

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Nicola Horsey, Assistant Director Community and Regulatory Services
Date:	21 January 2019
Title:	Re-location of Andover Register Office from Test Valley Borough Council Andover to Andover Library in the Chantry Centre

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1 The decision:

- 1.1 Relocate Andover Registration Office (appointments only) with effect from 26th May 2019. Remove the ceremony room provision.

2 Current Position:

- 2.1 Currently the Register Office is located in Beech Hurst (Test Valley Borough Council (TVBC) Offices in Andover).
- 2.2 Andover Office is open for 4/5 days each week.
- 2.3 The Registration Office has a ceremony room. There were 68 bookings in total for year 2017/18.
- 2.4 The rent for the facility in Andover is £10,000 (this includes a £721 service charge).
- 2.5 Income from providing ceremonies was approx. £15,000.
- 2.6 There are 5 Approved Venues in the immediate area around the town.

3 Reasons for decision

- 3.1 Relocating to the library would release space in our current accommodation in TVBC for an outside organisation (discussion and negotiation in early stages) to re-locate and release a building currently owned by Hampshire County Council for potential sale.
- 3.2 Not providing the ceremony room - The number of ceremonies is low being used only 6% of the total available time. Alternative Register Offices in Basingstoke, Winchester and Romsey have capacity to accept additional ceremony bookings, with the advantage of making better use of the room availability in these locations.

- 3.3 Re-locating the Library would provide an additional efficiency as the rent, service and utility costs would be absorbed within the joint service (Libraries and Registration)
- 3.4 Re-locating the Register Office into the library creates a more supportive and inclusive environment for the staff and removes any potential lone working issues in a single manned office.
- 4 Other options considered and rejected:**
 - 4.1 Do nothing and continue to offer the facility as is
- 5 Conflicts of interest:** None
- 6 Dispensation granted by the Head of Paid Service:** None.
- 7 Supporting information:**
 - 7.1 Building works in Andover library as part of the refurb are due to be completed by early 2019.
 - 7.2 The 8 customers with ceremony bookings after the 26th May will be contacted and offered alternative offices and/or dates/times.
- 8 Equalities Impact Assessment:** attached separately.

Approved by:

Date:

21 January 2019

(Nicola Horsey, Assistant Director for Community and Regulatory Services)

On behalf of the Director of Culture, Communities and Business Services