

Council

12 December 2017

Appointment of Proper Officer for Registration Services

Recommendation

That the Council confirms the appointment of the Head of Customer Service as the Proper Officer for Registration Services and authorises her to carry out the designated duties and powers of that position

1.0 Appointment of Proper Officer

- 1.1 The Council is required to appoint a Proper Officer for Registration Services to fulfil the powers and duties as set out in paragraph 2 below.
- 1.2 The Staff and Pensions Committee approved the Head of Customer Service as the Proper Officer for Registration Services earlier this year. For completeness it is considered appropriate for Council to be asked to confirm this appointment. This report therefore invites the Council to confirm the appointment of the Head of Customer Service as the Proper Officer for Registration Services.

2.0 The Duties, Powers and Responsibilities of a Proper Officer

- 2.1 The proper officer for Registration Services has a number of duties, powers and responsibilities under various acts as set out below;

Duties and Powers

- (i) Registration Service Act 1953
 - to appoint registration officers (sections 6(1) and 8(1))
 - to provide and maintain district register offices (section 10(1))
 - to prepare and submit a local registration scheme (section 14(1))
- (ii) Marriage Act 1949
 - to reimburse superintendent registrars the fees paid to incumbents and authorised persons for quarterly certified copies of marriage entries (section 57(4))

- (iii) The Marriages and Civil Partnership (Approved Premises) Regulations 2005 and Registrar General's Guidance for the Approval of Venues for Civil Marriage and Civil Partnerships
 - to receive applications and renewals of approval in line with the Registrar General's Guidance
 - to notify the Registrar General of new approved premises within their area
 - to maintain a register and notify the Registrar General of updates to any approved premises

- (iv) Local Registration Scheme
 - to provide assistance to registration officers
 - to provide, equip and maintain registration offices
 - to determine opening hours for offices of registrars
 - to transfer principal officers within or between the districts

Responsibilities of the Proper Officer

The Proper Officer also has the following responsibilities:

- to notify the Registrar General of all staffing changes including the new appointments, resignations and retirements
- to notify the Registrar General of any changes to registration offices within their area
- to ensure access to registration on line systems is restricted to authorised users only

3.0 Timescales associated with the decision and next steps

The decision would have immediate effect.

Background papers

None

	Name	Contact Information
Report Author	Jane Pollard	janepollard@warwickshire.gov.uk Tel: 01926 412565
Head of Service	Sarah Duxbury	sarahduxbury@warwickshire.gov.uk Tel : 01926 412090
Strategic Director	David Carter	davidcarter@warwickshire.gov.uk
Portfolio Holder	Councillor Kam Kaur	