civil partnership licensing function to the Registrars service. It is anticipated that the Registrar function will have a much greater opportunity to explore and influence this area of commercial activity due to their daily contacts and understanding of the wedding sector.
- 2.4 It will also provide greater opportunities to promote a more integrated wedding service if marriage and civil partnership licences are part of their offer.

3. OPTIONS FOR CONSIDERATION

- 3.1 **Option 1** – For the marriage and civil partnership licensing function to transfer to Registrars.
- 3.2 **Option 2** – For the marriage and civil partnership licensing function to remain within Licensing.

4. ANALYSIS OF OPTIONS

- 4.1 **Option 1** – Transferring the marriage and civil partnership licensing function will provide more opportunities to develop the council offer in terms of weddings.

Statute does not specify that the marriage and civil partnership licensing function must be delivered by the Licensing service as the powers fall to the Proper Officer for the authority (currently Helen Manderson).

Due to the limited number of marriage and civil partnership licences administered there will be no realisable resource saving within licensing. Therefore no resource will be transferred with this function. There will be a slight increase in resource needed within Registrars to accommodate this transfer of function.

- 4.2 **Option 2** – Keeping the marriage and civil partnership licensing function within Licensing may limit the commercial opportunities to develop wider marriage and civil partnership services and packages.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

- 5.1 There will be a slight increase in the workload and resource within Registrars to accommodate this function. However, this can be managed given the commercial opportunities it may provide.
- 5.2 There is no overall direct cost implication associated with this transfer of function. The transfer will slightly reduce the income within Licensing. However due to the limited income received from marriage and civil partnership licensing this can be accommodated and will not create a budget pressure as a result.
- 5.3 The managerial responsibility for the marriage and civil partnership licensing function will be carried out by the Registrars service.

6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

- 6.1 N/A

7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

- 7.1 Consultation between licensing and registrars has taken place. Registrars are aware of the additional work associated with the transfer of this function and are able to accommodate it with existing resources.
- 7.2 Discussions have taken place with Heads of Service for Waste and Public Protection and Economy & Growth, who are responsible for Licensing and Registrars. Both agree with the proposals.

8. RECOMMENDATIONS

- 8.1 That Option 1 is agreed and the marriage and civil partnership licensing function be transferred to the Registrars service.

DEPUTY CHIEF EXECUTIVE

Civic Centre
Ashby Road
SCUNTHORPE
North Lincolnshire
DN16 1AB
Author: Richard Copley
Date: 24/9/2018

Background Papers used in the preparation of this report