

Equality Impact Assessment [version 2.10]



Title: GAP40 Register Office Fees Increase 2024, 2025	
<input checked="" type="checkbox"/> Budget Proposal	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Resources	Lead Officer name: Caroline Fox
Service Area: Legal and Democratic Services	Lead Officer role: Superintendent Registrar

Step 1: What do we want to do?

The purpose of an Equality Impact Assessment is to assist decision makers in understanding the impact of proposals as part of their duties under the Equality Act 2010. Detailed guidance to support completion can be found here [Equality Impact Assessments \(EqIA\) \(sharepoint.com\)](#).

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the [Equality and Inclusion Team](#) early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Budget context

Every year, the council must agree an annual budget which balances the money we spend with the money we are expecting to receive. Councils across the country are continuing to face financial challenges and based on our current forecasts, we face a funding gap over the next five years (to 2028/29) of up to £81.2 million dependent on the severity of factors such as inflation, funding changes, and unavoidable service pressures. This is in addition to the £17.7 million of savings and efficiencies proposals for 2024-2028 outlined in the 2023/24 budget and assumed delivery of 2023/24 savings in the current year.

The Council has defined statutory responsibilities, but deliver against a far broader agenda, providing universal services benefiting the whole community, and targeted services aimed at individuals, communities with particular needs, and businesses – administered by our workforce, city partners, stakeholder organisations and commissioned services.

To address these challenges, we are looking across all of our services with a focus on:

- maximising our transformation programmes – where we are looking to improve services whilst achieving the best value for money
- income opportunities – where we are looking to improve our external income and most effectively apply that income
- targeted reviews – where we are looking at services that are comparatively high in cost compared to other councils to see where we can do things differently to reduce costs, be more efficient in how we do things and, in some cases, stop doing some things entirely.

This proposal

The proposal is to increase a range of non-statutory, discretionary fees above the rate of inflation in 2024/25. This is to ensure a full cost recovery. Activities that fall within this proposal are:

- Room hire, and fees to provide registrars for the four ceremony rooms in the Register Office, the Old Council House.
- Fees for registrar attendance and administration at approved premises ceremonies.
- Fees for event room hire at the Old Council House.

Current Fees 2023/2024	Proposed Fee Increase 2024/2025	Percentage Increase (After Costing Exercise)
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Event Room Hire			
Lantern Room - Half Day	£250.00	£300.00	20.00%
Lantern Room - Full Day	£450.00	£500.00	11.11%
Grand Council Chamber Half Day	£300.00	£350.00	16.67%
Grand Council Chamber - Full Day	£500.00	£550.00	10.00%

Current Fees 2023/2024	Proposed Fee Increase 2024/2025	Percentage Increase (After Costing Exercise)
Bristol Room		
Monday and Tuesday	£172.00 £181.00	5.23%
Mayoral Room		
Monday - Friday	£277.00 £341.00	23.10%
Saturday	£328.00 £373.50	13.87%
Lantern Room		
Monday - Friday	£740.00 £906.00	22.43%
Saturday	£869.00 £996.00	14.61%
Sunday	£1,069.00 £1,146.00	7.20%
Bank Holiday	£1,063.00 £1,158.00	8.94%
Grand Council Chamber		
Monday - Friday	£903.00 £1,081.00	19.71%
Saturday	£1,048.00 £1,171.00	11.74%
Sunday	£1,281.00 £1,352.00	5.54%
Bank Holiday	£1,274.00 £1,364.00	7.06%
Approved Premises		
Monday - Saturday	£445.00 £674.00	51.46%
Sunday	£462.00 £695.00	50.43%
Bank Holiday	£553.00 £781.00	41.23%

The new fees will be put on the website. Around 300 couples who have booked for next year were quoted current prices with the provision that pricing next year has yet to be agreed. All these couples will be

contacted directly, it will be ensured that these communications will also be made in an accessible way in line with the Bristol City Council website.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Bristol City Council workforce	<input checked="" type="checkbox"/> Service users	<input type="checkbox"/> The wider community
<input type="checkbox"/> Commissioned services	<input checked="" type="checkbox"/> City partners / Stakeholder organisations	
Additional comments:		

1.3 Will the proposal have an equality impact?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	[please select]
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Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by Equality and Inclusion Team.

If 'Yes' complete the rest of this assessment, or if you plan to complete the assessment at a later stage please state this clearly here and request review by the Equality and Inclusion Team.

Citizens engaging in civil ceremonies take part in either an opposite sex, or same sex ceremony. There is no difference in price between opposite sex and same sex ceremonies. 9% of Bristol's working age population is LGBTQ+ and 5% of all ceremonies were same sex in April – December 2023. Therefore, the LGBTQ+ community will not be disproportionately affected by the price increase as they are not over-represented in civil ceremonies compared to the population.

All couples have the option of statutory ceremony at a nationally set low price in the Register Office, this is not impacted by the fee increases. The four other approved premises rooms at the Register Office are on a sliding scale of pricing allowing couples to make appropriate choices to suit their budget.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This summary can be included in decision pathway reports etc.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary, and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
All relevant EqlAs will be published on the Council’s website https://www.bristol.gov.uk/council-spending-performance/council-budgets and continue to be updated as appropriate.		

4.3 How will the impact of your proposal and actions be measured?

How will you know if you have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective your approach is still appropriate.

Our Equality and Inclusion Annual Progress Reports show what we have done to achieve the aims of our Equality and Inclusion policy and strategy, and the progress we have made including reporting on all relevant KPIs and workforce diversity [Equalities policy - bristol.gov.uk](https://www.bristol.gov.uk/equalities-policy)



The Equality and Inclusion Team need at least five working days to comment and feedback on your EqlA. EqlAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek feedback and review from the [Equality and Inclusion Team](#) before requesting sign off from your Director¹.

Equality and Inclusion Team Review: Reviewed by the Equality and Inclusion Team	Director Sign-Off: Tim O’Gara
Date: 03/01/2023	4/1/23

¹ Review by the Equality and Inclusion Team confirms there is sufficient analysis for decision makers to consider the likely equality impacts at this stage. This is not an endorsement or approval of the proposal.