

APPENDIX C

CHARGING DIGEST - Chief Executives

2014/15 Actual £	2015/16 Budget £	2016/17 Budget £	Business Unit	Service Provided	2015/16 Charge Levied £	2016/17 Proposed Charge £	Comments
262,000	231,000	238,000	Registrars	<p>Marriage Notice of Marriage per notice valid for 12months</p> <p>Superintendent Registrar & Registrar fee</p> <p>Superintendent Registrar & Registrar fee</p> <p>Payable to registrar present at ceremony: In the Register office In a registered building</p> <p>Conversion from Civil Partnership to marriage</p> <p>Civil Partnership For the recording of each notice of civil partnership For the attendance of the civil partnership registrar at the civil partnership registration</p> <p>Superintendent Registrar & Registrar fee Superintendent Registrar & Registrar fee</p> <p>Short Birth Certificate Issued by: Registrar of Births & Deaths Superintendent Registrar</p> <p>Certificates for special purposes : Issued by Superintendent Registrar Registrar of Births & Deaths General Search Specific search in indexes Llanelli Town Hall top-up fee Registrar attendance at rehearsal Registrar attendance at promotional event</p> <p>Civil Funeral</p>	<p>35.00</p> <p>256.00</p> <p>125-160</p> <p>46.00 86.00</p> <p>45.00</p> <p>35.00</p> <p>46.00</p> <p>256.00</p> <p>125-160</p> <p>4.00 13.00</p> <p>13.00 4.00 18.00 15.00 50.00 75.00</p> <p>30.00 per hour + travel</p> <p>100.00 plus travel expenses</p>	<p>35.00</p> <p>311.00</p> <p>146-186</p> <p>46.00 86.00</p> <p>45.00</p> <p>35.00</p> <p>46.00</p> <p>311.00</p> <p>146-186</p> <p>4.00 13.00</p> <p>13.00 4.00 18.00 15.00 50.00 75.00</p> <p>30.00 per hour + travel</p> <p>100.00 plus travel expenses</p>	<p>Statutory fees were increased in April 2012 Statutory fee</p> <p>new combined fee see below £367 Saturdays, £436 Sundays & Bank Holidays. De-commissioned rooms Parc Myrddin & Llanelli</p> <p>Statutory fee Statutory fee</p> <p>Statutory fee</p> <p>Statutory fee</p> <p>Statutory fee</p> <p>new combined fee see below £367 Saturdays, £436 Sundays & Bank Holidays. De-commissioned rooms Parc Myrddin and Llanelli</p> <p>Statutory fee Includes £3 admin fee Factories Act, Education Act, Social Security (Administration) Act, Savings Banks Act Includes £3 admin fee</p> <p>Statutory fee Statutory fee per hour Caretaking and refurbishment</p> <p>2 registrars attendance</p> <p>Plan ceremony and officiate - crematorium, cemetery, chapel of rest - Weekdays only</p>

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2,520			Electoral Services	Customised ceremony (marriage or other standard)	20.00	combined above	supply of personalised ceremony
				Choices appointment (marriage or other standard)	20.00	combined above	Meet registrar to plan and design ceremony
				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	125-160	146-186	As de-commissioned rooms new combined fee see above £367 Saturdays, £436 Sundays & Bank Holidays.
				Licensed Venue	256.00	311.00	
				Express Service for Certificates	13.00	15.00	Per request + £13 certificate fee as above
				Private Citizenship Ceremony	73.50	77.50	per adult
				Licence for Venue for Marriages and Civil Partnerships	1025.00	1075.00	3 year licence - £1790 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	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 + 1.50 per 1,000	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				

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293,000	273,000	275,000	Land Charges	Search Fees	110.00	110.00	Awaiting guidance and legal advice as to whether the search fee can increase, or whether charging can continue. HMRC are proposing to add V.A.T to the Con29 aspect of the search fee as from 01/02/2016. Not confirmed as yet.
				Any additional enquiries	10.00	10.00	Awaiting guidance and legal advice as to whether the search fee can increase, or whether charging can continue. HMRC are proposing to add V.A.T to the Con29 aspect of the search fee as from 01/02/2016. Not confirmed as yet.
				Any additional enquiries	10.00	20.00	Awaiting guidance and legal advice as to whether the search fee can increase, or whether charging can continue. HMRC are proposing to add V.A.T to the Con29 aspect of the search fee as from 01/02/2016. Not confirmed as yet.
				Personal Searches	0.00	0.00	As from August, 2010 the right to charge for Personal Searches has been removed.
				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			"

