

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	Increase in fee and introduction of a new service to Bereavement & Registration Services Fees 23/24
<b>Decision Maker:</b>	Councillor Paul Middleton, Cabinet Member for Corporate, Culture & Leisure Services.
<b>Cabinet Member:</b>	Councillor Paul Middleton, Cabinet Member for Corporate, Culture & Leisure Services.
<b>SLT Lead:</b>	Mark Ansell, Director of Public Health
<b>Report Author and contact details:</b>	Louise Roast, Head of Registration & Bereavement Services <a href="mailto:Louise.roast@havering.gov.uk">Louise.roast@havering.gov.uk</a>
<b>Policy context:</b>	Charging for Services
<b>Financial summary:</b>	The decision supports income generation for the Council's Bereavement Service.
<b>Relevant OSC:</b>	People
<b>Is this decision exempt from being called-in?</b>	The decision will be exempt from call in as it is a Non key Decision

**Non-key Executive Decision**

**The subject matter of this report deals with the following Council Objectives**

People - Things that matter for residents    **x**

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place.

***Place an X as appropriate***

## **Part A – Report seeking decision**

### **DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION**

This report seeks approval to:

- (a) make an increase for the damage deposit for Langton's Hall function bookings and
- (b) introduce a new fee for an additional bereavement service both effective from 1 April 23 as set out in this report.

### **AUTHORITY UNDER WHICH DECISION IS MADE**

Part 3 [Responsibility for Functions] of the Council's Constitution

2.5 The following Functions may be delegated to individual Cabinet members by the Leader.

- (x) To approve all in year changes to both fees and charges.

### **STATEMENT OF THE REASONS FOR THE DECISION**

This report seeks to address a correction to the record for Registration & Bereavement Services fees and charges for 2023/24 and introduce a new cremation fee effective from 1 April 23.

Below shows the current recorded fee for 2023/24, and the corrected fee as it should be from 1 April 2023.

<b>Current</b>	<b>23/24</b>
Damage deposit for Langton's Hall function bookings	250.00

<b>Corrected</b>	<b>23/24</b>
Damage deposit for Langton's Hall function bookings	500.00

The Registration Service has seen an increase in anti-social behaviour for those hiring Langtons House for functions. This has at times lead to additional cleaning costs following the function. It is anticipated that an increase to the damage deposit helps to

### **Non-key Executive Decision**

protect the Council's asset, encouraging customers to use our premises respectfully and carefully where hiring for functions.

In addition, Bereavement Services wishes to add a new fee effective from 1 April 2023:

Cremation - non-resident unattended non-viable baby up to 23 weeks and 6 days	73.00
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The new cremation fee will allow the service to respond professionally and sensitively to requests for cremations of this nature.

### **OTHER OPTIONS CONSIDERED AND REJECTED**

Not changing the fees & charges has been considered and rejected as it is not in the interests of the Service/Council. Increasing the damage deposits helps to protect the Council's asset and introducing the new cremation fee means that the Council can assist the residents if and when the service is required.

### **PRE-DECISION CONSULTATION**

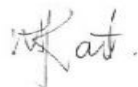
Councillor Paul Middleton, Cabinet Member for Corporate, Culture & Leisure Services.

### **NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Louise Roast

Designation: Head of Registration & Bereavement Services

Signature:



Date: 23.03.23

## **Part B - Assessment of implications and risks**

### **LEGAL IMPLICATIONS AND RISKS**

The recommendations are to make an increase for the damage deposit for Langton's Hall function bookings and introduce a new fee for an additional bereavement service both effective from 1 April 23. The majority of fees collected by the registration service are set by central government. The Council has legal authority under legislation to set fees for non-statutory services including Ceremonies at Approved Premises and Administrative Fees for booking ceremonies.

The Council has a general power under section 1 of the Localism Act 2011 to do anything that individuals generally may do, including to implement the arrangements proposed in this report.

A specific power to charge was introduced by section 93 of the Local Government Act 2003, which gives relevant authorities the power to charge for discretionary services. Further the general power of competence contained in the Localism Act 2011 now sits alongside a local authority's power to charge. In common with the LGA 2003 powers, charging for things done in the exercise of the general power of competence is not a power to make a profit from those activities (unless the local authority specifically sets up a company to trade).

In making decisions in relation to the revenue budget the Council, as well as having a duty to ensure that the Council acts in accordance with its statutory duties, must act reasonably and must not act in breach of its fiduciary duty to its residents.

### **FINANCIAL IMPLICATIONS AND RISKS**

This report is a correction to the fees and charges schedule that was agreed by Cabinet on the 8<sup>th</sup> Feb and Council on the 1<sup>st</sup> March. The introduction of the new fee supports the council policy in registration & Bereavement services and will improve the service offer to residents and customers in the borough.

### **HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

There are no human resources implications or risks

### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

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- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

The new services proposed will be open and available to all and will ensure the service continues to offer a good selection of pricing options for customers.

### **ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

The change to fees has no environmental or climate change implications/risks

### **BACKGROUND PAPERS**

None

### **APPENDICES**

None

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**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal **agreed**

*Delete as applicable*

**Details of decision maker**

Signed *Paul Middleton*

Name: **Councillor Paul Middleton**

Cabinet Portfolio held: **Corporate, Culture and Leisure Services**

CMT Member title:

Head of Service title

Other manager title:

Date: **24/03/2023**

**Lodging this notice**

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_