

This document is the guidance that the Bereavement Services team use when administrating Public Health Funerals.

# Public Health Funeral Process – Officer Guidance

Bereavement Services

December 2022 v 5



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## 1. Background

1.1 When someone dies it is often a very painful and difficult time, especially if there are concerns about how to a funeral is to be paid for. The term Public Health Funeral is used to describe the process that Local Authorities use to discharge statutory duties under the Public Health (Control of Disease) Act 1984 (the Act) when there is no surviving next of kin, next of kin cannot be located, next of kin are unwilling or unable to arrange a funeral or they cannot afford to pay for the funeral.

1.2 When there is no surviving next of kin, next of kin cannot be located, the next of kin are unwilling or unable to arrange a funeral or the next of kin cannot afford to pay for a funeral Solihull Council may be able to arrange a Public Health Funeral in accordance with the Act. The Local Authority, as defined in Section 1 of the Act, are therefore responsible for arranging a burial or cremation where a person has died or who has been found dead in their area (through may not live there), and it is apparent that this will not be carried out otherwise.

1.3 Section 46(1) of the Public Health (Control of Disease) Act 1984 (the Act) states:

*“it shall be the duty of a local authority to cause to be buried or cremated the body of any person who has died or been found dead in their area, in any case where it appears to the authority that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the authority.”*

1.4 The Act also stipulates:

- The deceased should not be cremated where the local authority has reason to believe that would be contrary to the wishes of the deceased.
- A local authority may recover, from the estate of the deceased person, the expenses incurred.

1.5 The deceased is usually cremated in a simple coffin, there is no chapel service and mourners cannot attend the cremation. Families who choose this option can organise a separate formal memorial service at a date, time and location of their choice at their cost.

## **2. Scope**

2.1 This document is intended to provide a detailed step by step process to be undertaken when we 'the Council' deal with Public Health Funerals.

2.2 It is most important that we provide a dignified, value for money funeral service under the Act. Due to the potentially complex nature of some cases this document should be viewed as an outline to the standards that can be expected. Flexibility needs to be maintained in order to respond to unforeseen circumstances.

2.3 It is explicit throughout this document that any action is recorded and time recorded for that action on the referral form – PH4 – appendix 4.

## **3. Receiving a Public Health Referral**

3.1 Referrals may come from a variety of sources, including (but not limited to):

- Coroner's Office
- Police
- Hospitals (note that Birmingham City Council deal with Birmingham and Solihull Trust)
- Nursing Homes
- Residential or Care Homes
- Family or Friends
- Funeral Directors.
- Executors

3.2 A PH4 Referral Form should be completed for each referral received. It is important to ascertain as much detail as possible, this includes property details/keys etc.

## **4. Case File**

4.1 The PH4 Referral Form will form the basis of your case file.

4.2 A file will need to be created in the team's shared area, creating a new file under the deceased's name.

4.3 In addition, the deceased will be added to the internal register of Public Health Funerals, this then gives the deceased case a unique reference number. This unique reference number is also the financial code that will be used as an analysis code in Oracle to identify income or expenditure relating to the deceased. (Email the Economy and Infrastructure Finance inbox to request set up of the finance code under SOLREV-200390-I20000-plus the unique code you take next on the register).

4.4 All transactions and actions need to be recorded on the referral form and time associated with that action recorded accurately (to the nearest 15 mins). This will form part of the administration charges that can be claimed back on the estate.

4.5 additional documentation should be completed, where required for each deceased case, in each individual folder, this may consist of:

- PH4 - Referral form
- PH8 - Search risk assessment
- PH1 – removal of items from premises
- PH6 – admin costs
- PH9 – financial affairs

## **5. Advising Family**

5.1 When we receive a referral or when we are searching a property we may also receive or uncover potential next of kin details. Attempts should be made to contact anybody that appears to be a relative or a close friend.

5.2 When a family approaches the Council, it is important that they are treated with sympathy and respect and given factual information.

5.3 It is not easy to break the news of somebody's death, therefore due consideration must be given to how inform family or friends about the death. It is possible that the person being contacted has had no dealings with the deceased for a number of years and may be fairly ambivalent about the death. Equally, the person may have been trying to locate the deceased with no success and may be very shocked and upset by the news.

5.4 Officers must be prepared for a range of emotions that the news may evoke, and ideally should be trained in customer care skills, with particular emphasis on dealing with bereavement.

5.5 Once the news has been broken, and the response of the recipient ascertained, the issue of the funeral can be raised. The relative or friend should be offered the option of taking over the funeral arrangements, and if they accept, arrangements can be made to send them any information or property you may have.

