

**CORONER SERVICES – MEMBER-LED REVIEW FINAL REPORT**

**To:** Cabinet

**Date:** 15<sup>th</sup> April 2014

**From:** Resources and Performance Overview and Scrutiny Committee

**Electoral division(s):** All

**Forward Plan ref:** N/A                      **Key decision:** No

**Purpose:** This report sets out the findings and recommendations from a member-led review of Coroner Services.

**Recommendation:** Cabinet is asked to:

- a) Consider and comment upon the findings and recommendations contained within the report
- b) Respond to the recommendations contained within the report.

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## **INTRODUCTION BY THE CHAIRMAN AND VICE-CHAIRMAN OF THE RESOURCES AND PERFORMANCE OVERVIEW AND SCRUTINY COMMITTEE**

A review was commissioned by the Resources and Performance Overview and Scrutiny Committee in September 2013 to look at Cambridgeshire's Coroner Services.

The Review Group's final report (attached) was presented to the Committee meeting on 20<sup>th</sup> March 2014. At that meeting, the Cabinet Member for Health and Wellbeing, Councillor Tony Orgee, along with officer representatives, responded to questions and provided guidance and observations to the Committee on the Review's findings.

Following discussion, the Committee agreed extended recommendations, as set out below:

- 1)
  - a) Officers should continue to monitor developments regarding the introduction of the Medical Examiner role and inform and advise Members accordingly;
  - b) Senior officers, including Finance Officers, should be made aware that there may be additional pressures on the Business Plan arising from the introduction of Medical Examiners.
- 2) The Council should make the necessary preparations to:
  - a) merge the two Cambridgeshire jurisdictions, subject to the advice of the Chief Coroner on how to effect this;
  - b) appoint a full time Senior Coroner in relation to the new jurisdiction from 1<sup>st</sup> April 2015 or in time for the retirement of the current part-time Coroners, if that date is earlier or later;
- 3) Following the implementation of Recommendation 2, the Council and Peterborough City Council should consider (subject to the advice of the Chief Coroner) whether it is feasible to merge the Cambridgeshire and Peterborough jurisdictions. If not, consideration could be given to the feasibility of merging with another neighbouring jurisdiction;
- 4) Following the retirement of the current part-time Coroners:
  - a) County Loading payments for Coroners should be removed;
  - b) The Office Allowance Scheme should be revised, to bring into line with the equivalent Local Authority Officer scheme and the nationally agreed Coroner scheme;
  - c) Coroner pay and expenses should be published online in the same way as Senior Officer pay and expenses;

Prior to the retirement of the current part-time Coroners:

- d) discussions should take place to attempt to voluntarily negotiate a change to the Coroners' Terms & Condition of employment in relation to Allowances and Expenses, specifically in relation to the transparency of these arrangements;
- e) the Council's LGA representatives should take up with the LGA nationally the issue of Allowances and Expenses, which is being investigated by a LGA Group working with the Chief Coroner.

It was recognised that given the timescales involved and the change to the new Committee structure, this area of work would need to be led by the Highways and Community Infrastructure Committee. The Committee feels that it is important that there continues to be a Member overview of this process, and commends this report to Cabinet, which ultimately seeks to enhance Coroner Services, to reflect the new national legislative framework, and to maximise efficiencies in this area of work for Cambridgeshire.

We would like to thank all those individuals who had participated and assisted us in this Member Led Review, not least the Coroners themselves, who provide a valuable and often difficult service for the people of Cambridgeshire.

**Councillors Peter Reeve and John Clark**  
**Chairman and Vice-Chairman of the Resources and Performance Overview and Scrutiny Committee**

## 1. INTRODUCTION

- 1.1 The Committee commissioned a review regarding Cambridgeshire's Coroner Services, which are supported by the County Council, on 26<sup>th</sup> September 2013. The minutes of the meeting included the following:

*It was agreed that a review would take place, looking at the feasibility of a contingency for a single jurisdiction in terms of coroner areas, and also looking at transparency and accountability, Service Level Agreements and further changes that could be made. It was agreed that the Chairman and Vice Chairman would lead in this area of work.*

- 1.2 The Committee Chairman (Cllr Reeve) and Vice Chairman (Cllr Clark) spoke to the following during the course of the review:

- David Morris, Senior Coroner, South and West Cambridgeshire
- William Morris, Senior Coroner, North and East Cambridgeshire
- Christine May, current Head of Service (from October 2013)
- Wilma Wilkie, former Head of Service
- Rachel Middleton, Senior Coroners Officer
- Louise Clover, Service Support Manager (Registration and Coroners Services).

