

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

26 June 2017

Report of the Head of Head of Legal Services – David Michael

Matter for Decision

Wards Affected: All Wards

Staffing Arrangements - Register Office

Purpose of the Report

To seek Member approval for the creation of a permanent post of Deputy Registrar to the existing structure of the Register Office.

Executive Summary

This report is to consider approval for the creation of a permanent post of Deputy Registrar to the existing structure of the Register Office.

Background

Civil Registration of Births, Deaths and Marriages was established in England and Wales in 1837. Although regulated by the General Register Office (the GRO), this statutory function is delivered through a network of local Registration Districts. In 2012 a new scheme of governance was adopted which gave Neath Port Talbot more freedom and flexibility in the delivery of the service that best fits the local needs albeit the General Register Office continues to have a role in inspecting the service, together with local inspection of individual officers and detailed administration activity.

The Register Office sits within the Finance and Corporate Services Directorate in Neath Port Talbot County Borough Council and reports

to the Head of Legal Services who acts as Proper Officer to the Registration Service. The main functions of the Register Office are:

- The registration of births, deaths, marriages, still-births and civil partnerships which occur in the Neath Port Talbot district
- Taking notices of marriage and civil partnership for residents of Neath Port Talbot County Borough Council
- To conduct marriage and civil partnership ceremonies at the Register Office and licensed venues
- To issue certificates of birth, marriage, death and civil partnership from archived registers in the custody of the Superintendent Registrar
- Carrying out Citizenship Ceremonies
- To collect and maintain records of religious marriages from returns supplied by the clergy and authorised persons
- To approve venues for marriage and civil partnership
- To be custodian of Parish records dating back to 1837
- To provide advice on Registration issues.
-

Officer Report

Currently the Registration service is delivered by four full time members of staff:

- 1 x Superintendent Registrar of Births, Deaths and Marriages
- 2 x Registrars of Births, Deaths and Marriages
- 1 x Clerical Assistant

The Registrars of Births, Deaths and Marriages have requested reduced hours working. One of these members also undertakes the duties of a Deputy Superintendent Registrar when required.

Under the rules of the GRO the two Registrars are allowed to reduce their hours of work but the two posts cannot be merged. In addition, the GRO will not issue another set of registers meaning that we cannot appoint another Registrar. Therefore, in order to ensure that the Registration Service continues to provide a high level of service to the public it is proposed that the creation of a post of Deputy Registrar of Births, Deaths and Marriages is created to the existing structure out of the residue of the aforementioned Registrars posts.

This post has been Job Evaluated and the JEID is 2314. Please see Appendix 1.

Financial Impact

No extra funding is required due to the fact there will be a reduction in salary of both Registrars who are currently on grade 5 and the lower grade 3 will be created for the post of Deputy Registrar. Financial Impact is shown at Appendix 3.

Equality Impact Assessment

There are no equality impacts associated with this report.

Work Force Impact

There are no workforce impacts associated with this report.

Legal Impacts

There are no legal impacts associated with this report.

Risk Management

There are no risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendations

That authority is granted to the Head of Legal Services to create an additional post of Deputy Registrar of Births and Deaths to the existing structure of the Registration Service.

Reasons for Proposed Decision

To enable the Registration Service to continue to provide its high quality essential service to the local needs of the residents of the Borough of Neath Port Talbot.

Implementation of Decision

The decision is proposed for implementation after the three day call in period.

Appendices

Appendix 1 - Existing Structure
Appendix 2 - Proposed Structure
Appendix 3 – Financial Appraisal