5.6 If a relative or friend does not want to take over the funeral arrangements, they should be informed of potential other options so that the family can make an informed decision.

### **Option 1**

Subtle enquiries as to whether a next of kin, or the person arranging the funeral is receiving any benefit, in which case they may be entitled to help for the social fund. The family should be advised to visit [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) or telephone 0845 6036967 which gives information about the type of help available and who is eligible.

### **Option 2**

If someone is concerned about how to pay for a funeral because of insufficient funds or low income they may be entitled to a Funeral Expenses Payment from the Department of Work and Pensions.

More information about Department of Works and Pensions Funeral Expenses Payments is available on the following website [www.gov.uk/funeral-payments](http://www.gov.uk/funeral-payments)  
If someone does not have access to a computer they can telephone  
Telephone: 0800 169 0140  
Textphone: 0800 169 0286

### Option 3

In recent years there has been increasing recognition and concern at the costs associated with dying. In particular, the impact the cost of funerals has on low-income families with the rising costs receiving national recognition through several high-profile surveys including the annual Sunlife Cost of Dying Report and the Royal London report. As a result, several organisations are working to alleviate what has become known as 'Funeral Poverty', including the National Funeral poverty Alliance, Church Action on Poverty, the Natural Death centre and Quaker Social Action that the next of kin could approach.

Solihull Metropolitan Borough Council is looking to tackle funeral poverty with the option of a low-cost funeral providing transport to the crematorium/cemetery from the Funeral Directors, embalming where required, dressing of the deceased, an officiant, flowers and official cars.

### Option 4

Continue with a Public Health Funeral through Solihull Council. Should this be the families wishes, we require a Form PH2 – Relatives Relinquish Responsibility for Funeral to be completed by each family member.

Appendix 4 – PH4 – Referral form should be completed for each referral. As much detail as possible is required.

## **6. Preparing to Search a Property**

6.1 When a case is referred it is important to ascertain from the informant as much detail as possible about the circumstances relating to the property. In cases referred by a Residential or Care Home, arrangements should be made with the Homeowner or Manager to search the deceased's room as soon as possible. Such rooms are normally clean and tidy with few possessions other than clothes and some personal papers and trinkets to search through. Should the room be cleared before your search you must stress that you will need to collect any personal paperwork and anything of value that could offset the funeral costs.

6.2 Where a case is referred by family, the Coroner's Office, Police or hospital, it may be that the deceased lived in rented accommodation, either through a private landlord, Local Authority or a housing association. Alternatively, the deceased may have owned their own property.

6.3 Policies held by SCH and Adult Social Care will be reviewed alongside this policy, allowing Bereavement Services to carry out their job and have access by them only to the deceased's property. Any documentation or records that are relevant to registering the death,

identification of relatives and recovery of financial costs of the funeral and administration costs must be shared with the local authority.

#### 6.4 Sensitivities

It is important to ascertain what state the property is in, and if there are any hazards or other circumstances that you need to be aware of. Some of the properties maybe in a very dirty state, with bags of rubbish piled up and rotting food in fridges and cupboards. It is possible that the deceased may have been dead for some time before being discovered, therefore there may be unpleasant stains and smells. It is also possible that there could be maggots and flies in the property. If the deceased was a drug user there maybe drug paraphernalia lying around, which could cause an injury to anybody searching the property, this should be taken into consideration at your initial risk assessment. With regards to pets, commonly the Coroner or Police will have made arrangements to have any pets taken into care, the RSPCA would be first port of call should pets still be in the property, in addition the LA Stray Dog service may be able to assist.

6.5 Awareness that you may discover items and materials that could be sensitive and possibly cause offence, such as pornographic literature and items used in sexual acts.

6.6 In some cases, the electricity to the property may have been disconnected and there may be no lighting inside. If electricity has been disconnected there will be a higher risk of rotting food in a fridge or freezer. Also, there is a greater risk of trips or falls so ensure Officers have a torch and open all curtains to let in as much natural light as possible.

6.7 Ascertaining where keys are to a property before attending and on any referral is a must.

6.8 Once we have accepted the referral, nobody should enter the deceased's premises without our permission.

6.9 Keys will either be with the Police, a relative or friend or with the Housing owner. Arrangements to collect the keys will need to be undertaken.

### **7. A Safe Search**

7.1 An individual visual risk assessment should be undertaken at every property searched, taking into account areas highlighted in the above section. Each search should be adapted to the different property types and conditions that will be encountered.