The Councillors also met David Heming, Peterborough's Senior Coroner, at his offices in Peterborough, and spoke to Jacquie Bugeja, Oxfordshire County Council's Head of Registration and Coroner's Services.

- 1.3 The Councillors would like to thank those listed above for assisting them in their enquiries.

## 2. BACKGROUND

### The Senior Coroner Role

- 2.1 The Coroner is an independent judicial officer discharging duties in accordance with the Coroners Act 1988 and other relevant legislation. Although appointed and paid by the local authority, the **Coroner is not a local government officer** but is an independent judicial officer. Coroners were required to have a general legal qualification or be a legally-qualified medical practitioner – in either case of not less than 5 years' standing. However, following recent legislative changes, all newly appointed Coroners must have a general legal qualification.

- 2.2 The duties of the Coroner are to:

- Investigate certain deaths:
  - (1) A senior coroner who is made aware that the body of a deceased person is within that coroner's area must as soon as practicable conduct an investigation into the person's death if subsection (2) applies.

- (2) This subsection applies if the coroner has reason to suspect that—
  - (a) the deceased died a violent or unnatural death,
  - (b) the cause of death is unknown, or
  - (c) the deceased died while in custody or otherwise in state detention;
  - Decide whether a post mortem examination is necessary for the purpose of their investigation and, if so, give directions to an appropriate medical practitioner;
  - Notify the Registrar of Deaths of their findings of the investigation or inquest;
  - Pay the relevant fees and allowances to witnesses and jurors, and to submit accounts to the Council. However, in practice these duties i.e. receipt, processing and payment of these claims is usually undertaken by Coroners' support services directly, e.g. for hospitals and body removals directly and therefore robust standard CCC practices are already applied in conjunction with relevant statutory legislation. Therefore the Coroners do not make any such payments directly, nor submit any such accounts.
  - Make annual returns to the Ministry of Justice
- 2.3 A flow chart of the coronial process (following implementation on the Coroners Act 2009 which was implemented on 25<sup>th</sup> July 2013) is attached as **Appendix A**.

#### The Council's Role

- 2.4 There are currently two coronial areas in Cambridgeshire (excluding Peterborough which is covered by a separate coronial area), each with a part-time Senior Coroner. David Morris covers the South and West Cambridgeshire Area and William Morris covers the North and East Cambridgeshire Area. Both Coroners have advised that they will retire on the 1<sup>st</sup> April 2015.
- 2.5 The Council is responsible for supporting the Coroners to fulfil their statutory duties. This includes the provision of offices (Lawrence Court in Huntingdon), Coroner Service support staff (Coroners Officers, Service Support Administrators and others – all of whom are Council employees) and the payment of Coroner salaries, fees and expenses. The salary paid to each of the Coroners is based on caseload calculations set in line with the Joint Negotiating Committee for Coroners. Whilst the Coroners operate independently of the Council, the Council has a fiduciary duty to ensure that public funds are used prudently and efficiently.
- 2.6 Coroners may engage Assistant Coroners to cope with peaks in caseload and to cover for leave, and the Council is also responsible for covering their costs up to a maximum in any calendar year of 11.5% of the coroner's salary and "county loading" (excluding high inquest weighting, long inquest payments, pension supplement and allowance for office expenses).

2.7 **Appendix B** provides details of casework levels for 2012.

## **FINDINGS AND RECOMMENDATIONS**

### **3. LEGISLATIVE CHANGES**

3.1 The Coroners and Justice Act received Royal Assent on 12<sup>th</sup> November 2009. The aim of the Act is to establish more effective, transparent and responsive coroner services for witnesses, bereaved families and the wider public.

