

Council – 24 May 2010

Designation of proper officers – Coroner and Registration Services

1. Summary of report

This report proposes the reallocation of the Council's proper officer function for the Coroner and Registration Services following the restructuring of some Council services within the Neighbourhood Services directorate.

2. Recommendations

- (1) That the Head of Leisure be appointed Walsall's proper officer for the joint Black Country Coroner Service in accordance with the requirements of the Coroners Act 1988 with effect from 1 July 2010.
- (2) That the Head of Leisure be appointed Walsall's Proper Officer for the Registration Service in accordance with the Registration Service Act 1953 with effect from 1 July 2010.

3. Background information

There are a number of statutory requirements for a local authority to designate a "proper officer" to be responsible for the administration of various services including the following:-

The Registration Service Act 1953	In relation to the registration of births, marriages and deaths
-----------------------------------	---

The Coroners Act 1988	In relation to the Coroner Service
-----------------------	------------------------------------

In general terms the local authority has responsibility for administering the funding of each service, together with the provision of "support" staff, accommodation and any other requirements for the efficient delivery of the respective services. The relationship between the local authority and each service is "managed" by the proper officer.

There is no requirement for the person designated to be legally qualified, any legal or other specialist advice as may be necessary being available to that person from within the Council's resources.

Following the restructuring of the Neighbourhood Services directorate it is proposed that the proper officer functions for these services be carried out by the following employee:

Coroner Service/Registration Service	Christopher Holliday Head of Leisure
--------------------------------------	---

Signed:

Handwritten signature consisting of the letters 'R', 'D', 'B', and 'D' in a cursive style.

For Chief Executive

Date: 14 May 2010

Contact officer Steve Billings
Bereavement and Registration Services Manager
Tel. 01922 655588
billings@walsall.gov.uk