7.2 In all cases it is requirement that a minimum of 2 Officers attend the property to conduct the search. This will help to counter any claims of impropriety against an officer, and also offers protection should one Officer have an accident. Ideally the officers present will include a manager from Bereavement Services and an Environmental Health Officer. Alternatively, a second officer could be:

- Housing inspection officer
- Police Officer

- Coroners Officer
- Nursing Home Manager (when in a Care or Nursing Home)

**Under no circumstances should a property be entered by a lone officer.**

**The two officers must stay together throughout the whole search.**

7.3 Team members must be aware of property searches and estimated return times, to ensure that the safety of officers is paramount. (Please refer to Councils lone working policy which should be adopted even though two officers will be in attendance)

7.4 Personal protective equipment and other items should always be taken to a property that is to be searched. The 'search kit' should be with you at all times to ensure the search is carried out safely and are available as required following your risk assessment.

7.5 The search kit should contain, in an easily assessable and portable covered box, the following:

- Sufficient PPE (e.g. latex gloves, face masks, disposable shoe covers, all in one full body protective suits)
- First Aid Kit
- Refuse bags, clinical waste bags, sharp boxes
- Evidence bags/evidence log
- Notepad and pen
- Torches (plus spare batteries)
- Flea/fly spray
- Hand cleansing/gel wipes
- Air freshener
- Menthol rub (to use under the nose to combat odour)
- Pre prepared Letters to neighbours that you can leave if they do not answer
- Tissues
- Litter/long arm grabber

7.6 It is possible that on occasions a relative or friend of the deceased may wish to be present during the property search. It will be necessary to explain to them that they may witness the search, but will not be able to remove any items from the property.

## **8. Conducting the search**

8.1 An individual visual risk assessment should be undertaken at every property searched, see appendix PH8. If a risk to officers is identified, a full risk assessment should be carried out and a return visit organised once mitigations are in place.

8.2 It is good practice to inform any neighbours that you will be conducting a search of the property and ask them for any information relating to the deceased and any possible relatives. Neighbours may want to know funeral details so take their details to let them know.



8.3 Should the neighbours be absent, a letter should be left asking them to contact you with any information they may have – see Appendix 5 – PH5 - Neighbours

8.4 It is recommended a photograph is taken of the property from the outside, in particular showing any damage that might have occurred when gaining access. In addition, a photo of each room prior to searching is required, (these should be uploaded against each deceased file).

What you are searching for:

- Will
- Birth/death/marriage certificates
- Passport
- Wallet/purse
- National insurance number/card
- Greetings cards
- Personal letters
- Utility bills
- Bank statements
- Jewellery
- Money
- Bank books/cards
- Telephone/address book
- Items of high value (such as gold jewellery, antiques etc)

8.5 All the above should be removed if found. Please see section on handling evidence.

8.6 Every room should be photographed, searched, every cupboard, wardrobe, drawer, and box etc should be checked. Often money and documents can be found in coat pockets in wardrobes, and in some cases large quantities of cash may be discovered hidden in jars and tins. If an area cannot be searched this must be photographed and recorded why the search couldn't be concluded.

8.7 It is vital, whatever the state of the property, that Officers remain non-judgemental and respectful throughout the search. As little a disturbance as possible is required when searching, however it is accepted that drawers or boxes may need to be turned out to carry out an adequate search. Whilst it is not the officer's role to 'tidy up', it may be necessary to put rubbish in black bags as the search progresses. These can be sealed and left in the property. Clinical waste bags and sharp boxes should be used for any refuse that is a potential health hazard, and these should be removed at the end of the search and disposed of accordingly through our Environment Services team.

8.8 On completion of the search the Officers should ensure that the property is properly secured, and the keys handed to the relevant person. Exception to this is if there will be another search required, the officers can then keep the keys – see handling evidence section.

8.9 All outcomes and timings **must** be recorded and captured on the case referral form.

## **9. Handling Evidence**

9.1 Items that have been removed from the property should be placed in bags and recorded on Form PH1 – Removal of items from property. Each evidence bag should have a unique reference number. This number should be listed on PH1 and also on the case file documentation.

9.2 Evidence bags must then be brought back to the office and stored securely.

9.3 Any cash must be paid into the cash office, on code SOLREV-200390-I23000-analysis code relating to the deceased-00000000 as soon as possible after being removed from the premises.

9.4 All activities and timings with evidence **must** be recorded on the case referral form.

## **10. Tracing Family**

10.1 There is no legal framework for how far we should go to contact relatives. Each case will be different, but good practice is to conduct a search of the property and talk to neighbours and friends where possible. Any details should be followed up, preferably by a phone call or if we only have an address, with a letter. If the details are out of date and no contact can be made, there is not much else that the authority is directly authorised to do.

