

INDIVIDUAL CABINET MEMBER DECISION-MAKING

RECORD OF DECISION

PART A

DETAILS OF REPORT <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Title of report	Registrars and Citizenship Services Fees and Charges 2014/15
Decision-maker	Cabinet Member for Finance, Strategy and Performance
Earliest date when decision can be taken	25 June 2014
Key decision – Yes/No?	Yes
Date published on forward plan	January 2014
Date sent to cabinet member	<ol style="list-style-type: none"> 1. That the Cabinet Member for Finance, Strategy and Performance agrees to the proposed variation in charges for registrars and citizenship services (Table 1). 2. That the Cabinet Member for Finance, Strategy and Performance agrees to the implementation of the proposed discretionary fees and charges for 2014/15 from 7 July 2014. 3. That the Cabinet Member for Finance, Strategy and Performance agrees to an annual review of Registrars and Citizenship discretionary fees and charges.
Recommendation	

ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
Lead officer	Richard Selley, Head Of Customer Experience
Report author	Paul Dumke, Registration Manager
Contact Number	020 7525 7147

PART B

(Cabinet member to complete this section)

DECISION(S)

As in Recommendation

REASONS FOR DECISION

As set out in report

**ALTERNATIVE OPTIONS
CONSIDERED**

As set out in report

REPRESENTATIONS RECEIVED

none

ADDITIONAL ADVICE RECEIVED

none

ANY INTERESTS DECLARED

Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.

Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.

If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.

none

DECLARATION

I approve/reject the recommendations set out in the report.*

or

~~I approved an alternative course of action set out in Part B.*~~

or

~~I have referred this matter to the Full Cabinet for decision.*~~

(* - Please delete as appropriate)

Signed.......... Dated..... 26/6/14

Cabinet Member

Please return completed hard copy of the form to Ian Millichap, Constitutional Team, 160 Tooley Street, P O BOX 64529, London, SE1P 5LX – tel: 020 7525 7225 fax: 020 7525 7284.

Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.

PART B

(Cabinet member to complete this section)

DECISION(S)

As in Recommendation

REASONS FOR DECISION

As set out in report

**ALTERNATIVE OPTIONS
CONSIDERED**

As set out in report

REPRESENTATIONS RECEIVED

none

ADDITIONAL ADVICE RECEIVED

none

ANY INTERESTS DECLARED

Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.

Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.

If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.

none

DECLARATION

I approve/~~reject~~ the recommendations set out in the report.*

or

~~I approved an alternative course of action set out in Part B.*~~

or

~~I have referred this matter to the Full Cabinet for decision.*~~

(* - Please delete as appropriate)

Signed  Dated 26/6/14

Cabinet Member

Please return completed hard copy of the form to Ian Millichap, Constitutional Team, 160 Tooley Street, P O BOX 64529, London, SE1P 5LX – tel: 020 7525 7225 fax: 020 7525 7284.

Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.

Coltrane 7

Shree ~~2A~~

(Coltrane