

<u>MEETING</u> COUNCIL
<u>DATE AND TIME</u> TUESDAY 30TH JANUARY, 2018 AT 7.00 PM
<u>VENUE</u> HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BG

Dear Councillors,

Please find enclosed additional papers relating to the following items for the above mentioned meeting which were not available at the time of collation of the agenda.

Item No	Title of Report	Pages
12.2	REPORT OF THE HEAD OF GOVERNANCE - SUPPLEMENT	3 - 6

Kirstin Lambert, kirstin.lambert@barnet.gov.uk, 020 8359 2177

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Appendix C

STATUTORY PROPER OFFICER BIRTHS DEATHS AND MARRIAGES AND DELEGATION OF FUNCTIONS UNDER THE MARRIAGES AND CIVIL PARTNERSHIPS (APPROVED PREMISES) REGULATIONS 2005

AGENDA ITEM 12.2

Background

1. The Registration Service Act 1953 requires the appointment of a proper officer to carry out functions under the Act, including exercising powers under a local registration scheme. The proper officer for these purposes also has responsibilities under the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 which govern the process for the approval of premises for the solemnization of marriages and the formation of civil partnerships.
2. The role of Proper Officer Births, Deaths and Marriages is a Statutory Proper Officer, which is appointed by Council.
3. The Head of Customer Strategy and Programmes has had the role of Proper Officer Birth, Deaths and Marriage, since appointment by Council on 3rd March 2015.
4. The current post holder is leaving the council, so the post of Head of Customer Strategy and Programmes may be vacant for up to four months.
5. As the role of Proper Officer cannot be left vacant for any time period, it is recommended that the Chief Executive is the Proper Officer, until the new Head of Customer Strategy and Programmes commences employment with the Council.

RECOMMEND – That Council confirm the Chief Executive as statutory proper officer births, marriages and deaths until the new Head of Customer Strategy and Programmes commences employment with the Council.

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Appendix D

APPOINTMENT OF ACTING DIRECTOR OF FINANCE (CHIEF FINANCE OFFICER / SECTION 151 OFFICER)

1. The Constitution provides that the Head of Paid Service has authority over all other chief officers so far as is necessary for efficient management and for carrying out the Council's functions. This includes the ability to make interim appointments of chief officers where there is a need for an immediate appointment.

2. The Chief Executive has, under delegated powers, made an interim appointment of an Acting Director of Finance (Chief Finance Officer / Section 151 Officer) for a period of up to a year to cover a period of maternity leave of the substantive post holder:

<http://barnet.moderngov.co.uk/ieDecisionDetails.aspx?ID=6796> Council is asked to note this appointment.

RECOMMEND – That Council note Mr Kevin Bartle has been appointed as Acting Director of Finance (Chief Finance Officer / Section 151 Officer).

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