

CHARGING DIGEST - Chief Executives

2016/17 Actual £	2017/18 Budget £	2018/19 Budget £	Business Unit	Service Provided	2017/18 Charge Levied £	2018/19 Proposed Charge £	Comments
307,184	251,000	260,000	Registrars				Statutory fees were increased in April 2012. Some new fees have been introduced by the Home Office in 2017. Weekend staffing now incurs 8% additional cost.
				Marriage			
				Notice of Marriage per notice valid for 12 months	35.00	35.00	Statutory fee
				Superintendent Registrar & Registrar fee	320.00	341.00	£396 Saturdays, £451 Sundays & Bank Holidays - approved venue.
				Superintendent Registrar & Registrar fee	151.00 - 191.00	156.00 - 221.00	Mon-Fri De-commissioned rooms Parc Myrddin & Town Hall. £168-£240 Saturdays - internal de commissioned rooms
				Payable to registrar present at ceremony:			
				In the Register office	46.00	46.00	Statutory fee
				In a registered building	86.00	86.00	Statutory fee
				Conversion from Civil Partnership to marriage	45.00	45.00	Statutory fee
				Civil Partnership			
				For the recording of each notice of civil partnership	35.00	35.00	Statutory fee
				For the attendance of the civil partnership registrar at the civil partnership registration	46.00	46.00	Statutory fee
				Superintendent Registrar & Registrar fee	320.00	341.00	£396 Saturdays, £451 Sundays & Bank Holidays.
				Superintendent Registrar & Registrar fee	151.00 - 191.00	156.00 - 221.00	Mon-Fri De-commissioned rooms Parc Myrddin & Town Hall. £168-£240 Saturdays
				Short Birth Certificate Issued by:			
				Registrar of Births & Deaths	4.00	4.00	Statutory fee
				Superintendent Registrar	13.00	13.00	Includes £3 admin fee

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				Certificates for special purposes : Issued by Superintendent Registrar	13.00	13.00	Factories Act, Education Act, Social Security (Administration) Act, Savings Banks Act Includes £3 admin fee
				Registrar of Births & Deaths	4.00	4.00	Statutory fee
				General Search	18.00	18.00	Statutory fee
				Specific search in indexes	15.00	15.00	per hour
				Town Hall top-up fee weekends de- commissioned rooms	50.00	50.00	Caretaking and refurbishment
				Registrar attendance at rehearsal	75.00	75.00	Rarely requested
				Registrar attendance at promotional event	30.00 per hour + travel	30.00 per hour + travel	2 registrars attendance
				Civil Funeral	100.00 plus travel expenses	190.00 plus travel expenses	Plan ceremony and officiate - crematorium, cemetery, chapel of rest - Weekdays only
				Corrections - consideration by local Superintendent Registrar		75.00	new statutory fee
				Foreign divorce - consideration by local Superintendent Registrar		50.00	new statutory fee
				Space 17 Birth registration amendments (changing the baby's name after registration)		40.00	new statutory fee
				Triage of waiver request on behalf of the General Register Office		20.00	new statutory fee
				Triage of complex correction request on behalf of the General Register Office		32.00	new statutory fee
				Triage of foreign divorce consideration on behalf of the General Register Office		28.00	new statutory fee
				Memorial Service		350.00	Plan ceremony and officiate - Parc Myrddin or chapel of rest - Sundays only