3.2 The Shipman Inquiry (2003) and the Fundamental Review of Death Certification and Investigation (2003) revealed a number of problems and inconsistencies in the services provided to bereaved families as well as the process of death certification. It was also found that a lack of leadership and training for coroners, coupled with a shortfall in medical knowledge, meant that coroners were failing to provide a good service to bereaved families and the wider public. The inadequacy of the current system was highlighted by the failure to identify and isolate the criminal activities carried out by Dr Shipman over a period of many years<sup>1</sup>.

3.3 The Act is being implemented in stages. Some provisions within Part 1 came into force on 25<sup>th</sup> July 2013 and brought into effect a number of changes that had to be implemented immediately, and others that could be implemented in the future:

- A new national head of the Coroner system, the office of Chief Coroner
- Changes to Coroner Areas

It is now permissible (subject to an order being laid in Parliament and protection for Coroners who are medically qualified only, or who are over 70 years of age) for the Lord Chancellor to alter the boundaries of Coroner areas. Whilst it was possible to merge Areas previously, the Act makes this easier to achieve

- Local Authorities will be responsible for all Coroner appointments, subject to a requirement to gain consent from the Chief Coroner and Lord Chancellor
- Senior Coroners and Area Coroners are entitled to a salary (under a nationally determined set of terms and conditions) and pension. Assistant Coroners are entitled to a fee (unless they had previously been in receipt of a salary, which was not the case in Cambridgeshire)
- The Local Authority is required to provide sufficient accommodation and administrative staff and Coroners' officers to support the Coroner.

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<sup>1</sup> <https://www.gov.uk/government/publications/the-shipman-inquiry-third-report-death-certification-and-the-investigation-of-deaths-by-coroners>

## The Medical Examiner Role

- 3.4 The Shipman Inquiry highlighted that, setting aside Coroners' cases, only deaths followed by cremation are subject to formal checks for any untoward signs. The Coroners and Justice Act included provisions to remedy this through a requirement for 'Medical Examiners' to scrutinise and confirm the cause of all deaths that are not investigated by the Coroner. It is intended that this will strengthen safeguards for the public, make the process simpler and more open for the bereaved, and increase the quality of certification and data about causes of death<sup>2</sup>.
- 3.5 Local Authorities will be required to initially fund the implementation of the Local Medical Examiner Services (currently scheduled for October 2014), with agreed costs then being reclaimed from Government. The Service is then designed to be self funding, with costs covered by a nationally set fee charged to bereaved families. It is also probable that a more systematic and consistent approach to death certification will lead to an increase in the number of referrals to the Coroners Service in instances where the Medical Examiner believes that further investigation is required to determine the cause of death.
- 3.6 The Ministry of Justice issued a consultation document regarding the implementation of Part 1 of the Coroners and Justice Act 2009. The Ministry responded in July 2013 to concerns about potential additional costs as a result of the new legislation (including the new Medical Examiner role) as follows<sup>3</sup>:

*In the consultation document we stated that our proposals were not intended to result in significant new cost burdens for coroners and the local authorities that support them. We received many comments on whether the proposals would be cost-neutral to implement (question 1) which we have taken into account in amending our rules and regulations. (pg 7)*

*We plan to review the impact of implementation 18 months after the coroner reform provisions come into effect. This will include analysis of any costs and benefits. We will consider the form that this review should take with representatives from the Local Government Association, coroners and their officers and staff, local authority coroner service managers and the Department for Communities and Local Government. (pg 9)*

- 3.7 Members were advised by Officers that the implementation of the Coroners and Justice Act has added extra pressures to the service, which are being managed. However, the Senior Coroners and Officers that Members spoke to were unanimous in advising that the introduction of Medical Examiners would significantly increase Local Authority costs and it is yet to be proven that all set up costs will be covered and that it truly will be self funding ( it is therefore not possible to estimate the additional funding pressures). They advised that the Council should keep a watching brief on any developments, and suggested that it was uncertain whether the role would in fact ever be introduced.

