

## CAMBRIDGESHIRE REGISTRATION SERVICE ANNUAL REPORT

To: Communities and Partnership Committee

Meeting Date: 8 October 2020

From: Peter Gell, Assistant Director of Regulatory Services

Electoral division(s): All

Forward Plan ref: N/A

Key decision: No

Outcome: To provide the Committee with an annual report on the work of the Registration Service, highlighting service performance and developments over the past year, and plans and changes on the horizon for the year ahead.

Recommendation: The Committee is asked to:

- a) Note the contents of the report; and
- b) Support a review of service provision in the Fenland area of the county to ensure the service delivery arrangements are effectively and efficiently aligned to meet customer demand.

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# 1. Background

- 1.1 The Cambridgeshire Registration Service provides core statutory services for the official recording of key events (birth and death registrations, marriage ceremonies, civil partnerships, citizenship ceremonies) and provision of copy certificates, in addition to non-statutory, income generating services such as naming and renewal of vows ceremonies.
- 1.2 The Local Authority delivers the service in accordance with legislation founded on the Births and Deaths Registration Act of 1836, and with guidelines primarily issued by the General Register Office (GRO), which is part of the Home Office (within HM Passport Office). The GRO has to approve core changes, such as office relocations, to ensure they meet the legal and service standard requirements for the delivery of statutory functions. The service is inspected to ensure full compliance with 70 measures relating to public protection and counter fraud. In addition, ongoing monitoring takes place against national key performance indicators and the service submits an annual report to GRO for scrutiny.
- 1.3 Castle Lodge at Shire Hall in Cambridge is currently the Register Office for the county with full-time registration offices also in Ely and Huntingdon. There are part-time offices in March and Wisbech, and the service also carries out death registrations 3 days per week from the Bereavement Care Suite at Addenbrookes Hospital, as well as incorporating death registrations of Papworth patients. In addition, there are currently 73 Approved Venues (this does not include Council Ceremony Rooms). The impact of COVID-19 on these normal arrangements can be seen in section 2.6.
- 1.4 In 2019/20 the service registered 7,189 births and 5,567 deaths, took 4,504 notices of marriage / civil partnership, carried out 1,964 marriage / civil partnership ceremonies, welcomed 1,378 new British citizens and issued around 47,000 copy certificates. Any decrease on the previous year reflects both the impact of the pandemic and the statutory certificate fee increase in February 2019.
- 1.5 Annually a service update is provided to the committee on the work of the Registration Service.

# 2. Main Report

## 2.1 Staffing

- 2.1.1 It was reported to the Committee in March 2020 that a restructure in the Communities and Partnerships Service Directorate was resulting in the Registration Service being positioned within the Regulatory Services Group within the same directorate. This move took place in April 2020. In addition, Regulatory Services includes the Coroner Service, Trading Standards, and Environmental Health and Licensing, some or all of which are delivered for Cambridgeshire County, Peterborough City and Rutland County Councils.
- 2.1.2 The Committee was in addition advised that the planned restructure within the Registration Service itself would be implemented imminently, this took place in April 2020. A copy of the structure chart is included in **Appendix 1** of the report.

2.1.3 The purpose of the restructure which followed a period of review was to enhance service delivery through better service design and the creation of additional capacity. Benefits, many of which are already starting to be realised despite the challenges to service delivery presented by the pandemic, include:

- More career development opportunities, the restructure enabling a number of staff to secure new roles through promotion
- The creation of capacity to invest in training and developing staff within the service, ensuring staff are equipped to provide the quality of service customers expect, while helping maximise the overall effectiveness of the service. With the above in place some training is already underway, and in late Autumn 2020 a more formal training and development plan is the topic of a workshop which will include consideration of how to best utilise opportunities offered through formal apprenticeships and / or the National Qualification
- Improved staff communications enabled through a structure which better facilitates information sharing across the service
- Addressing anomalies in the grading of some previous posts where they were out of sync with the roles and level of responsibility attached to them
- More capacity to engage with, and further develop, the relationships with venues approved for ceremonies - this being evident during the pandemic

## **2.2 Accommodation**

### **2.2.1 Cambridge**

As reported to the Committee in March 2020 a planning application was submitted in mid-February 2020 for the conversion of the council's Roger Ascham site (currently used as the Library Service Stock and Distribution Centre) to become the new Cambridgeshire Register Office, following the planned move of the Library stock and distribution centre to a more central location near St Ives. The Registration Service is due to move out of Castle Lodge on the Shire Hall site as part of the 'Cambs 2020' project.

