

BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward

Report of the Executive Director
of Adults & Communities

TRANSFER OF POSITION OF PROPER OFFICER FOLLOWING FUTURE COUNCIL RESTRUCTURE

1. Purpose of Report

- 1.1 The purpose of the report is to seek formal authorisation for the transfer of the statutory role of Proper Officer function and delegated functions relating to the licensing of approved premises to the post of Service Director, Customer Services.

2. Recommendations

2.1 It is recommended that :

- **The appointment of Proper Officer for the registration of Births, Deaths and Marriages be transferred from the Assistant Director, Neighbourhoods, Access and Support to the Service Director, Customer Services with immediate effect.**
- **the power to licence approved premises for the conduct of Marriages and Civil Partnerships be delegated to the Service Director, Customer Services.**

3. Introduction

- 3.1 Following the transfer of Registration Services to Neighbourhoods, Access and Support in 2013, a report was approved by Cabinet for the statutory role of Proper Officer to reside with the Assistant Director, Neighbourhoods, Access and Support (Cab.27.3.2013/6).
- 3.2 Following Future Council changes to create organisational Business Units, Registration Services will form part of Business Unit 7, Customer Services and therefore approval is required to transfer the statutory role of Proper Officer to the appropriate Service Director.
- 3.3 There is a statutory requirement to designate a senior officer as the Proper Officer for Births, Deaths and Marriages. This officer is ultimately accountable for the statutory operation of the Service and provides the interface with the Registrar General's Office. It is proposed that the Council formally approve that the Proper Officer function be transferred from the Assistant Director, Neighbourhoods, Access and Support to the Service Director, Customer Services. The Registrar General's Office have been consulted with regard to this proposal which meets with their approval.

3.4 As part of the discharge of the Registration function the Assistant Director, Neighbourhoods, Access and Support has been responsible for the licensing of approved outside premises for the conduct of marriages and civil partnerships. It is proposed to transfer the delegated powers to grant licences to the Service Director, Customer Services who will maintain arms-length administrative arrangements (away from Registration Officers) within the Business Unit to discharge the licensing function. Appeals against refusal of licences will continue to be considered by the General Licensing Regulatory Board as provided by the Council's constitution.

4. Consideration of Alternative Approaches

4.1 There are no alternative approaches.

5. Proposal and Justification

5.1 The transfer of the statutory role of Proper Officer for registration Services is required following organisational changes under Future Council.

6. Implications for local people / service users

6.1 There are no implications for local people.

7. Financial Implications

7.1 There are no financial implications.

8. Employee Implications

8.1 There are no employee implications.

9. Consultations [List who has been consulted, and incorporate their comments into the relevant sections of the report]

- a) Chief Executive
- b) Assistant Chief Executive, Human Resources, Performance, Partnerships & Communications
- c) Assistant Chief , Executive, Finance, Property & Information Services
- d) Assistant Chief Executive, Legal & Governance
- e) Trade Unions
- f) Adults & Communities Directorate Management Team
- g) Adults & Communities, Risk Management
- h) Adults & Communities, Equalities & Diversity

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