10.2 Another option for tracing family is to use a private tracing company, who should provide the service free of charge. Such companies should be able to confirm the presence or absence of relatives quickly. If relatives are traced via this method, they should be offered the option of taking over the funeral arrangements themselves. Solihull Council currently use the services of [publicsector@fraserandfraser.co.uk](mailto:publicsector@fraserandfraser.co.uk) to trace relatives. Details are passed to them to search for relatives, they come back to us with any findings that we can follow up.

## **11. Will**

11.1 Where a Will is established, the funeral arrangements must be passed to the Executor and no further action will be taken by the Council.

11.2 If the Executor revokes their duty and refuses to take on the responsibility of the funeral, they must make a formal renunciation of the Will. If property or valuables have been removed from the property by the Executor, they may be required to be handed to the Council if insufficient funds are available to cover the funeral expenses.

11.3 An executor of the Will must undertake funeral arrangements, should you be able to contact them.

## 12. Registration of Death

12.1 If there are no relatives willing or able to register the death, this will need to be done by the LA Officer. The guidance for Public health funerals: good practice guidance provided by GOV.UK states that ideally a relative should register the death but it also makes provision for the person causing the disposal of the body to do so where there are no relatives willing or able to register.

12.2 If the death has not been referred to the coroner, the death must be registered within 5 days.

12.3 If there is a Post-mortem the body will not be released – if this happens it is important to let the registrar know.

12.4 If the body is referred by the Coroner, the Coroner will contact the Registrar.

12.5 It is important to take the case file with you to register the death. Some of the information you will need to register a death will include:

- Certificates (full name, date and place of birth etc)
- Person's maiden name
- Occupation or retired
- National insurance number (if you have it)
- If the person was in receipt of benefits

12.6 The doctor (also the coroner) who issued the medical Certificate may have sent it directly to the Registrar. If not you will need this to register the death. This gives the date, time and cause of death.

12.7 The officer will record their own name as the person registering the death but use the Councils address, not their personal address.

12.8 Once registered you will receive:

- Certificate for burial or cremation (known as the green form) for funeral director
- Certificate of Registration of Death (known as a BD8) for Department of Work and Pensions.

12.9 No burial or cremation can take place until a death is registered and a green form has been issued, unless the coroner issues an 'order for burial/cremation' which removes the requirement to register the death prior to the funeral, or SMBC are not happy with the Medical Certificate of Cause of Death (MCCD), which would then go back to the coroner.

12.10 A Death Certificate will be issued. It is good practice to purchase more than one death certificate so one always remains in the file. Original death certificates are required to be seen by banks, building societies, insurance etc to close any accounts and are not always returned. It is the officer's discretion to purchase more than one death cert depending on known estate finances.

12.11 The registrar may ask you if you would like to use the Tell Us Once Death Notification Service. This service is delivered by the LA on behalf of the Department of Work and Pensions to report bereavements to government organisations and local council services. We should utilise this service to let partners know of the death.

### **13. Arranging a funeral**

13.1 Once you have registered the death, you can instruct the Funeral Director to arrange the funeral.

13.2 The green form from registering the death, any relevant paperwork relevant to the service to be completed and given to the Funeral Director.

13.3 Ashes form will be dependent on any families wishes for the ashes after cremation.

13.4 If there is no family or anyone attending the funeral then the funeral will be arranged for a direct funeral and nobody will be in attendance. This also excludes a minister, music, service etc.

13.5 Should there be family or friends attending the funeral the funeral director will, using your information, appoint a suitable minister of religion, humanist or civil celebrant to conduct the service. If there are relatives or friends, they may be contacted to provide background information about the deceased so that a fitting eulogy can be given as part of the service.

13.6 The Council will not provide flowers, orders of service, transport for mourners, a wake or memorials and will not accept contributions for these.

13.7 The Council will advise when funeral arrangements are to family, friends and anyone that has expressed an interest in attending.

13.8 Following the cremation service the ashes will be scattered in the Garden of Remembrance at the Crematorium without witness, unless a request is made by the next of kin for the ashes to be returned to them. The person taking responsibility for the ashes will be required to sign a declaration Form PH3 (appendix 3) stating that the ashes will be dealt with respectfully taking into account any known final wishes of the deceased. If there is any conflict between family members about the arrangements for the ashes, then the Council will scatter the ashes in the Garden of Remembrance at the Crematorium without witness.

13.9 Burials in Solihull will be registered with Bereavement Services, should future family want to track deceased, this can be done through contacting the service. Families could then make their own arrangements for a memorial if required.