2.2.2 The Roger Ascham building lends itself very well for registration use with the right amount of space and layout for both notice taking and ceremonies, along with dedicated parking and garden space. If planning is approved, the building will also enable some improvements to the current provision, including the ability to offer a separate area for the registration of still births and child deaths.

2.2.3 Due to delays in the planning process, outside of the council's control, it was agreed that ceremony bookings can now be taken until the end of May 2021 (instead of the original end of February 2021). The Service cannot take bookings for June onwards until such time as the service can confirm the new location. Volumes of customers waiting to book after that date have been exacerbated by the impact of the pandemic.

2.2.4 Planning determination is not due until November 2020. In the meantime, work with the architect and project manager is progressing as much as possible, with input from the service. The current plan is to relocate in June 2021, subject to planning approval and contractor availability.

## 2.2.5 Ely

Over 2 million records, and all Superintendent Registrar certificate production were re-located from Cambridge and Huntingdon offices to the new Ely office from October 2019, providing a single archive in a purpose designed facility, ensuring the capacity challenges of the past are no longer concerns in the future. The customer appointment room and ceremony room were relocated from the rented Ely Building (The Old School House) into the new Ely Office (Cambridgeshire Archives) in September 2019. This relocation has meant that the council no longer needs to rent accommodation and have greater flexibility regarding opening times. The appointment opening hours were increased from 3 days a week to 5, to increase accessibility for customers. In response to the pandemic the office is currently open 4 days a week, with the registration officer covering telephone death registrations one day a week.

## 2.3 **Performance and Analysis**

### 2.3.1 Annual General Register Officer (GRO) Report

Each year all Registration Services are required to submit a return to the GRO, reporting performance against a range of national key performance indicators (KPIs) relating to the timeliness of Birth and Death registrations, the availability of appointments, customer engagement, public protection and counter fraud measures, statutory and operational service delivery standards, and progress against service plans.

2.3.2 In almost all areas the service consistently performs at or above the national target level, and at or above regional and national averages. Highlights include performance for appointment availability being 100%, and timelines for birth registrations being 99%.

2.3.3 Cambridgeshire Registration Service continues to be well regarded by the GRO as the latest Annual Report indicates:

*“Thank you for submitting your Annual Performance Report. We would like to take the opportunity to recognise the hard work undertaken by the Cambridgeshire registration service during 2019/20 and for the continued effort to maintain service delivery in the face of the challenges that the COVID-19 pandemic has brought about.”*

The notable exception is performance in relation to the timely registration of deaths within the statutory 5 calendar days for non-Coronial cases (in contrast it is 8 days in Scotland) and 7 calendar days for Coronial cases that do not require an inquest. This is common to nearly all registration services across England and Wales (many of which have a lower score than Cambridgeshire for non-Coronial cases) and reflects how testing this KPI is, as well as reliance on third parties such as GPs, hospitals, medical examiners and Coroners, to complete their part of the process as required.

Whilst every effort is made to work with partners to reduce the delay the service's ability to do so is very limited, especially with the multiple hospitals, hospices, and prisons within the district. Key is the information on the website and the approach taken by the

2.3.4 Contact Centre when assisting customers, both of which work well. Whilst there is no real detriment to customers where a registration exceeds the target the service works hard to remind partners of this legal requirement.

2.3.5 Though the Service regularly engages with its customers to keep them updated regarding service matters, and uses their feedback to inform service developments, there is more that can be done to capture customer satisfaction data. The addition of a more formal process will be implemented to improve customer satisfaction data recording and reporting.

2.3.6 The annual report to the GRO can be seen in **Appendix 2**.

## **2.4 Finance**

2.4.1 As a result of the national COVID-19 lockdown, followed by the staged commencement of Registration Service functions in line with Government requirements, and the measures implemented to help support customers and Approved Venues, the predicted “worst case” loss of revenue currently amounts to £550k for 2020/21.

2.4.2 With regards to support provided, in order to assist couples who had to reschedule their ceremony due to COVID-19, all couples with ceremonies between 24<sup>th</sup> March and 31<sup>st</sup> August 2020 (figures to 15<sup>th</sup> August 2020) have benefited as follows:

- Being able to move their ceremony date once, free of charge, the usual fee to do so is £40. There have been 629 couples who have benefited from having this fee waived, equating to £25,160.
- Where the new ceremony date was in the same price band but in the next financial year, the increase that would have been due has not been charged, benefiting 190 couples to the value of £3,800.
- If a ceremony had moved from a higher price band or location to a cheaper one, the additional balance has been refunded, benefiting 36 couples to the value of £6,259.
- Where requested full refunds have been provided to customers, this amounts to £21,319.
- If the notice period expired during lockdown and the ceremony venue remains the same, then new notices are taken and the fee waived. Many couples do not need to give new notices until next year, but thus far the value waived is £420.