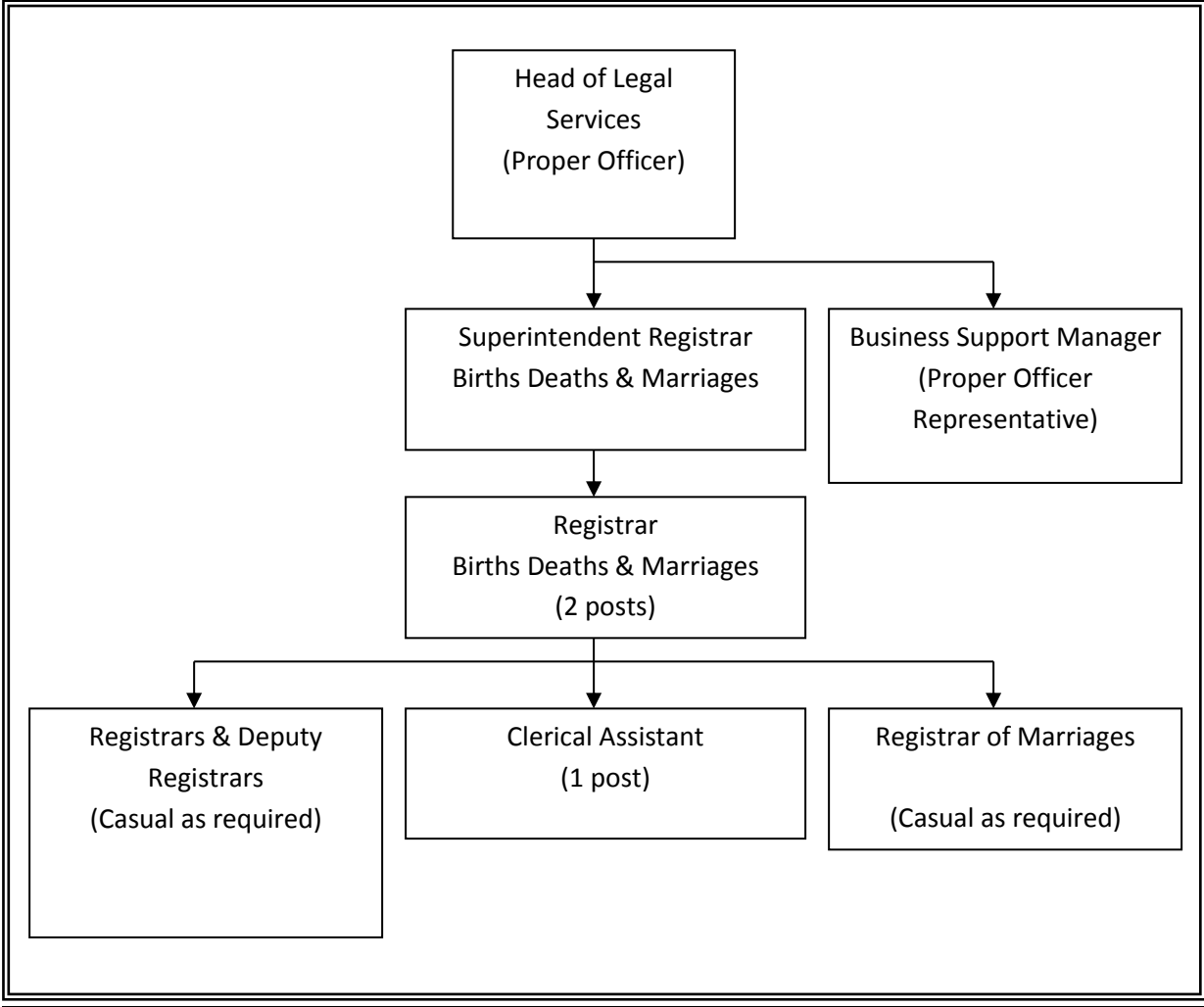
List of Background Papers

There are no background papers associated with this report.