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			Electoral Services	Certificates: Birth, Death, Marriage, Civil Partnership			
				Full or extract Certificate applied for at the time of the registration	4.00	4.00	Statutory fee
				Full or extract Certificate applied for at any other time	13.00	13.00	Includes £3 admin fee
				Certificates for special purposes :			
				Social Security	13.00	13.00	Includes £3 admin fee
				Savings Bank Act	13.00	13.00	Includes £3 admin fee
				Non-Statutory Ceremonies			
				Register Office	151.00 - 191.00	156.00 - 221.00	Mon-Fri De-commissioned rooms Parc Myrddin & Town Hall. £168-£240 Saturdays
				Licensed Venue	320.00	341.00	£396 Saturdays, £451 Sundays & Bank Holidays.
				Express Service for Certificates	15.00	15.00	Per request + £13 certificate fee as above
				Private Citizenship Ceremony	80.00	80.00	per adult
				Licence for Venue for Marriages and Civil Partnerships	1,105.00	1,140.00	3 year licence - £1,900 5 year licence
				Bespoke Ceremonies	Price on application	Price on application	Includes site visit for risk assessment where applicable
				Electoral Registration			
				Purchase of the Full/Open or list of overseas electors Register in printed format	10.00 + 5.00 per 1,000 entries (or part of 1,000 entries)	10.00 + 5.00 per 1,000 entries (or part of 1,000 entries)	Statutory fee
			Purchase the Full/Open or list of overseas electors Register in data format	20.00 plus 1.50 each for 1,000 entries (or part of 1,000 entries)	20.00 plus 1.50 each for 1,000 entries (or part of 1,000 entries)	Statutory fee	
			Marked copy of the Register	10.00 + 2.00 per 1,000 names	10.00 + 2.00 per 1,000 names	Statutory fee	
			Copies of election spending return and declaration	20p per side	20p per side	Statutory fee	

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383,000	282,000	288,000	Land Charges	Search Fees	110.00	130.80	HMRC have ruled that V.A.T applies to the Con29 aspect of the search fee from 01/01/17.
				Any additional enquiries (dependant on enquiry)	10.00	12.00	HMRC have ruled that V.A.T applies to the Con29 aspect of the search fee from 01/01/17.
				Any additional enquiries (dependant on enquiry)	20.00	24.00	HMRC have ruled that V.A.T applies to the Con29 aspect of the search fee from 01/01/17.
			Community Safety	Copy of CCTV evidence	10.00	10.00	
			Customer Focus and Policy	Optional charge for handling subject access requests under the Data Protection Act 1998			Charges levied will cover photocopying costs if applicable.
				Optional charge for handling subject access requests where copies of educational or health records are provided - sliding scale up to £50.00 depending on number of pages copied			"
			Marketing and Media	Graphic Design		26.50 per hour	When designing for specific grant funded projects or partner organisations
				Advertising in Y Gair	120.00 strip advert	120.00 strip advert	A specification and quotation is created based on the clients requirements
				Web content/microsite			
				Web training	55.00 per person for 1/2 day	55.00 per person for 1/2 day	
				Translation		55.00 per 1000 words	When translating for specific grant funded projects or partner organisations

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36,000	23,000	24,000	Carmarthenshire Council's Occupational Health External Services				No increase in doctor/physio nurse costs therefore cannot justify an increase in our charges
			New-Employment' questionnaire	To determine a potential employees fitness to carry out proposed role. And to ensure the organisation doesn't inherit an individual in poor health or with a health condition which will have an impact on service delivery.	20.00 per questionnaire	20.00 per questionnaire	Carmarthenshire Occupational Health undertakes new employment health assessments for designated employees working with children and vulnerable adults in accordance with the 'Equality Act 2010' and 'Fitness to Teach' guidance 2000.
			New - Employment face to face clinical review.	This will take place if an area of concern is picked up following information given on the questionnaire, or following the results of the health surveillance.	OH Advisor - 100.00 OH Physician - 150.00 OH Consultant Physician - 190.00 an appointment	OH Advisor - 100.00 OH Physician - 150.00 OH Consultant Physician - 190.00 an appointment	
			New-Employment Health Surveillance (Face to face) with occupational health nurse	Statutory base line health surveillance to ascertain level of health in key areas at the point of joining the organisation. This will include Audio, Vision, Lung function and Hand Arm Vibration and dermatology, and night workers.	40.00 per each surveillance carried out	40.00 per each surveillance carried out	
			Health surveillance	Statutory health surveillance to ascertain level of health in key areas. This will include Audio, Vision, Lung function and Hand Arm Vibration, dermatology and night workers.	40.00 per each surveillance	40.00 per each surveillance	
			Night worker surveillance Questionnaire	Statutory surveillance for employees who work regular in line with the Working time regulations (The regulations define night time as the period between 23.00 and 06.00, though this can be slightly varied by agreement between the employee and the manager. A night worker is someone who regularly works for at least three hours during this period. They must be offered a health assessment before they start working nights and on a regular basis after that (a follow-up examination by a health professional should be provided where necessary).	25.00 per questionnaire	25.00 per questionnaire	