2.4.3 To support Approved Venues a 12 month extension to their approvals will be applied when they are next due, this in recognition of the challenging financial outlook.

## **2.5 Service Development and Innovation**

2.5.1 The service has a good track record of innovation in service delivery and is among the top Registration Services in this regard. The wide range of online bookings available (with all customers able to go through the Contact Centre if they are unable to access online services) is just one example of service innovation.

2.5.2 Checking availability and booking ceremonies online (introduced in December 2019) continues to be extremely popular with couples and Approved Venues alike, accounting for the majority of all ceremony bookings. Couples who book online are then able to book their notices, make payments and select their ceremony options.

- 2.5.3 The service has implemented payment integration between the online registration index system (CAMDEX) and the local authority income system. This means income is processed online and through the various IT systems ends up straight into the correct cost centre, negating the need for manual intervention by income processing.
- 2.5.4 The most recent change allows customers the opportunity to pay for certificates online (or when booking via the Contact Centre) as part of booking a birth or death notice appointment, instead of having to do so at the appointment. This was started on 13<sup>th</sup> July 2020, and by 20<sup>th</sup> August 2020 many hundreds of certificates have already been paid for in this way. Customers can still pay during the appointment if preferred.
- 2.5.5 On the 2<sup>nd</sup> September 2020 a formal scheme change took place. This is to facilitate the Suffolk Registration Service to be able to register births at their offices that took place in Cambridgeshire in our registers, and issue certificates. This will mean customers there can leave their appointment with birth certificates, instead of having to wait for a declaration to be posted to the service and then processed.
- 2.5.6 Cambridgeshire continues to be seen, by peers and GRO, as a service which colleagues from across the country refer to for service development ideas.

## **2.6 Impact of COVID-19**

- 2.6.1 The pandemic had a major and unprecedented impact, particularly in terms of ceremony bookings (even before lockdown), to which the service responded well.
- 2.6.2 On the 23<sup>rd</sup> March, with no prior warning, all registration services were ceased with immediate effect due to the national lockdown. All offices were immediately closed to the public, though most staff remained working from them, all be it in a COVID-19 secure way. For that week the service was not only unable to deliver normal services but also did not have the answer to many of the customer and partner questions and enquiries the lockdown generated as information was not available to the council at that time.
- 2.6.3 The Coronavirus Bill became law on Thursday 26<sup>th</sup> March with details provided by the GRO on a new telephone death registration process a day later. After organisation of training on the new process for staff, and communication with partners, the new process was up and running in Cambridgeshire the next working day. The law only permitted other services in a handful of extremely limited scenarios so during lockdown only a couple of births could be registered, and locally no Registrar General ceremonies took place due to the risk assessment requirements that hospitals and hospices were unable to facilitate.
- 2.6.4 Early detailed planning has ensured that Cambridgeshire has been at the forefront of Registration Services in terms of recovery across England and Wales.
- 2.6.5 Communication

Throughout the pandemic the support of the team at the Contact Centre has been essential to achieving recovery so rapidly. The service has worked hard to keep all

partners (internal and external) informed throughout, as well as all customers, across the full range of services.

#### Death registrations

2.6.6

One of the major improvements introduced by the emergency bill in March 2020 was the introduction of telephone death registrations, and the associated processes. This has significant advantages for all involved, especially bereaved families, and is something that all parties are keen to see continue. The bill's powers can remain in place for up to 2 years but has to be reviewed every 3 months. The National Panel which advises and helps inform the GRO is currently gathering evidence in support of continuing with telephone registrations.

Roughly double the normal number of deaths were registered during the main peak, which reflected the national position. Unsurprisingly death KPIs improved due to the fact this was the only service that could be delivered and because of the revised process in place.

The service worked closely with Public Health colleagues to provide timely data each week.

#### Birth registrations

2.6.7

During lockdown only a handful of births could be registered. These mainly related to foreign nationals who had been booked onto their Governments' repatriation flights so required a passport for their child to be able to travel.