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<sup>2</sup> <https://www.gov.uk/government/news/death-certification-reforms-update-newsletter-issue-1>

<sup>3</sup> <https://consult.justice.gov.uk/digital-communications/coroner-reforms>

## RECOMMENDATION 1 – MEDICAL EXAMINERS

- a) Officers should continue to monitor developments regarding the introduction of the Medical Examiner role and inform and advise Members accordingly.
- b) Senior Officers, including Finance Officers, should be made aware that there may be additional pressures on the Business Plan arising from the introduction of Medical Examiners.

### 4. USE OF PRE-SIGNED FORMS

4.1 The Chief Coroner issued guidance on 5<sup>th</sup> September 2013 advising that Coroners should not use 'pre signed forms' when certifying cause of death<sup>4</sup>.

4.2 The guidance included the following:

*1. The use of pre-signed forms should be avoided. It is unlawful both under the old and the new law and could put the coroner at risk of an investigation by the Office for Judicial Complaints. It is wrong in principle and it is open to misuse, abuse and inadvertent error. In coroner areas where the practice takes place, it should stop immediately.*

*2. The signing of a blank form by a coroner is a misuse of the coroner's judicial functions. The signature is an acknowledgment that the form is complete and accurate for its legal purposes, which it is not. If somebody else, such as a coroner's officer, then completes the details on the signed form, that becomes a purported judicial act which is not permitted. Only coroners can carry out judicial functions. The person (not a coroner) who completes the pre-signed form for despatch is in effect purporting to carry out a judicial function when that person is only entitled to carry out an administrative function.*

4.3 Members were advised during the course of their review by one of the Senior Coroners and Council Officers that blank sheets of paper, signed by a Coroner, which the Coroners' Officers would then print the form around, were used prior to the receipt of the Chief Coroner guidance. Members have been advised that new processes have been introduced in the service and there has been full compliance with the guidance since its receipt.

### 5. CORONER AREAS

5.1 The Chief Coroner has issued guidance to Local Authorities that states:

*'Going forward, the intention ... is to move towards fewer, larger coroner areas, each of which supports a full time coroner caseload. Larger coroner areas will mean economies of scale for local authorities, through, for example sharing of staff and resources, while full time coroners will be able to focus entirely on their*

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<sup>4</sup> The Guidance can be accessed [here](#)



*coronial duties, and thus develop their skills experience more fully. This will also help bring about greater consistency of practice between areas<sup>5</sup>*

- 5.2 Members found that all the contributors to the review, including Cambridgeshire's Senior Coroners and Council Officers, agreed with the guidance and Officers suggested there could be further benefits, including:
- Standardised and consistent approaches to working with partners (such as the Police and Funeral Directors), identifying efficiencies, reducing costs and following procedures
  - Reduction of office allowance and other support costs (discussed in more detail later in this report)
  - Elimination of costs for long inquest payments (which can be payable to part time Senior Coroners)
- 5.3 Members therefore agreed with the Senior Coroners and Officers that it would be sensible to recruit a full time Coroner to cover the two Cambridgeshire jurisdictions. There would also be further administrative benefits in merging the two jurisdictions (for example, in terms of merging the two IT systems that currently exist for each Cambridgeshire jurisdiction) and it was therefore further agreed that it would be prudent to seek Ministry of Justice approval to effect this.
- 5.4 Consideration was also given to the possibility of moving to a Coroner Area encompassing both the Cambridgeshire jurisdictions and the Peterborough jurisdiction. This was purely hypothetical, recognising that Peterborough City Council, Peterborough's Senior Coroner and the Ministry of Justice would need to add their support to the County Council before a full time Coroner could cover those jurisdictions, or to allow a merger into a single jurisdiction. From a practical perspective, it would make sense to recruit a Coroner to the Cambridgeshire positions in the first instance, and explore possible options from that point on.
- 5.5 Members were assured by Officers and the Peterborough Coroner that it would be possible and advantageous to engage a full time Coroner to cover the Cambridgeshire and Peterborough jurisdictions. The Peterborough Coroner envisaged that this would entail the Coroner spending the majority of their time in court, which would be the most appropriate use of their time and expertise. With support from a well organised support team, it would be possible for the Coroner to complete routine cases in a short amount of time each day. However, it was acknowledged that it was conceivable an 'Area Coroner' may also need to be appointed to deal with the more routine cases in the event that the Senior Coroner had significant court pressures, or other duties, for a period of time. Nonetheless, for the reasons previously highlighted, all were agreed that there would be a net financial benefit to Cambridgeshire County Council and Peterborough City Council.
- 5.6 Members queried whether a move to a larger Coronal area would be sustainable given demographic changes, and requested guidance on whether the possible caseload would be manageable. In response, Members were