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			Night worker surveillance Face to face Clinical Review (with OHA)	This will take place if an area of concern is picked up following information given on the questionnaire, or following the results of the health surveillance	100.00 per assessment	100.00 per assessment	
			Clinical appointment with Occupational Health Advisor (Arranged via a referral to Occupational Health)	A one to one appointment with a health professional the consultation will be determined by the information provided on the OH Referral form, a full report will be written after the consultation and a copy will be sent to the manager and HR officer as appropriate.	100.00 per appointment	100.00 per appointment	
			Clinical appointment with an Occupational Health Physician (Arranged via a referral to Occupational Health or following the results of a health surveillance)	A one to one appointment with a health professional the consultation will be determined by the information provided on the OH Referral form. A full report will be written after the consultation and a copy will be sent to the manager and HR officer.	150.00 per appointment	150.00 per appointment	
			Clinical appointment with an Occupational Health Consultant (Arranged via a referral to Occupational Health or following the results of a health surveillance)	A one to one appointment with a senior health professional the consultation will be determined by the information provided on the OH Referral form. A full report will be written after the consultation and a copy will be sent to the manager and HR officer. Physicians will deal with more complex cases.	190.00 per appointment	190.00 per appointment	
			Home visits	This will be agreed in exceptional circumstances when an employee is too ill to travel to the unit, i.e. post operative.	Physician - £200 per hour to include travelling & writing time. Consultant Physician £240 per hour to include travelling & writing time. Advisor £150 per hour to include travelling and writing time.	Physician - £200 per hour to include travelling & writing time. Consultant Physician £240 per hour to include travelling & writing time. Advisor £150 per hour to include travelling and writing time.	

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			Lifestyle screening	This will be a one to one health review with an Occupational health Nurse, who will look at the medical history will take the blood pressure, will test cholesterol and glucose levels, will measure the BMI body Mass Index. There will be information on coping with stress, health eating advice, smoking cessation support.	30.00 per screening	30.00 per screening	
			Physiotherapy	This is a one to one session with a physiotherapist to support musculo skeletal problems. Employees can be referred by the Occupational Health professionals to this service.	50.00 per session	50.00 per session	
			Workplace assessment	When health issues have been presented which need ergonomic adjustments i.e. pc work station. The appointment will be made following a referral to OH, or following a request from a manager who has supported the employee following the DSE policy.	60.00 an hour plus travelling time & costs	60.00 an hour plus travelling time & costs	
			Cognitive Behavioural Therapy (CBT) / Stress Management Sessions	These are one to one confidential sessions with an in house cognitive behavioural therapist/mental health nurse who will provide specialist advice and support. Employees can be referred at the request of the manager.	50.00 per session	£70.00 per hour plus travelling time and costs	
			Stress Management Group Sessions	Carried out by the in house practitioner (Occupational Therapist/Mental Health Nurse) to groups of individuals at the request of the manager. This is can be accessed/tailored for certain groups or teams that feel that they need advice/support during a certain period or after a certain event. This would be provided for by our Occupational Therapists/mental health nurse. E.g When there has been bereavement, or a major incident which needs further support in a work location.	50.00 per hour plus travelling time and costs.	£70.00 per hour plus travelling time and costs	