### **14. Estate**

14.1 The Public Health (Control of Disease) Act 1984 does not confer any powers on a local authority to administer any estate belonging to the deceased. All that the authority may do

is claim any funeral expenses, either via cash, the sale of valuables or the realisation of any bank or building society accounts, pension plans or insurance policies.

14.2 If there is no estate, it is good practice to write to any known creditors (letters may have been found during the property search) with a photocopy of the death certificate, informing them of the death and the fact that there is no estate. It is also good practice to inform banks and building societies, even if the deceased's accounts is in debit.

14.3 If there are bank or building society accounts that are in credit, a letter should be sent with a copy of the death certificate asking the bank to close the account and forward any amounts due to the authority (see closing accounts below). Banks and building societies normally have a department or office dealing with such accounts, and it is very useful to try and ascertain the correct contact details otherwise it can take several weeks before a response is received.

14.4 Where there appears to be a significant estate, early reference to the Treasury Solicitor is recommended, this would be when you identify that the criteria set out in Bona Vacantia section below.

14.5 The authority is under no obligation to clear the property that the deceased lived in. High value goods could be removed if likely to return a profit. Procurement procedures on obtaining quotes to value the goods should be sought, this should all be recorded. The clearance of the property becomes the responsibility of the property owner. If the deceased owned the property and the case has been referred to the Treasury Solicitor (see below) instructions regarding clearance may be received, in which case the cost can be reclaimed from the estate.

## **15. Closing account**

15.1 Throughout the case a record should have been kept of Officers time and any expenses incurred, including travel, purchase of death certificates, postage and telephone calls etc. These are all legitimate costs that can be claimed back against any estate. In some cases there will be no estate and it will not be possible to recover any costs. It is important to record the costs incurred so that a true picture of the cost to the authority of making funeral arrangements can be gained.

15.2 Where there appears to be a significant estate, early reference to the Treasury Solicitor is recommended.

15.3 The hours spent, and officer banding will be supplied to the Finance team who will calculate the administration costs for the Bereavement Services team. Once finance has calculated this, the Bereavement Services team will raise a sundry debtor's invoice for the funeral costs (if not already paid) plus the administration costs.

15.4 Should the funeral costs have been paid by an alternative source; notification of this payment must be made to the Finance Team so that a journal can be completed. This ensures that each deceased financial account shows all income and expenditure against each cost analysis code.

15.5 The funeral costs will initially be paid from the bulk PO for Public Health funeral costs but then a journal needs to be sent to the E&I Finance inbox asking to move these costs against the correct analysis code on SOLREV-200390.

15.6 All income should be against finance code I23000 reimbursements and contributions. The expenditure will go through on expenditure subjectives, showing SOLREV-200390-XXXXXX-unique analysis code from the register.

15.7 If the amount of remaining cash and goods is under £500 the authority may retain the amount and are not obliged to refer to the treasury solicitor. Refer to guidance: Refer a deceased person's estate to the Treasury Solicitor – Gov.UK, listed below.

15.8 Where there are entitled relatives who are unable or unwilling to make the funeral arrangements, the authority should seek legal advice about how to dispose of the residue of the estate once the costs of the funeral arrangements have been claimed.

## **16. Bona Vacantia (Treasury Solicitor)**

16.1 BVD does not deal with estates where:

- there is a valid Will, even if the executor and beneficiaries cannot be traced or do not wish to deal with the estate.
- If the executor or beneficiaries have formally renounced their interest in the estate.
- where are known or likely to be entitled relatives who survived the deceased even if these have subsequently died, cannot be traced or do not wish to deal with the estate
- the net value of the estate is below £500
- the estate is insolvent (there are more debts than assets)
- the deceased lived outside England & Wales – you should contact the authorities in the country where they lived
- the deceased lived within either of the Duchies of Lancaster or Cornwall at the time of their death. These estates are dealt with by [Farrer & Co Solicitors](#)
- a death certificate is not provided. Prior to referring an estate you should contact the informant on the death certificate to find out if they themselves are entitled relatives or have any information about a Will or any relatives; if they are relatives or know of any or of a Will then you should not refer the estate to BVD
- if a Grant of Probate or Letters of Administration has already been taken out to the estate. You should check for a grant to the estate on [Find a Will](#). If you locate a grant you should contact the Executor or administrator of the estate named in the grant. *The referral to the Local Authority would not of happened If grant of Probate or Letters of Administration as the person registering this would of taken responsibility.*

## **17. Insolvency**

17.1 An estate is insolvent if the deceased has left more debts than there is money to settle them. BVD does not deal with insolvent estates and the administration should be dealt with by the creditors of the estate (that is, anyone owed money from the estate).