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<sup>5</sup> 'Guidance for Local Authorities on changes under Part 1 of the Coroners and Justice Act 2009', pg 2

advised that full time Coroner positions tended to start from 3,000 cases per annum, but that it was the nature of the cases that was far more significant than the number of cases. This is because a single case involving court proceedings could take a considerable amount of time, whilst the majority of cases can be dealt with routinely in a very short amount of time. It is not possible to foresee the balance between complex and routine cases, but the advice to Members was that a larger Coronal area would be manageable.

- 5.7 Although the absolute caseload numbers should therefore be treated with caution when judging whether it would be reasonable to expand the Coroner's service coverage, the following information was provided:

<b>2012</b>			
Coroner's district	No Inquest	Inquests	TOTAL Deaths reported
North and East Cambridgeshire	316	59	375
South and West Cambridgeshire	1,743	203	1,946
Peterborough	937	113	1,050
			<b>3,371</b>

<b>2011</b>			
Coroner's district	No Inquest	Inquests	TOTAL Deaths reported
North and East Cambridgeshire	334	50	384
South and West Cambridgeshire	1,637	230	1,867
Peterborough	886	93	979
			<b>3,230</b>

<b>2010</b>			
Coroner's district	No Inquest	Inquests	TOTAL Deaths reported
North and East Cambridgeshire	341	54	395
South and West Cambridgeshire	1,700	203	1,903
Peterborough	1,013	90	1,103
			<b>3,401</b>

<b>2009</b>			
Coroner's district	No Inquest	Inquests	TOTAL Deaths reported
North and East Cambridgeshire	325	57	382
South and West Cambridgeshire	1,826	195	2,021
Peterborough	913	92	1,005
			<b>3,408</b>

<b>2008</b> Coroner's district	No Inquest	Inquests	<b>TOTAL Deaths reported</b>
North and East Cambridgeshire	320	67	<b>387</b>
South and West Cambridgeshire	1,699	192	<b>1,891</b>
Peterborough	918	107	<b>1,025</b>
			<b>3,303</b>

- 5.8 This information suggests that the Coroner caseload has been relatively static.
- 5.9 Members learned that Oxfordshire, which Officers advised has similar characteristics to Cambridgeshire (in terms of level and type of caseload), has a single full time Coroner and were advised that there were multiple benefits arising from this, reflecting the points made in section 4.2.
- 5.10 Members concluded as follows:

### **RECOMMENDATION 2 – CAMBRIDGESHIRE JURISDICTIONS**

The Council should make the necessary preparations to:

- Merge the two Cambridgeshire jurisdictions
- Appoint a full time Senior Coroner in relation to the new jurisdiction from 1<sup>st</sup> April 2015

### **RECOMMENDATION 3 – POSSIBLE CAMBRIDGESHIRE AND PETERBOROUGH JOINT WORKING**

Following the implementation of recommendation 2, The Council and Peterborough City Council should consider whether it is feasible to merge the Cambridgeshire and Peterborough jurisdictions. If not, consideration could be given to the feasibility of merging with another neighbouring jurisdiction.