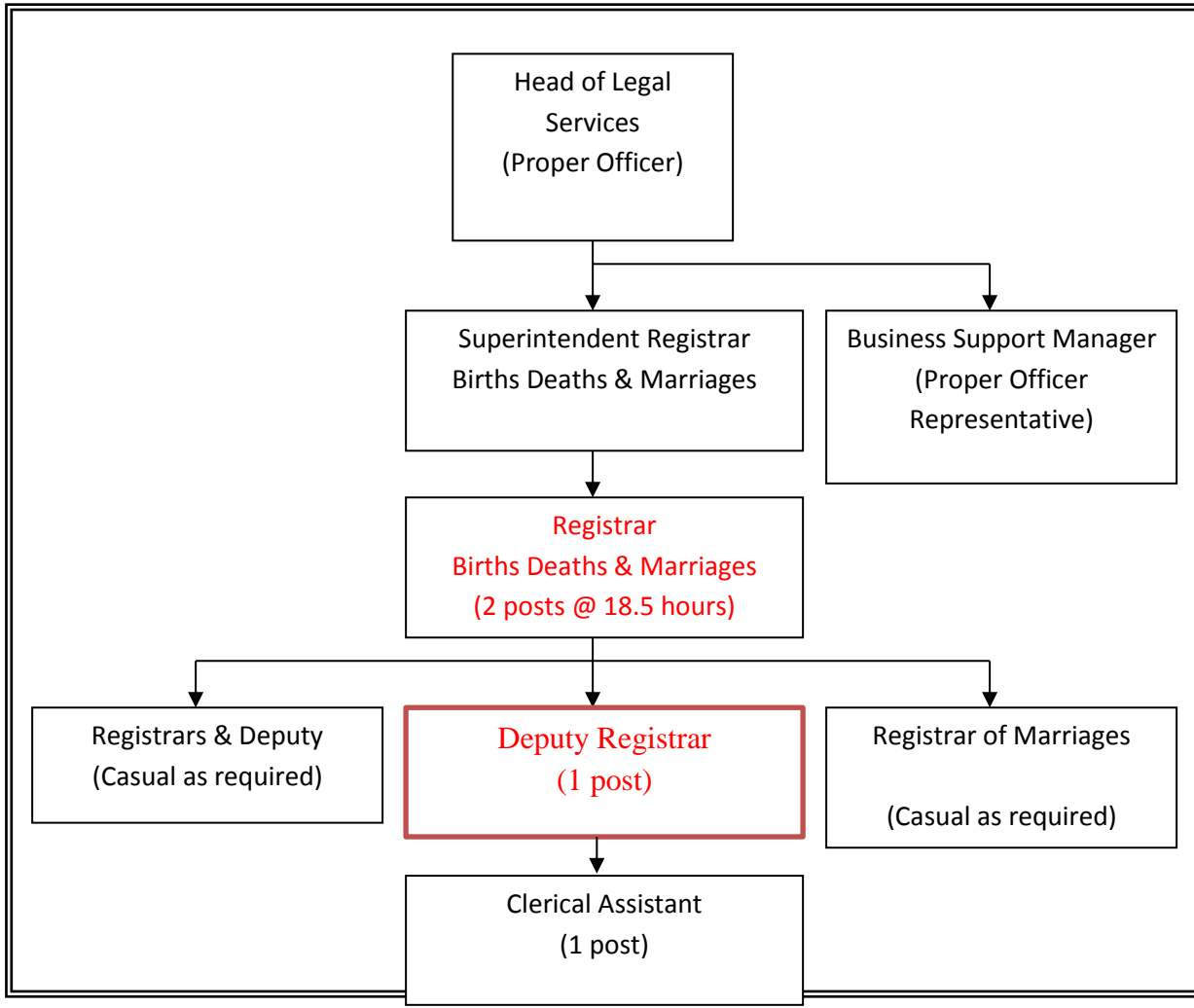
Officer Contact

David Michael
Head of Legal Services
(Telephone Number) 01639 763368
Email d.michael@npt.gov.uk

Appendix 1 – Current Structure



Appendix 2 – Proposed Structure – alterations in highlighted in red



Appendix 3 – Financial Appraisal

Post	Grade	Financial Value	Additional Costs
Merged Costs			
<ul style="list-style-type: none"> Registrar of Births and Deaths (two posts)- 50% of each post is being brought together to create the new post below 	Grade 5	£22,658	Nil
•			
•			
Total savings =		£22,658*	
New posts			
<ul style="list-style-type: none"> Deputy Registrar Births and Deaths 	Grade 3	£17,072	
•			
Re-evaluations	N/A	N/A	N/A
•			
•			
Total additional cost =	N/A	N/A	N/A
Notional Net saving		£5,586.00	

*The saving is notional as it is probable that within time one or either of the shared post holders may retire or leave the service of the Authority and at that time we may have to appoint a full time person.