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			Health promotional activities	Where a manager requests a health specialist to support activities in the work place	60.00 an hour plus travelling time & costs	60.00 an hour plus travelling time & costs	Additional cost will be incurred for any health tests undertaken to cover costs.
			Case Conference	Where HR and line manager request more detailed meeting with the Physician/OH Advisor to discuss cases. Employee is present who can also bring Trade Union Representative/work colleague if they wish.	170.00 - OHP 190.00 - OH Consultant 100.00 - OHA	170.00 - OHP 190.00 - OH Consultant 100.00 - OHA	
			Specialist - HGV/drivers medicals	When referred by the manager.	190.00 per appointment	190.00 per appointment	
			Asbestos medicals	When referred by the manager	190.00 per appointment	190.00 per appointment	
			HAVs Tier 4	When concerns have been raised following tier 3 of the HAVs assessment, the employee will be referred to consultant OH Physician/Havs Physician.	190.00 per appointment	190.00 per appointment	
			Appointment not kept	When an employee fails to turn up for their appointment	Full charge of appointment type as indicated above. 150.00 for a Physician; 190.00 for Consultant Physician; 100.00 for an Advisor; 40.00 per health surveillance test - nurse; 60.00 workplace assessment	Full charge of appointment type as indicated above. 150.00 for a Physician; 190.00 for Consultant Physician; 100.00 for an Advisor; 40.00 per health surveillance test - nurse; 60.00 workplace assessment	
			IHR Process Administration	When a request to process an IHR application has been received from HR (indicated by a consent form signed by employee to release their file to the pensions Dr) Admin will check if all relevant information is in file including gp/specialist report. If there are none present, a request for an up to date report from the gp will be required. After receiving consent from the employee, a report is requested. Once a report is received, the file is copied and sent to the pension's doctor. Following an appointment with the pension's doctor the certificate will then be emailed to the pension's manager and HR officer for reference.	35.00	35.00	

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			HR Support Services DBS Checks	In fulfilling the Council's responsibilities as a Registered Umbrella Body for the Disclosure & Barring service the HR Support function administers DBS applications and disclosures on behalf of partner organisations and other bodies that have entered into the Council's Umbrella Body Agreement and the DBS codes of practice. The service is offered to inform safe recruitment and employment practice.	£25 Fee in addition to the DBS charge applied	£25 Fee in addition to the DBS charge applied	The application and administrative fee is likely to remain stable as a result of improved ITC solutions for online checking arrangements.
1,442,000	1,179,000	1,206,000	Corporate Property	Lease or rental of corporate property			Dependent on market valuations at time of lease commencement or rent reviews. Not appropriate to rise with inflation as rent will vary with market conditions.

CHARGING DIGEST - Corporate Services

2016/17 Actual £	2017/18 Budget £	2018/19 Budget £	Business Unit	Service Provided	2017/18 Charge Levied £	2018/19 Proposed Charge £	Comments	
			Payroll - employee information	Application for Mortgage information	16.00	16.00	Not specifically budgeted for. Small volume dependent upon demand.	
				P60 Copies	5.50	5.50	Not specifically budgeted for. Small volume dependent upon demand.	
				Payroll - external organisations	Overpayment Invoicing	55.00	55.00	Charge for invoicing an overpayment where error is within employing body.
					BACS Recall	20.00	20.00	Charge for pay recalls where error is within employing body.
					Pay Advances	55.00	55.00	Charge for pay advances where error/delay for correct payments is within employing body.
			Pensions	Proof of earnings (standard charge)	16.00	16.00	Not specifically budgeted for. Small volume dependent upon demand.	
				Provision of pension information and implementation of a Pension Sharing Order in connection with Divorce	636.17	655.25	Not specifically budgeted for. Small volume dependent upon demand. Schedule of Charges created when regulations came in to force stated that charges were to be increased each year in line with RPI now CPI. Can provide copy if needed.	
305,000	304,000	312,000	Revenue Services	Costs imposed where Magistrates' Court recovery proceedings are instigated in respect of unpaid Council Tax or Non-Domestic (Business) Rates	£62	£62 (subject to in-year review - please see Comments)	As a result of a High Court case in 2015 local authorities are not in a position to simply periodically increase / vary costs e.g. in line with inflation. Instead a calculation of the (estimated) actual costs involved in taking action is necessary with any change then agreed with the Court. Based on the current operational cost of the work relating to recovery proceedings, the existing level of recovery costs (Summons £32, Liability Order £30, Total £62) is unlikely to change in the medium term. The proposed level of costs will therefore remain slightly below the upper limit invoked by Welsh Government. However the probable increase in the number of cases subject to action will generate additional income.	