## **6. SERVICE COSTS, CORONER PAY, OFFICE ALLOWANCES AND EXPENSES**

- 6.1 A summary of the Service Costs covering the period 2011/2014 have been added as Appendix C.
- 6.2 Coroner pay is set nationally. Full time Coroner pay is dependent on population:
- 400,000-700,000: £91,420  
700,000-1,000,000: £95,346  
over 1,000,000: £99,664

6.3 Part time Coroner pay is based on caseload:

<b><i>Annual Caseload</i></b>	<b><i>wef 1<sup>st</sup> April 2010 £pa</i></b>
200	9,954
300	13,638
400	17,310
500	20,060
600	22,676
700	25,428
800	28,081
900	29,993
1000	31,857
1100	33,632
1200	35,530
1300	37,492
1400	39,228
1500	41,143
1600	43,046
1700	45,055
1800	46,946
1900	48,852
2000	50,594

- 6.4 As previously stated, Senior Coroners may engage Assistant Coroners to cope with peaks in caseload and to cover for leave, and the Council is also responsible for covering their costs up to a maximum in any calendar year of 11.5% of the coroner's salary and "county loading" (excluding high inquest weighting, long inquest payments, pension supplement and allowance for office expenses).
- 6.5 National Guidance is clear<sup>6</sup> that the absolute limit of the Council's responsibility is 11.5% of the Coroner salary. 'County Loading' payments are discretionary, and were originally introduced by some Local Authorities (primarily those with large rural areas) to take account of the long distances Coroners needed to cover as part of their role.
- 6.6 Members were disappointed to find that the Council has, for a considerable time, consistently not adhered to the policy regarding payments up to 11.5% of salary, resulting, in effect, in unnecessary additional payments (albeit the relevant Senior Coroner provided reasons why he felt that these payments were justified, which included reference to extra pressures arising from the Human Rights Act).
- 6.7 Members also noted that the County Loading fee remained in place even though it has no relevance to working practices today, and the County has never been listed as an area where such payments are required.

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<sup>6</sup> Coroners' Circular no. 50 ( dated 03/08/2009)

- 6.8 There are currently two different schemes in place to pay administrative allowances. One part-time Coroner receives an administrative allowance of £15 per case; the other part-time Coroner receives a fixed allowance paid in twelve monthly instalments, irrespective of caseload. Both part-time Coroners act within these schemes which were agreed by the Council.
- 6.9 The latter scheme was agreed historically, and it must be assumed that at that time it was calculated to provide the Council with value for money. However, the governance arrangements in respect of the fixed allowance scheme are extremely weak, in that there is no requirement for the Coroner to provide receipts or vouchers to support the allowances being paid. Furthermore, concerns have been raised that either scheme can demonstrate that it achieves value for money, as this judgement is impossible to be made due to the lack of supporting information required to be provided.
- 6.10 Currently information about Senior Coroner pay and allowances is not made available on the internet, as is the case for Senior Council Officers. In general terms, it was clear that the policies associated with the payment and justification of allowances and expenses to Coroners diverged from the practices and level of transparency expected of Council Officers.
- 6.11 Members requested an Internal Audit investigation of these arrangements, to undertake a thorough analysis of the situation.

#### Comparison with other Jurisdictions

- 6.12 Members asked Officers to request information from other counties to establish whether Cambridgeshire's approach is consistent. Seven counties provided responses, which are attached as Appendix D (anonymised at their request). The responses suggest that in the majority of cases:
- No office allowance is paid to Senior Coroners
  - The 11.5% threshold is applied as the upper limit for deputy cover.

#### **RECOMMENDATION 4 – ALLOWANCES AND EXPENSES**

- a) County Loading payments for Coroners should be removed
- b) The Office Allowance Scheme should be revised, to bring into line with the equivalent Local Authority Officer scheme and the nationally agreed Coroner scheme
- c) Coroner pay and expenses should be published online in the same way as Senior Officer pay and expenses.

