

<b>Title of Report:</b>  <b>District Registration Office Security &amp; Assurance Visit Report</b>	<b>Officer Presenting: Director of Health &amp; Community</b>  <b>Author: Head of Health &amp; Community Wellbeing</b>
--	--

## **1 Purpose of Report/Recommendations**

- 1.1 To update Members on the outcome of District Registration Office Security & Assurance inspection carried out by The General Register Office (GRO).

## **2 Background**

- 2.1 The General Register Office (GRO) is part of the Northern Ireland Statistics & Research Agency and is primarily concerned with the administration of the registration of births, deaths, marriages and civil partnerships.
- 2.2 Registration staff are employees of the council whose appointment has been approved by GRO. For registration purposes they act as agents for the Department of Finance and are therefore under the instruction and act under the authority of the Registrar General.

## **3 Key Issues**

- 3.1 In order to provide assurance to the Registrar General the GRO Security & Assurance Officer carried out a security and assurance visit of each registration office to ensure that functions in the offices are being carried out in a professional manner and that security procedures are being adhered to both in relation to premises and data.
- 3.2 The purpose of each security and assurance visit was to ensure:
  - that there were no security or risk management weaknesses; and
  - that registration staff were adhering to protocols when undertaking statutory duties.
- 3.3 The Security & Assurance Visit confirmed that the District Registration Service complies with all statutory requirements.

## **4 Financial, Equality, Legal, HR and Other Implications**

4.1 None

## **5 Recommendations**

5.1 It is recommended that Members note the findings of the District Registration Office Security & Assurance inspection carried out by The General Register Office (GRO).

## **Background Papers**

None