17.2 If an estate is only marginally solvent, it may still be uneconomical for BVD to get involved. Therefore, BVD will not take any interest in estates where the net estate (the balance left after any debts have been paid) is under £500.

17.3 We should still capture our costs, if there is no one to invoice then this is a Council cost which will remain on the cost centre at year end and have to be offset from elsewhere. Finance would need to be notified of this so we can then include that cost in the forecast.

## **18. Is there a Will?**

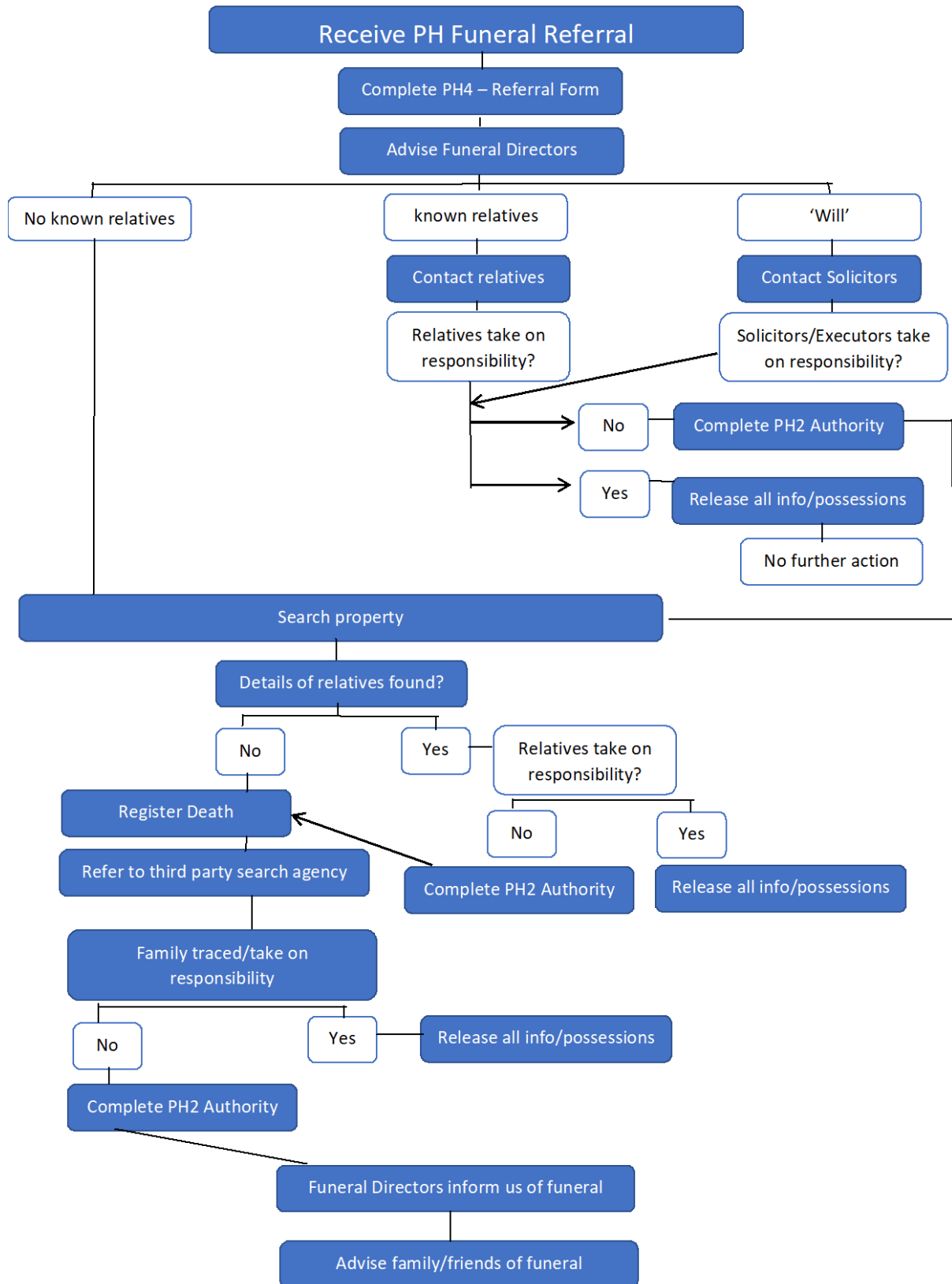
18.1 Generally, if there is a valid Will which disposes of the deceased's estate it should not be referred to BVD.