**Source Documents**

Referenced throughout  
the report

**Location**

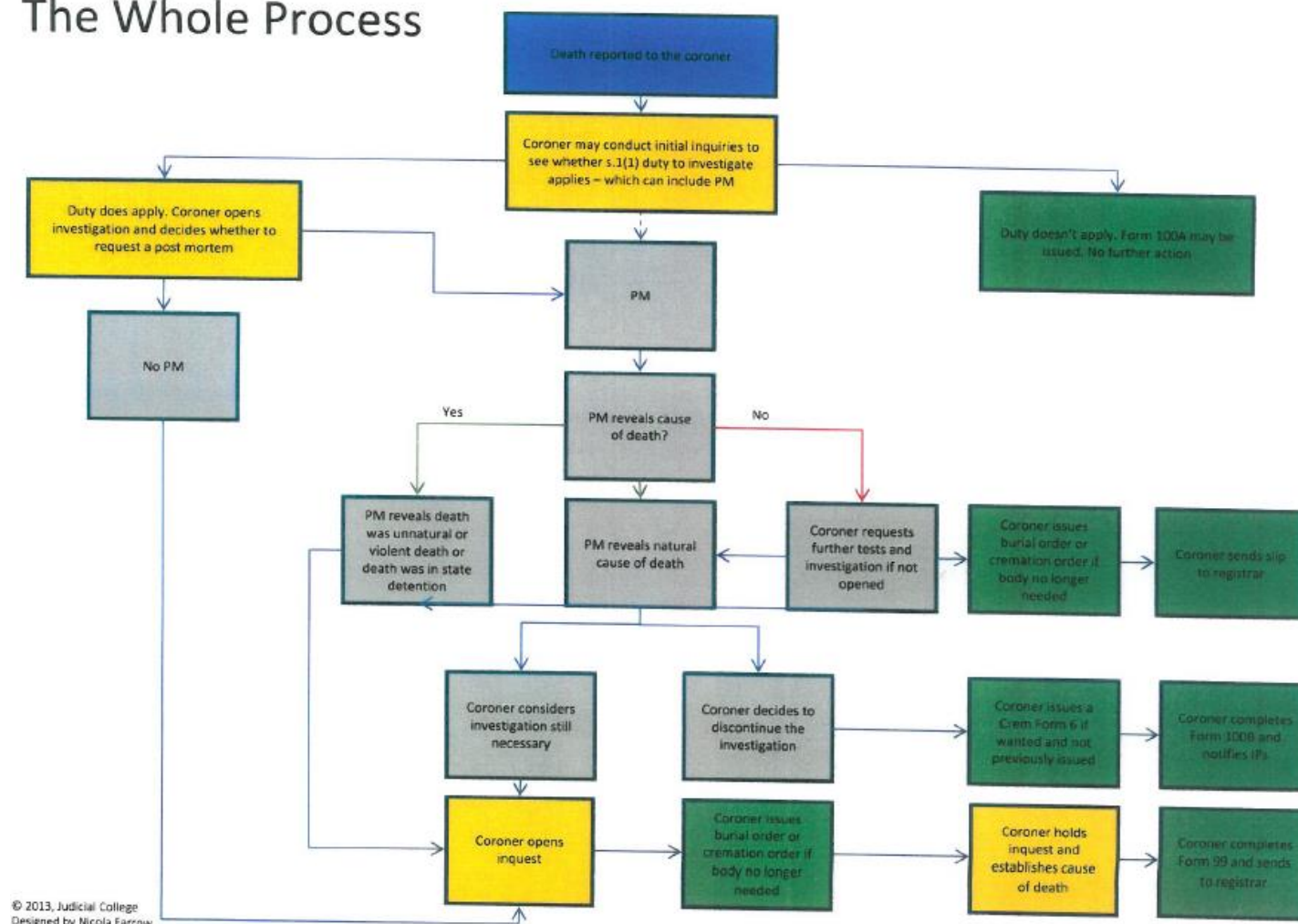
Room 114  
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**Contact**

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## Appendix A

### The Whole Process



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Designed by Nicola Farrow

Note – this flowchart is copied from guidance issued by the Chief Coroner regarding the Coroners and Justice Act 2009.