By the time birth registrations could re-start on the 8<sup>th</sup> June the national backlog was 152,000, of which 1,600 were in Cambridgeshire. As of the 9<sup>th</sup> September there are now only 17 births outstanding (for babies born 1<sup>st</sup> Feb to 31<sup>st</sup> July), whilst the national backlog remains at 112,000.

#### Notices

2.6.8

Throughout July the service dealt with urgent appointments with some staff working on Saturdays in Cambridge to make this possible. This worked well in terms of minimising the "backlog" for ceremonies coming up and being able to deal with the birth backlog. As of 3<sup>rd</sup> August Notices could be booked as normal, all be it with less availability and only in some locations. These were back to normal by the end of August.

#### Marriages / Civil Partnerships

2.6.9

Every week the service is dealing with increased volumes of customer queries due to multiple changes in restrictions, with each change bringing another wave of queries. As of 15<sup>th</sup> August the service had already moved 977 ceremonies. The service has strived to move bookings wherever possible, to avoid cancellations and the impact this has on the Approved Venues and other local businesses.

In addition to the financial recognition (see 2.4.3) the service has worked hard throughout the pandemic, and continues to do so, to support Approved Premises

across the county. It is clear that even now the continued restrictions on numbers and receptions in general, as well as the restrictions in terms of ceremony format, has had a major impact on respective services. The service worked with venues, sharing COVID-19 risk assessments to assist them in completing their own to ensure they adhere to the restrictions in place. Throughout, the service has updated venues with changing guidance as soon as information is received.

For ceremonies taking place there is good use being made of technology so that friends and family unable to attend in person can still witness it.

### Citizenship

2.6.10

Lockdown led to the cancellation of ceremonies for 180 new citizens.

The National Panel worked with the UK Visas and Immigration to seek Ministerial approval for virtual individual ceremonies. This was recently signed off, at the same time as small group ceremonies were permitted and new certificates were again despatched by the Home Office.

As Shire Hall is not currently available the service is delivering 6 small group ceremonies per day in the Keats Room in Huntingdon, with up to 8 new citizens at each one. As with marriages, civil partnerships and funerals the 'rule of six' does not apply to citizenship ceremonies. The backlog was cleared by the second week of September, allowing the service to deal with weekly requests as normal again. The appropriate frequency will be maintained to welcome all new citizens.

To support another local business at this difficult time, and generate income, the service has found a way to work with the contracted photographer at these ceremonies.

### Accommodation

2.6.11

All buildings remain closed to the public, with customers waiting outside to be collected by staff for their appointments and ceremonies. This situation is primarily due to social distancing requirements to facilitate service delivery within the building (in terms of flow, volumes, additional sanitising and space) and is expected to remain the case until 2021 at the earliest. In shared buildings the service has worked closely with other services throughout.

As death registrations moved to telephone only processes both Addenbrookes Bereavement Care Suite and the Wisbech office are closed at present. Addenbrookes is unlikely to re-open the suite unless death registrations revert to face to face. The temporary closure of the Wisbech office has enabled the service to offer more customer appointments than normal across the Fenland area as staff time is not spent travelling between locations. Customers have instead been attending March (and elsewhere in the county). A review will take place before 31<sup>st</sup> December 2021 to consider how best to meet customer needs across the Fenland area going forward.

### Risk assessments

2.6.12

At the outset a service risk assessment was completed, including relevant health and safety aspects, to ensure that staff could work safely across the offices which remained open.

Once the corporate Health & Safety team developed the building risk assessments these were carried out, and generally re-enforced what the service already had in place and the plans for when customers were permitted. The two risk assessment types are reviewed and updated as required and have been used as examples of good practice nationally.

### Staffing

2.6.13

Throughout the pandemic the stringent measures in place have meant that no members of staff (31 FTE) have contracted COVID-19 at work (or elsewhere) and sickness levels were lower than usual.

Fortunately only 4 contracted staff had to shield, with 3 (2.59 FTE) able to work from home and 1 (0.41 FTE) re-deployed to the Hub. The 3 working from home all returned as soon as shielding was lifted, and the person working in the Hub returned to the service in September.

The service worked hard to ensure that the increased workload did not overwhelm the staff, and that working hours were kept to as near normal as possible with additional hours being on a purely voluntary basis. Mental health and well-being have been a key part of considerations throughout this challenging time.

