

BARNSELY METROPOLITAN BOROUGH COUNCIL

REPORT OF: Executive Director, Core Services

TITLE: APPOINTMENT TO THE ROLE OF PROPER OFFICER

REPORT TO:	Council
Date of Meeting	28 March 2024
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 to appoint the incoming Service Director for Law and Governance as the Proper Officer for Births, Deaths and Marriages.

Council Plan priority

Enabling Barnsley

Recommendations

It is recommended that Council:

Approve the appointment of Kate Charlton as Proper Officer for Births, Deaths and Marriages with effect from 1 April 2024.

1. Introduction

- 1.1 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 Sukdave Ghuman, the Service Director of Law and Governance
- 1.2 As the incumbent Proper Officer is shortly leaving their role at Barnsley Council, it is necessary to appoint a replacement to this statutory position. Most other local councils appoint a Service Director to this role.

2. Proposal and justification

2.1 That Kate Charlton, as the new Service Director, Law and Governance, be appointed Proper Officer.

3. IMPLICATIONS OF THE DECISION

3.1 Financial

There are no financial implications.

3.2 Employee

There are no employee issues.

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 council is required to appoint a Proper Officer

6. CONSULTATIONS

None

7. BACKGROUND PAPERS

None

8. REPORT SIGN OFF

Financial consultation & sign off	Colette Tyrell, 13/03/2024
Legal consultation & sign off	Andrew Perriman 14/03/24

Report Author: Peter Clark
Post: Interim Head of Governance, Elections and Registration
Date: 13 March 2024