

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 2015/16
Decision-maker	Cabinet Member for Finance, Modernisation and Performance
Earliest date when decision can be taken	23 July 2015
Key decision – Yes/No?	Yes
Date published on forward plan	29 January 2015
Date sent to cabinet member	15 July 2015
Recommendation	<ol style="list-style-type: none"> 1. That the Cabinet Member for Finance, Modernisation and Performance agrees to the proposed variation in charges for registrars and citizenship services (Table 1). 2. That the Cabinet Member for Finance, Modernisation and Performance agrees to the implementation of the proposed discretionary fees and charges for 2015/16 from 1 August 2015 to 31 March 2016. 3. That the Cabinet Member for Finance, Modernisation and Performance agrees to an annual review of Registrars and Citizenship discretionary fees and charges. 4. That the Cabinet Member for Finance, Modernisation and Performance agrees to a revised schedule for annual reviews to align registrars and citizenship services fees and charges with the departmental fees and charges timetable for implementation annually on 1 April.

ORIGINATING AUTHOR'S DETAILS*(Officers to complete this section prior to issuing to cabinet member)*

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 above

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.....*Ronan Kelly*..... Dated.....*23/7/15*.....

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.