### Regional Group and National Panel

2.6.14

The role of Chair on the Regional Group (14 local registration services) and member of the National Panel (173 registrations services) enabled the Registration Service Manager to help shape national decisions and processes, as well as support local colleagues throughout the pandemic. Advice on how the COVID-19 recovery has been achieved so successfully has been sought from Cambridgeshire by at least half of the areas in the regional group.

## **2.7 Looking Ahead**

### 2.7.1 Legislative Changes

There are frequent changes to legislation relating to civil registration, typically requiring implementation at short notice. Below is an outline of changes on the horizon:

- 1<sup>st</sup> January 2021 – legislation as part of Brexit to change the legal civil preliminaries process for European Economic Area nationals. The draft is currently awaiting Ministerial consideration.
- Civil Partnerships, Marriages and Deaths (Registration etc.) Act 2019. This Bill received Royal Assent in March 2019 but the element regarding the change from registers to schedules remains outstanding. This will impact all ceremonies, including those in religious buildings. Regulatory orders are awaited, and the Government is keen to see its early implementation.

- Andrew Mitchells MP Private Members “Register of Births and Deaths Bill”. This seeks to make the electronic record for births and deaths the legal record and is currently due for a second reading on 16<sup>th</sup> October 2020.
- Marriage Act 1949 (Amendment Bill). This seeks to introduce an additional offence relating to marriage solemnization. A second reading in the Lords is yet to be scheduled.
- Marriage and Civil Partnership (Minimum Age) Bill. This seeks to revoke parental or judicial consent that permits the marriage or civil partnership of a child and to criminalise child marriage or civil partnership under the age of 18. A second reading in the Lords is yet to be scheduled.
- Marriage (Approved Organisations) Bill. This seeks to amend the law on marriages to permit authorised belief organisations to solemnise marriages. A second reading in the Lords is yet to be scheduled.
- Law Commission Review of Weddings – the delayed consultation was issued on 3<sup>rd</sup> September 2020.

2.7.2 The service is working with partners to minimise the impact of the formal implementation of the National Medical Examiner Scheme. Locally NHS Trusts already have these in place, but the statutory requirement also includes provision for all community deaths to be subject to the same level of scrutiny, in future the scheme will therefore cover the certification of all deaths. The purpose of the medical examiner scheme is to:

- provide greater safeguards for the public by ensuring proper scrutiny of all non-coronial deaths
- ensure the appropriate direction of deaths to the coroner
- provide a better service for the bereaved and an opportunity for them to raise any concerns to a doctor not involved in the care of the deceased
- improve the quality of death certification
- improve the quality of mortality data

Medical examiners are senior medical doctors who are contracted for a number of sessions a week to undertake medical examiner duties, outside of their usual clinical duties. They are trained in the legal and clinical elements of death certification processes, including oversight of all death certifications safeguards against malpractice.

2.7.3 The GRO is soon due to release a 5 year transformation summary, which will change the way in which some elements of the service are delivered to better reflect society today. This is likely to include bringing forward projects already under way with National Panel around improved processes, electronic data sharing and elements of service delivery online for some key life events.

2.7.4 The service will embrace the ‘Think Communities’ approach, working with a wide range of stakeholders and service users to shape the services it provides. Working collaboratively towards a common aim has proven to be highly effective in the local response to the COVID-19 pandemic.

2.7.5 Cambridgeshire Registration Service operates from within the heart of communities across the county, in most cases collocated with other public facing services. A flexible

and innovative approach will ensure that the service is able to embrace and champion 'Think Communities'. Every interaction with members of the public is an opportunity to:

- Signpost customers on how to contact and obtain support from other council services, and other public service providers.
- Provide information on community groups, voluntary organisations, faith groups, clubs, societies, community events, and local trades.
- Identify issues that need referral to appropriate agencies, such as; sham or forced marriages / civil partnerships, bigamy, safeguarding concerns, forced labour, mental capacity issues, immigration matters, fraud (financial or other), using the legal responsibilities of the role of a registrar to do so.

2.7.6 Opportunities exist to explore whether better use can be made of existing facilities for the benefit of wider community and partner use. Over and above the offer of the Registration Service itself, the service will support the wider community through sharing of volunteering opportunities for staff to consider.

2.7.7 To support the economic recovery the service will work collaboratively with relevant commercial operations to explore further mutually beneficial, and appropriate, opportunities.

