

# **BARNSLEY METROPOLITAN BOROUGH COUNCIL**

**Report of the Executive Director  
of Core Services to the Council  
to be held on the 26<sup>th</sup> November, 2020**

## **TRANSFER OF THE ROLE OF PROPER OFFICER'S REPRESENTATIVE IN REGISTRATION SERVICES**

### **1. Purpose of report**

The purpose of this report is to seek formal authorisation for the transfer of Proper Officer's Representative which is a statutory role to the Head of IT Service (Design & Compliance).

### **2. Recommendations**

It is recommended that Council:

- 2.1 Approve the transfer of Proper Officer's Representative from the Head of Service, Customer Support & Development to the Head of IT Service (Design & Compliance) with immediate effect.**

### **3. Introduction**

- 3.1 Following the retirement of the Head of Service, Customer Support & Development there is a requirement to request formal approval for the transfer of Proper Officer's Representative role to the Head of IT Service (Design & Compliance).
- 3.2 There is a statutory obligation 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 General Registrar Office; this is the Service Director of Customer, Information and Digital Services.
- 3.3 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, Customer Support & Development and following the organisational changes (paragraph 3.1 refers) it is proposed to transfer the Proper Officer's Representative responsibilities to the Head of IT Service (Design & Compliance).

### **4. Proposal and justification**

- 4.1 The transfer of the statutory role of Proper Officer's Representative for Registration Services is required following organisational changes.

### **5. Consideration of alternative approaches**

5.1 There are no alternative approaches.

**6. Implications for local people / service users**

6.1 There are no implications for local people / service users.

**7. Financial implications**

7.1 Consultations have taken place with representatives of the Service Director – Finance (S151 Officer). There are no financial implications associated with this report as its purpose is to transfer the role of Proper Officer's Representative.

**8. Employee implications**

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

**9. Communications implications**

9.1 There are no communication implications.

**10. Consultations**

- 10.1 Senior Compliance Officer, General Register Office
- 10.2 Service Director of Customer, Information and Digital Services
- 10.3 Service Director of Governance, Member Services & Business Support
- 10.4 Human Resources – Core Business Partner

**11. Promoting equality, diversity, and social inclusion**

11.1 A full Equalities Impact Assessment is not required.

**12. Tackling the Impact of Poverty**

12.1 N/A.

**13. Tackling health inequalities**

13.1 N/A.

**14. Reduction of crime and disorder**

14.1 N/A.

**15. Risk management issues**

15.1 N/A.

**16. Health, safety, and emergency resilience issues**

16.1 N/A.

**17. Compatibility with the European Convention on Human Rights**

17.1 N/A.

**18. Conservation of biodiversity**

18.1 N/A.

**21. Background papers**

21.1 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](mailto:governance@barnsley.gov.uk) so that appropriate arrangements can be made.

Financial Implications/Consultation

Avanda Mitchell (30/10/2020)



.....  
*(To be signed by the senior Financial Services officer  
where there are no financial implications)*