



## **Council – 12th September 2005**

### **Designation of proper officers**

#### **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 Council services.

#### **Recommendations**

- (1) That the Head of Public Protection 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 12th September 2005.
- (2) That the Assistant Director of Finance be appointed Walsall's Proper Officer for the Registration Service in accordance with the Registration Service Act 1953 with effect from 12th September 2005.

#### **Report detail**

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 directorates it is proposed that the proper officer functions for these services be carried out by the following employees:

Coroner Service

Judith Sunley,  
Head of Public Protection

Registration Service

Andy Burns  
Assistant Director of Finance

**Signed:**

**Chief Executive**

**Date:** 2nd September 2005

**Contact officer** Rod Williams  
Tel. 01922 652003  
[williamsrf@walsall.gov.uk](mailto:williamsrf@walsall.gov.uk)