18.2 If the executor(s) of a Will does not want to deal with the estate, they can give up their right to be the executor by signing a form of 'renunciation' and the beneficiaries of the will are then entitled to deal with the estate instead. The order of beneficiaries' entitlement to deal with an estate can be found [here](#). BVD can only deal with the estate if the beneficiaries have died before the deceased or have formally renounced their bequest and if there are no entitled relatives. BVD will not deal with the estate if the executor and/or beneficiaries cannot be traced. If you are in any doubt, you should obtain your own legal advice before referring the estate.

[Refer a deceased person's estate to the Treasury Solicitor - GOV.UK \(www.gov.uk\)](#)

[BV1A Form.doc \(live.com\)](#)

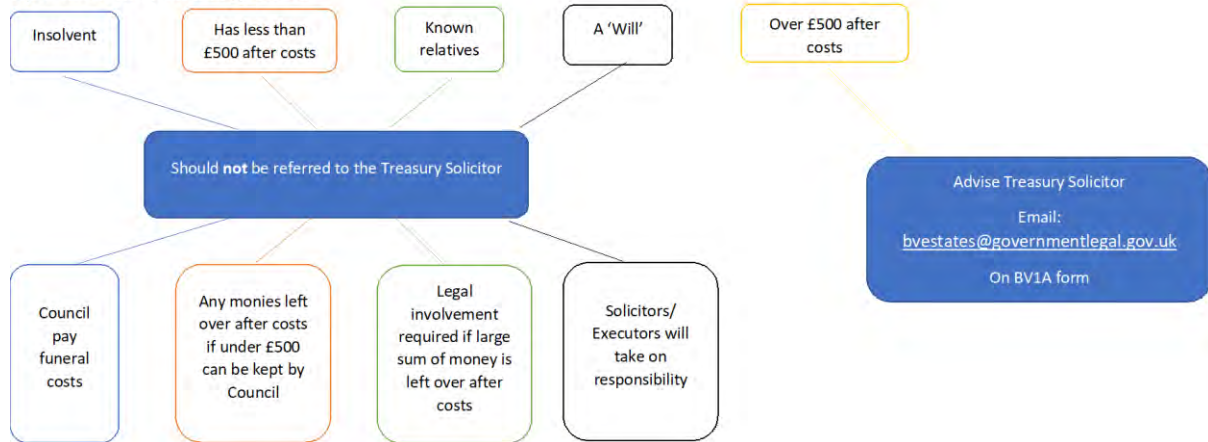
Email for treasury solicitor: [bvestates@governmentlegal.gov.uk](mailto:bvestates@governmentlegal.gov.uk)





## Referring PH Funeral to Treasury

### Options on the remaining estate:



**Appendix 1 – PH1 - Removal of items from premises**

**Name of deceased:**

**Financial Code:**

**DOB**

**Date of visit:**

**officers in attendance:**

Photos or Videos uploaded to case file

Evidence Bag Number	Company	Details	Amounts (if relevant)	Where were items located	Contact Details

**Appendix 2 – PH2**



Bereavement Services  
Central Depot  
Moat Lane  
Solihull  
West Midlands B91 2LW  
Tel: 0121-709-7009  
Email: [robinhoodcemetery@solihull.gov.uk](mailto:robinhoodcemetery@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)  
Please ask for: Public Health Funerals

Our reference

Date

**Public Health (Control of Disease) Act 1984 Section 46**

I .....

Residing at .....

Declare that I am next of kin of the late .....

Of .....

I am not able to undertake the commitment of making the funeral arrangements for my relative and therefore I ask that Solihull Council should undertake this duty as required under section 46 of the above Act. As such I am aware that the Council will only provide a basic funeral and items such as costs incurred before the date listed below and extra costs such as, but not limited to, minister's fees, service sheets etc. will need to be paid for by the family.

I agree and understand that under Section 5 of the Act the proceeds of the deceased's estate will have to be used for the funeral and administration costs incurred by the Council and any possessions that have been removed from the deceased's last place of residence following their death may need to be returned to the Council to help offset the funeral costs.

Name ..... Signature .....

Dated .....

Witness Name..... Signature .....

Address .....

Dated .....

**Appendix 3 – PH3**



Bereavement Services  
Central Depot  
Moat Lane  
Solihull

West Midlands B91 2LW  
Tel: 0121-709-7009

Email: [robinhoodcemetery@solihull.gov.uk](mailto:robinhoodcemetery@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Please ask for: Public Health Funerals

Our reference:

Date:

I ..... declare that I am the .....

