

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Director of Communities and Environment	
Contact person:	Steve Coupe	Telephone number: 37 89595
Subject²:	Suspension of birth registration and notice of marriage/civil partnership appointments.	
Decision details:	What decision has been taken? ³ The Chief Officer Elections and Regulatory has approved the suspension of appointments for birth registrations and notices of marriage/civil partnership with effect from 16 th January 2021 for the duration of the current lockdown (to be reviewed 15 th February 2021).	
	A brief statement of the reasons for the decision ⁴ Although registration offices are currently allowed to remain open and are a travel exemption for members of the public, a review of the existing Risk assessment, with a view to applying additional control measures, has highlighted concerns around the number of customers who would be interacting with staff in the public areas during this period of heightened infection levels. We are concerned that this will pose an increased risk to staff and to customers who must travel into the city centre to attend an appointment. The service will need to retain a back-office presence to issue copy death certificates although all other staff will work from home registering deaths or re-allocating appointments.	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision Although the government has permitted registration offices to remain open, the General Register Office has confirmed that the decision whether to continue	

¹ With delegated authority set out in Constitution

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

	<p>providing birth registration and notice appointments is a local authority matter and that appointments should only be provided if the local authority is satisfied that all the necessary measures are in place to protect the safety of staff and customers.</p> <p>We entered lockdown continuing to provide these services but a number of concerns have since been raised regarding the provision and we have conducted a full review of our risk assessment with input from our staff and the council's health and safety team. That revised assessment included consideration of a number of additional measures to help reduce the risk of transmission of the new variant of the virus. Even with the consideration of further measures, we believe there is still a significant risk of transmission should we continue with providing these services. The recommendation is that these services should be suspended until further notice, except where there are exceptional circumstances involved. This is in line with current guidance for provision of ceremonies. The council's health & safety team support this decision.</p> <p>The General Register Office has also confirmed that a number of other register offices have already suspended appointments.</p> <p>The decision will be reviewed in mid-February when the government reviews the existing restrictions.</p>						
Affected wards:	All						
Details of consultation undertaken⁵:	<table border="1"> <tr> <td data-bbox="432 1128 687 1167">Executive Member</td> </tr> <tr> <td data-bbox="432 1173 1497 1211">Cllr James Lewis on 14 January 2021, no interests disclosed.</td> </tr> <tr> <td data-bbox="432 1218 687 1256">Ward Councillors</td> </tr> <tr> <td data-bbox="432 1263 687 1301">None</td> </tr> <tr> <td data-bbox="432 1308 687 1346">Others</td> </tr> <tr> <td data-bbox="432 1352 687 1429">None</td> </tr> </table>	Executive Member	Cllr James Lewis on 14 January 2021, no interests disclosed.	Ward Councillors	None	Others	None
Executive Member							
Cllr James Lewis on 14 January 2021, no interests disclosed.							
Ward Councillors							
None							
Others							
None							
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Steve Coupe – from 16th January 2021</p>						
List of Forthcoming Key Decisions⁶	<table border="1"> <tr> <td data-bbox="432 1592 687 1682">Date Added to List:-</td> </tr> <tr> <td data-bbox="432 1688 1497 1883">If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</td> </tr> </table>	Date Added to List:-	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision				
Date Added to List:-							
If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision							

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁶ Complete this section for key decisions only

	If Special Urgency Relevant Scrutiny Chair(s)	
	Signature	Date
Call In	Is the decision available ⁷ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ⁸ John Mulcahy, Chief Officer Elections and Regulatory	
	Signature 	Date: 14 January 2021

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.