

BARNSELY METROPOLITAN BOROUGH COUNCIL

REPORT OF: Executive Director, Core Services

TITLE: TRANSFER OF THE ROLE OF PROPER OFFICER AND PROPER OFFICER’S REPRESENTATIVE IN REGISTRATION SERVICE

REPORT TO:	Council
Date of Meeting	25 May 2023
Cabinet Member Portfolio	Core Services
Key Decision	No
Public or Private	Public

Purpose of report

The purpose of this report is to seek formal authorisation for the transfer of Proper Officer and Proper Officer’s Representative which are statutory roles to the Service Director of Law and Governance and the Elections Manager.

Council Plan priority

Enabling Barnsley

Recommendations

It is recommended that Council:

Approve the transfer of Proper Officer and Proper Officer’s Representative from the Service Director of Customer, Information and Digital Services to the Service Director of Law and Governance and also transfer from the Head of Service (Design & Compliance) to the Elections Manager with immediate effect.

1. Introduction

1.1 Following a recommendation within the Customer, Information and Digital Service Transformation Business Case and recent resignation of the Head of Service (Design and Compliance) there is an immediate requirement to request formal approval for the transfer of Proper Officer and Proper Officer’s Representative roles into the Law and Governance business unit.

1.2 There is a statutory obligation to designate a senior officer as the Proper Officer for Births, Deaths and Marriages. This officer is accountable for the statutory operation of the Service and provides the interface with the General Registrar Office; this is currently the Service Director of Customer, Information and Digital Services.

1.3 Many of the duties of the Proper Officer and the day to day operation of the Registration Service may be delegated to the Registration Management with a nominated Proper Officer's Representative. This additional operational role has been undertaken to date by the Head of Service (Design and Compliance) and following organisational changes (paragraph 3.1 refers) it is proposed to transfer the Proper Officer and Proper Officer's Representative responsibilities as detailed.

2. Proposal and justification

2.1 The transfer of the statutory roles of Proper Officer and Proper Officer's Representative for Registration Services is required following organisational changes.

3. IMPLICATIONS OF THE DECISION

3.1 Financial

There are no financial implications associated with this report as its purpose is to transfer the statutory roles from one business unit to another.

3.2 Employee

Current post holders affected by the changes outlined within this report have been consulted and there are no issues arising.

3.3 Legal

There are no direct implications arising from this report.

3.4 Equality

A full Equalities Impact Assessment is not required.

3.5 Sustainability

Not applicable

4. ALTERNATIVE OPTIONS CONSIDERED

There are no alternative approaches.

5. REASONS FOR RECOMMENDATIONS

5.1 The transfer of the statutory roles of Proper Officer and Proper Officer's Representative for Registration Services is required following organisational changes.

6. CONSULTATIONS


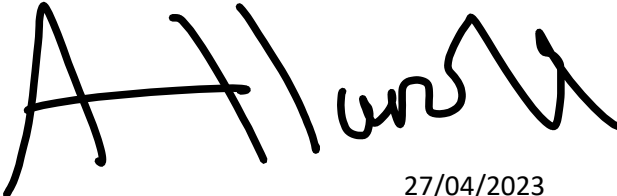
- 6.1 Senior Compliance Officer, General Register Office
- 6.2 Service Director of Law and Governance
- 6.3 Human Resources – Core Business Partner

7. BACKGROUND PAPERS

The Proper Officer's Guide to Registration Service Delivery.

If you wish to inspect background papers in support of this report, please email governance@barnsley.gov.uk so that appropriate arrangements can be made.

8. REPORT SIGN OFF

Financial consultation & sign off	 27/04/2023
Legal consultation & sign off	 27/04/2023

Report Author: Sara Hydon
Post: Head of Service (Design and Compliance)
Date: 27 April 2023