/next of kin of the late .....

I confirm that I wish to take responsibility for the ashes after the funeral. I declare that I will deal with the ashes respectfully taking into account any known final wishes of the deceased. If there is any conflict between family members about the arrangements for the ashes, I understand that the Council will scatter the ashes in the Garden of Remembrance at the Crematorium without witness.

Print name.....

Address .....

Signed..... Date .....

Witness 1 .....

Address .....

Signed ..... Date .....

**Appendix 4 – PH4 – Referral form**

**Economy & Infrastructure  
Cemeteries, Crematoria and Bereavement Services  
Public Health Funeral Referral Form  
Public Health (Control of Disease) Act 1984 Section 46**

Subject/ Deceased	Name		DOB	
	Address		DOD	
			Time of death	
			Age	
	Owned / rented		Contact of property owner	
Reporter	Name		Home	
	Address		Work	
			Mobile	
Relation to deceased:				
Date received				

Died at:	
Cause of death	
Body at:	
Death Registered	
Place of Birth	
National Ins No.	
Religion	
Type of Funeral requested	
Married/maiden name	
Children	
Occupation	
Finances	

Relatives	
Friends	
Normal Doctor	
Other contacts i.e clubs, etc	
Police crime numbers:	
Property Held  (Mobile – Address Book etc)	
Doctor:	
Property Search  List documents/evidence numbers	

Date	Actions/Comments	Initials	Time Spent



Bereavement Services  
Central Depot  
Moat Lane  
Solihull  
West Midlands B91 2LW  
Tel: 0121-709-7009  
Email: [robinhoodcemetery@solihull.gov.uk](mailto:robinhoodcemetery@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)  
Please ask for: Public Health Funerals

Dear Sir/Madam

**Public Health (Control of Disease) Act 1984 Section 46**

We called by today to introduce ourselves, we have responsibility as a Local Authority under the above legislation for dealing with the funeral arrangements of your neighbour:

Name .....

Address .....

We would be interested to know any personal details, documents or information you may have that would assist us in organising the funeral and finding relatives.

Should you have information you can share with us, then please contact us on the above telephone number.

Yours faithfully,

Bereavement Services  
Public Health Funerals



Appendix 6

**PH6 – Financial Costings Template**

To be used to calculate outstanding costs owing to SMBC:

Administration Costs to be calculated for .....  
*Insert name and individual cost code*

**Funeral Costs:**

Insert date		Insert amount for invoice	
-------------	--	---------------------------	--

**Administration Costs:**

Officer	Banding	Activity	Timings	Cost Calculation

**Income banked:**

Any income received or found	Source	Date income banked	Comments

Funeral Directors Costs Total
Administration Costs Total
Income Received
Total amount to be requested


*\*Finance to complete orange boxes*

Appendix 7 - PH7 – Relative accepting responsibility



**Bereavement Services**

Central Depot

Moat Lane

Solihull

West Midlands B91 2LW

Tel: 0121-709-7009

Email: [robinhoodcemetery@solihull.gov.uk](mailto:robinhoodcemetery@solihull.gov.uk)

[www.solihull.gov.uk](http://www.solihull.gov.uk)

Please ask for: Public Health Funerals

I ..... declare that I am the .....

/next of kin of the late .....

I confirm that I wish to take on the responsibility for all funeral arrangements with regards to the above named deceased. I declare that I will deal with the funeral and ashes respectfully taking into account any known final wishes of the deceased.

Print name.....

Address .....

Signed..... Date .....

Witness 1 .....

Address .....

Signed ..... Date .....

*Form PH7 – Relative accepting responsibility Dec 22*

## Public Health Funerals

### Visual Risk Checklist Assessment for Visiting and Searching Properties

Property .....

Date/Time left work ..... Mileage .....

Time returned to work ..... Mileage .....

Officers .....

Activity	√ Or X	Comments
Follow process guidance on searches		
Check property is secure on arrival		
Look through windows and letter box		
Advise neighbours you are there/gather intel/leave letter		
Photograph/video each room as entered		
Risk assess what PPE is required for each room		
Risk assess, heights, lifting, carrying whilst searching		
Needles/Sharps		
Check for evidence of rodents/infestation		
Record where searches are not complete and rationale		
Ensure property is secure on leaving		
Other comments:		

Do not put yourself and others at risk of injury, please risk assess and speak to Line Manager for any guidance.

**PH9 – Financial Affairs**

Diseased name:
Diseased finance code:

Date	Financial Affairs	A/No	Balance	Notes	Notes	Notes