

BARNSELEY METROPOLITAN BOROUGH COUNCIL

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

Report of the Executive Director Communities

REGISTRATION SERVICE: TRANSFER OF THE ROLE OF PROPER OFFICER

1. Purpose of report

- 1.1. The purpose of this report is to seek formal authorisation for the transfer of the statutory role of the Proper Officer and delegated functions relating to the management and delivery of the Registration Service including the licensing of approved premises. It is proposed to transfer the Proper Officer role to the post of Service Director - Customer, Information and Digital Services; and to transfer the Proper Officer's Representative role to the Head of Service, Customer Support and Development.

2. Recommendations

It is recommended that:

- 2.1. **The statutory role of the Proper Officer for the registration of Births, Deaths and Marriages be transferred from the Service Director Customer Services to the Service Director – Customer, Information and Digital Services with immediate effect.**
- 2.2. **The role of Proper Officer's Representative be transferred from the Head of Service, Customer Service Operations to the Head of Service, Customer Support & Development with immediate effect.**
- 2.3. **The power to licence approved premises for the conduct of Marriages and Civil Partnerships be delegated to the Service Director – Customer, Information and Digital Services.**

3. Introduction

- 3.1. Following the transfer of Registration Services to the Customer, Information and Digital Services Business Unit there is a need to request approval of the transfer of the statutory role of Proper Officer to the appropriate Service Director.
- 3.2. 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 Service Director – Customer Services to the Service Director – Customer, Information and Digital Services.

The General Register Office (GRO) provided by Her Majesty's Passport Office has been consulted with regard to this proposal which meets with their approval.

3.3. As part of the discharge of the Registration function the Service Director Customer Services 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, Information and Digital 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.

3.4. Many of the duties of the Proper Officer and the day to day operation of the Registration scheme 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 Customer Operations and again following the aforementioned organisational changes (paragraph 3.1 refers) it is proposed to transfer the Proper Officer's Representative responsibilities to the Head of Service, Customer Support and Development.

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.

6. Implications for local people / service users

6.1. There are no implications for local people / services.

7. Financial implications

7.1. There are no financial implications.

8. Employee implications

8.1. Current post holders affected by the changes outlined in this report have been consulted. No issues arising.

9. Communications implications

9.1. There are no communications implications arising from this report.

10. Consultations

- 10.1. General Register Office (GRO)
- 10.2. Human Resources – Communities Business Partner
- 10.3. Service Director Governance and Member Services
- 10.4. Communities Directorate Management Team

10.5. Senior Management Team

11. Glossary

11.1. GRO – General Register Office

12. List of appendices

12.1. None

13. Background papers

13.1. The Proper Officer's Guide to Registration Service Delivery.

If you would like to inspect background papers for this report, please email governance@barnsley.gov.uk so that appropriate arrangements can be made.

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