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**Derry City & Strabane**  
District Council

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Comhairle  
**Chathair Dhoire &  
Cheantar an tSratha Báin**

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**Derry Cittie & Stràbane**  
Destrict Cooncil

Ref: FOI / 648

18 July 2016

Ms

Email: @hotmail.co.uk

Dear Ms

### **Freedom of Information Act 2000 Request Details of District Registrar's Office**

I refer to your FOI request as above and respond as follows:

1. How many staff were employed in Registration prior to Reorganisation and after Reorganisation ie how many Full time, Part-time, Permanent and Temporary?

Response:

Former Strabane District Council employed: 1 full-time member of staff and 50% Deputy Registrar allocation.

Former Derry City Council employed: 2 full-time members of staff and 1 part-time member of staff.

Derry City and Strabane District Council employ: 1 full time District Registrar, currently 3 full time Deputy Registrars with position for 1 full time out for recruitment at present.

2. Job Titles prior to and after Reorganisation, Salary Scales, and a copy of the previous and current job descriptions.

Response:

- Job titles: District Registrar and Deputy Registrar.
- The salary ranges Scale 6, £23,166 - £24,717 and Scale PO2, £31,288 - £33,106
- The key purpose for each of the roles are:

**Derry**

C/o Council Offices  
98 Strand Road  
Derry  
BT48 7NN

**Strabane**

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47 Derry Road  
Strabane  
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+44 (0) 2871 253 253  
info@derrystrabane.com  
www.derrystrabane.com

f Derry City & Strabane District Council  
@dcsdcouncil

The District Registrar is required to:

- Manage staff, budget and resources in the delivery of the District Registration service for Derry City & Strabane District Council in accordance with policy, procedures and statutory obligations and legislation.
- Officiate at Civil Marriages and Civil Partnership Ceremonies at a range of venues across the Council area.
- Register and maintain custody and security of all records in relation to registration service.

Deputy Registrars are required to:

- Deliver the District Registration service for Derry City Council District in accordance with policy procedures and statutory obligations and legislation.
- Officiate at Civil Marriages and civil Partnership Ceremonies at a range of venues across the Council area.
- Cover in the absence of the District Registrar.

3. If the Job Titles and Structures have changed, who did the Council consult with ie the Staff, Union Representatives etc?

Response: The review of structures and sub-structures for the new Council are currently ongoing. For those which that are currently underway staff and the trade union have been consulted.

If you are dissatisfied with our response you have rights of review and appeal; these rights consist of two review processes.

Firstly our internal review procedure is available by contacting:

John Kelpie  
Chief Executive  
Derry City and Strabane District Council  
98 Strand Road  
Derry BT48 7NN  
Tel 028 71253253 or email [john.kelpie@derrystrabane.com](mailto:john.kelpie@derrystrabane.com)

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner  
Wycliffe House  
Water Lane



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Wilmslow

CESHIRE SK9 5AF

Tel: 0303 123 1113 (local rate) or email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Yours sincerely

**Lead HR Officer**



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