



### Record of Officer's Decision

#### The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Date of Decision:</b>	29 April 2016
<b>Decision Maker (Officer):</b>	Karen Neath (Management and Members' Support Manager)
<b>Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):</b>	<p>Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39).</p> <p>The Corporate Director (Life Opportunities), responsible for Customer Services has delegated operational matters relating to the provision of proof of life service to the Management and Members' Support Manager.</p>
<b>Identify which Portfolio Holder(s)/Committee Chairman consulted?</b>	
<b>Ward Member(s) consulted?</b>	None
<b>Is it a Key Decision?</b>	No
<b>Is it subject to call-in?</b>	Yes
<b>Decision Made:</b>	To cease provision of the discretionary service whereby officers certify proof of life certificates for members of the public.
<b>Reason for Decision (if a report was produced to support the Decision, refer to it):</b>	<p>In the current technology world there are increased risks regarding identify fraud and also, in legal terms, an environment where there is an increased move towards personal responsibility and liability.</p> <p>The Council does not have sufficient specialism or resource to implement and operate the arrangements to manage these increased risks.</p>

	Therefore it is proposed, for the protection of both staff and the public, to cease provision of this service.
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	The Council has provided this service to a small number of people for many years and they have therefore become reliant on the council for this. There are other organisations / professionalisms that can provide this service and the members of the public who have previously come to the Council will be directed towards these alternatives.
<b>Details of any Alternative Options Considered and rejected (together with reasons):</b>	An alternative option would be to introduce a charge for this service which has always been provided free. However, this would not address the fundamental concern about risk identified above.
<b>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</b>  <b>If relevant, a note of the dispensation granted by the Monitoring Officer:</b>	None
<b>Reason Decision, or supporting Report, is not published:</b>  <i>Tick one or more of the specific exemptions,</i>  <b><u>and</u></b>  <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	The report supporting the Decision contains confidential information
	The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
	<ul style="list-style-type: none"> <li>• Relates to an individual</li> </ul>
	<ul style="list-style-type: none"> <li>• Likely to reveal the identity of an individual</li> </ul>
	<ul style="list-style-type: none"> <li>• Relating to financial or business affairs of a person or organisation</li> </ul>
	<ul style="list-style-type: none"> <li>• Relates to a claim for legal professional privilege in legal proceedings</li> </ul>
	<ul style="list-style-type: none"> <li>• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment</li> </ul>
<ul style="list-style-type: none"> <li>• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</li> </ul>	

	<p><u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Reasons:</p>
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**Officers**

Signed:

Title: Management and Members' Support Manager

**In consultation with:**

Signed:

Portfolio Holder For Assets and Corporate Services

**Dated:**