

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 2016/17 |
| Decision-maker | Cabinet Member for Finance, Modernisation and Performance |
| Earliest date when decision can be taken | 29 February 2016 |
| Key decision – Yes/No? | Yes |
| Date published on forward plan | February 2016 |
| Date sent to cabinet member | 19 February 2016 |
| Recommendation | 1. That the Cabinet Member for Finance, Modernisation and Performance agrees to the proposed variation in charges for registrars and citizenship services for 2016/17 (Table 1), and agrees to their implementation from 1 April 2016. |

| ORIGINATING AUTHOR'S DETAILS <i>(Officers to complete this section prior to issuing to cabinet member)</i> | |
|--|---|
| Lead officer (Name and job title) | Richard Selley, Head of Customer Experience |
| Report author (Name and job title) | 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 in report

**ALTERNATIVE OPTIONS
CONSIDERED**

As 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.....*Ronnie Glegg*..... Dated.....*4/3/16*.....

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.