#### 2.7.8 Future Service Developments

In addition to those covered elsewhere in this report the service plans to:

- Enable customers to purchase certificates when booking marriages and civil partnerships.
- Enable customers to book citizenship ceremonies (group and private) through online booking, as well as review the current delivery model to ensure the council's opportunities to engage and support the participants that live in Cambridgeshire are maximised.
- Complete a business specification and re-tender for a booking / stock control / tills system suitable for the next 10 years.
- Review dedicated ceremonies website to improve electronic channel delivery.
- Agree and implement service level agreement with Essex, to allow them to register births rather than sending declarations.
- Consider new and alternative ways of engaging with customers and recording / measuring satisfaction.
- Review and revise standard business continuity plans, and reflect local lockdown scenarios.
- In late autumn 2020 the Ceremony team will be contacting all venues to indicate their preferred options for future engagement to develop and enhance services. This will include asking; what works well, areas where they feel there is room for improvement and the best way to discuss / agree topics that will work across all 75 partners.
- Review and evaluate the Ceremony Officer role, including the impact of the planned implementation of the Marriage Schedules System.

## 3 Alignment with Corporate Priorities

### 3.1 A good quality of life for everyone

The service impacts on the well-being and quality of life of customers and their families, the majority of whom are Cambridgeshire residents, by ensuring appointments are available and carried out in accordance with legislation:

- the recently bereaved are able to complete the death registration process thereby facilitating funerals and signposting to relevant services - an important part of the grieving process
- babies are registered, giving them a legal identity and families access to a range of services e.g. childcare, tax benefits, healthcare
- completion of the legal preliminaries, and ceremonies where relevant, for marriages and civil partnership as well as ceremonies for citizenship – important occasions for the individuals and their wider circle, with legal changes and financial benefits as a direct result
- reporting safeguarding concerns, relating to both children and adults
- working with the Forced Marriages Unit to protect and support relevant adults
- reporting concerns around sham marriages and civil partnerships

### 3.2 Thriving places for people to live

The provision of timely registration services has a positive impact on suppliers of goods and services across Cambridgeshire e.g. Funeral Directors (where delays in issuing paperwork would create capacity issues for body storage and delays to funerals), and wedding suppliers (from Approved Venues to florists, caterers and bridal shops)

### 3.3 The best start for Cambridgeshire's Children

See above 3.1

### 3.4 Net zero carbon emissions for Cambridgeshire by 2050

With legislative changes to the way in which deaths are registered, removing the need for this to be carried out face to face, there has been a reduction in the number of members of the public travelling for this purpose. The National Panel for Registration Services, for which the Service Manager is a member, are currently gathering evidence in order to support telephone death registrations to continue long-term. Furthermore, during lockdown staff were redeployed to work closer to home. The service continues to minimise mileage within legislative and operational requirements.

The services will continue to engage with corporate led initiatives in order help achieve net zero emissions for Cambridgeshire.

## 4. Significant Implications

### 4.1 Resource Implications

As a result of COVID-19 there is a loss of revenue during 2020/21 as detailed in 2.4.

#### 4.2 **Procurement/Contractual/Council Contract Procedure Rules Implications**

There are no significant implications within this category.

#### 4.3 **Statutory, Legal and Risk Implications**

The Local Authority has a statutory duty to provide the necessary resources to deliver the Registration Service.

#### 4.4 **Equality and Diversity Implications**

There are no significant implications within this category.

#### 4.5 **Engagement and Communications Implications**

There are no significant implications within this category.

#### 4.6 **Localism and Local Member Involvement**

There are no significant implications within this category.

#### 4.7 **Public Health Implications**

The Registration Service plays an important role in collecting information that contributes public health epidemiology, understanding demographic trends and the identification of potential issues that require investigation.

#### **Have the resource implications been cleared by Finance?**

Yes

Name of Financial Officer: Martin Wade

#### **Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?**

Yes

Name of Officer: Gus de Silva

#### **Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law?**

Yes

Name of Legal Officer: Fiona McMillan

#### **Have the equality and diversity implications been cleared by your Service Contact?**

Yes

Name of Officer: Adrian Chapman

#### **Have any engagement and communication implications been cleared by Communications?**

Yes

Name of Officer: Christine Birchall

**Have any localism and Local Member involvement issues been cleared by your Service Contact?**

Yes

Name of Officer: Adrian Chapman

**Have any Public Health implications been cleared by Public Health**

Yes

Name of Officer: Val Thomas

## 5. Source Documents

### 5.1 Source documents

‘Law Commission Begins Work on Weddings Reform’

### 5.2 Location

[Law commission - Weddings](#)

Other relevant bills can be located online at [Parliament Bills](#)