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50				Press Office	10.00 per photograph	10.00 per photograph	
				Graphic Design	26.50 per hour	26.50 per hour	
				Advertising in Y Gair		120.00 strip advert	
				Web content/microsite			A specification and quotation is created based on the clients requirements
				Web training		55.00 per person for 1/2 day	
				Web advertising		200.00 per month for a strip advert across the top of each page	This is negotiable if they take up more than 1 month
19,000	22,000	23,000	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	
			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	

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			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	
			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	

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			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.	
			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	50.00 per session	

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			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.	50.00 per hour plus travelling time and costs.	
			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	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	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	

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2,684			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.	20.00	20.00	The application and administrative fee is likely to remain stable as a result of improved ITC solutions for online checking arrangements.
			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.	In addition to the Application fee set by the DBS an administrative fee of £25.00 is payable per application/ disclosure	£25 Fee in addition to the DBS charge applied	

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2014/15 Actual £	2015/16 Budget £	2016/17 Budget £	Business Unit	Service Provided	2015/16 Charge Levied £	2016/17 Proposed Charge £	Comments
0			Payroll - employee information	Application for Mortgage information	15.00	16.00	Not specifically budgeted for. Small volume dependent upon demand. Not specifically budgeted for. Small volume dependent upon demand. Charge for invoicing an overpayment where error is within employing body. Charge for pay recalls where error is within employing body. Charge for pay advances where error/delay for correct payments is within employing body.
				P60 Copies	5.00	5.50	
			Payroll - external organisations	Overpayment Invoicing	no charge	55.00	
				BACS Recall	no charge	20.00	
				Pay Advances	50.00	55.00	
3,145			Pensions	Proof of earnings (standard charge)	15.00	16.00	Not specifically budgeted for. Small volume dependent upon demand. Not specifically budgeted for. Small volume dependent upon demand. No increase as 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
				Provision of pension information and implementation of a Pension Sharing Order in connection with Divorce	629.87	629.87	
3,565,000	3,200,000	3,264,000	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.
0			Administrative Buildings	Hire of rooms in Administrative Buildings:			Very few external hirings. Not appropriate to rise with inflation as hiring rate will vary with market conditions.
				Ammanford - Town Hall			
				Chamber - 25 people - full day	75.00	75.00	
				Llanelli - Town Hall			
				Committee Room 1, Ground Floor - 80 people - full day	125.00	125.00	
				Room 3, Ground Floor - 12 people - full day	75.00	75.00	
				Chamber - 45 people - full day	90.00	90.00	
				Carmarthen - County Hall			
				Chamber - 100 people - full day	125.00	125.00	
				Chamber - 100 people - half day	95.00	95.00	
				Resources Conference Room, Ground Floor - 10 people - full day	75.00	75.00	
				Resources Conference Room, Ground Floor - 10 people - half day	55.00	55.00	

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				<p>Carmarthen - 3 Spilman Street</p> <p>Chamber - 50 people - full day Committee Rooms - up to 15 people - full day</p> <p>Carmarthen - St David's Park, Building 2</p> <p>Meeting Rooms - up to 24 people - full day Meeting Rooms - up to 40 people - full day</p> <p>** Where half day rates are not quoted the rate is half of the full day charge** *** Where other rooms become available they will be hired on a basis comparable to the charges above pending the committee's annual review of charges</p>	<p>95.00</p> <p>75.00</p> <p>75.00</p> <p>95.00</p>	<p>95.00</p> <p>75.00</p> <p>75.00</p> <p>95.00</p>	
338,000	296,000	298,000	Revenue Services	Costs imposed where Magistrates' Court recovery proceedings instigated in respect of unpaid Council Tax and Non-Domestic (Business) Rates	Subject to approval by the Court, the costs will be increased to £38 at summons stage. Liability Order costs will remain at £25, making a total £63. Owing to the case referred to, the costs for 2015/16 have been restricted as follows: Council Tax £32 summons, £30 Liability Order. Rates £39 and £23 respectively	As a result of a High Court case (Regina [Nicolson] v Tottenham Magistrates' Court 2015) we are no longer in a position to increase costs in advance. A fresh calculation based on the actual costs incurred in taking action during 2015/16 will have to be made in April 2016 and the Court then asked to agree any revision (up or down) for 2016/17.	The proposed level of costs will remain slightly below the upper limit invoked by Welsh Government. However, costs are at the discretion of the Bench and approval will have to be given by the Court before any increase can be applied.