

## **APPENDIX A**

### **BOROUGH OF HALTON**

#### **REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES**

##### **SCHEME UNDER SECTION 14 OF THE REGISTRATION SERVICE ACT 1953**

The Council of the Borough of Halton, in exercise of the powers conferred upon them by section 14 of the Registration Service Act 1953 makes the following Scheme:-

#### **TITLE**

1. This Scheme may be cited as "The Halton Registration Scheme 2007" and shall come into operation on the fourth day of July 2007.

#### **INTERPRETATION**

2. In this Scheme, unless the context otherwise requires, the following expressions have the meanings hereby assigned to them:-

"the 1953 Act" means the Registration Service Act 1953;

"the 1949 Act" means the Marriage Act 1949;

"the Council" means the Council of the Borough of Halton;

"the Code of Practice" means the Registrar General's Code of Practice for Local Authorities in place at the time of the making of this scheme;

"principal officer" means superintendent registrar or registrar of births and deaths and "principal office" shall be construed accordingly;

"the Proper Officer" means the officer appointed by the Council for the purposes of the 1953 Act.

#### **REGISTRATION DISTRICTS AND SUB-DISTRICTS**

3. The Council shall, in accordance with the Code of Practice, divide its area into registration districts and sub-districts..
4. The Council shall determine the location of offices and stations, and provide, equip and maintain those offices and stations so as to meet the delivery targets in the Code of Practice and relevant legal requirements.

#### **OFFICERS**

5. The Council shall determine the number of superintendent registrars, registrars of births and deaths and other officers so as to provide sufficient staff resource to ensure delivery of services in accordance with the service standards contained in the Code of Practice. There shall be a minimum of one superintendent registrar and one registrar of births and deaths for each registration district and sub-district respectively.

## **DEPUTIES**

6. (1) It shall be for the Proper Officer to appoint deputies under section 8(1) of the 1953 Act.
- (2) The Proper Officer shall notify the Registrar General of all deputy appointments. Such notification may be made electronically.
- (3) A deputy shall be civilly responsible to the exclusion of the principal for his own acts and omissions while acting as deputy.
- (4) A deputy shall continue to hold office notwithstanding a change in the holder of the principal office.

## **SALARIES AND CONDITIONS OF SERVICE**

7. The Council shall fix the salary and allowances of all officers attached to each office in accordance with the Code of Practice.

## **FUNCTIONS OF REGISTRAR OF MARRIAGES**

8. Every registrar of births and deaths appointed within the area may perform the functions of a registrar of marriages.

## **MISCELLANEOUS SERVICE PROVISIONS**

9. The Council shall put in place such other miscellaneous service provisions in accordance with the Code of Practice.

## **POWERS OF THE PROPER OFFICER**

10. There shall be vested in the Proper Officer, subject to any regulations that may from time to time be in force under section 20(b) of the 1953 Act, the powers and key responsibilities as set out in the Code of Practice.

## **REVOCAION**

11. The Halton Registration Scheme 1997 is revoked but without prejudice to anything done or to any right, privilege, obligation or liability acquired, accrued or incurred under it.

## **REVISION TO THE CODE OF PRACTICE**

12. The local authority may adopt any revision to the Code of Practice by means of the Proper Officer confirming their acceptance of the revision to the Registrar General.