

## Appendix C

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

#### 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.**