## Appendix B

### Deaths reported to the Coroner, North and East Cambridgeshire, 2012

	With post mortem			Without post mortem			TOTAL		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Deaths reported to the Coroner which, after investigation, <b>will not result in an inquest</b> (whether or not a certificate of any sort is issued)	81	65	146	68	102	170	149	167	316

	With post mortem			Without post mortem			TOTAL		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Deaths reported to coroners on which <b>inquests are to be or were opened</b> (even if not concluded)	26	18	44	8	7	15	34	25	59
Total	107	83	190	76	109	185	183	192	375

### Deaths reported to the Coroner, South and West Cambridgeshire, 2012

	With post mortem			Without post mortem			TOTAL		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Deaths reported to the Coroner which, after investigation,	257	197	454	639	650	1289	896	847	1743



	With post mortem			Without post mortem			TOTAL		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
<b>will not result in an inquest</b> (whether or not a certificate of any sort is issued)									
Deaths reported to coroners on which <b>inquests are to be or were opened</b> (even if not concluded)	90	56	146	44	13	57	134	69	203
Total	347	253	600	683	663	1346	1030	916	1946

## Appendix C

### Overall Costs

<b>Cost Heading</b>	<b>Actual Cost 2011/12 (£)</b>	<b>Actual Cost 2012/13 (£)</b>	<b>Budget 2013/14 (£)</b>
Coroners General (this is mainly provision for support staff. There is also provision for legal costs, IT and a variety of office related costs such as stationery).	60, 639.15	53,343.86	84,350
North East Cambridgeshire Coroners Office (this includes salaries, allowances and expenses associated with the Senior Coroner – please see table 2 for a breakdown. Also, costs associated with post mortems, body conveyancing and juror and witness payments)	110, 656.61	111, 483.02	141,600
South and West Cambridgeshire Coroners Office (as above)	421, 719.65	453, 624.65	455,550
Coroners Officers (this covers all the costs associated with the employment of the Coroners Officers that support the Senior Coroners)	111, 398.05	185, 855.51	209,000
<b>TOTAL COST</b>	<b>794, 413.46</b>	<b>804, 307.04</b>	<b>890,500</b>

The table below provides a high level breakdown of administrative expenses provided to support the Senior Coroners in the performance of their duties:

### Senior Coroner Allowances

Cost Heading	Total Cost 2011/12 (£)	Total Cost 2012/13 (£)
Fixed Allowances (this includes: <ul style="list-style-type: none"> <li>• Secretarial Services</li> <li>• Business mileage, parking, travel and subsistence</li> <li>• Use of home for business</li> <li>• IT costs including consumables</li> <li>• Home landline for fax etc</li> <li>• Postage and courier costs</li> <li>• Accommodation</li> <li>• Mobile telephone)</li> </ul>	29,940	29,895
Other expenses (this includes: <ul style="list-style-type: none"> <li>• Subscriptions</li> <li>• Stationery</li> <li>• Books</li> <li>• Other miscellaneous costs</li> </ul>	675	675
<b>TOTAL COST</b>	<b>30,615</b>	<b>30,570</b>

## Appendix D

	County 1	County 2	County 3	County 4	County 5	County 6	County 7
Confirm if your Coroner is full-time or part-time and the caseload based on the annual return for 2012	Part time caseload for 2012 was 3156	part-time, caseload 769	Both	FT	FT 2699 reported, population (2011 census) 693,000	FT	FT with caseload of 3711 in 2012
State if you provide any "office allowance" and if so provide the total cost, the breakdown of what this covers and any frequency of review	No allowance	no allowance paid - admin office based within council building	No review office allowance as a %age of salary for part timers	currently £16 k – only reviewed when there is a increase in base pay and then increased by same % -- this includes the 11.5% for deputy resources and general office costs ie: petrol, phone	Actual evidenced and invoiced expenditure, paid monthly	He is accommodated by the LA so no allowance is paid.	No office allowance. We pay all the bills direct.

	County 1	County 2	County 3	County 4	County 5	County 6	County 7
With reference to the permitted 11.5% for cover state what your LA interprets "cover" as	Holiday / absence cover	holiday/sickness absence	we use pro bono cover but also pay for some cover from the 11.5% and this covers holiday	see above	We pay as per JNC although do not scrutinise workload	All cover required	holiday absence
How is the 11.5% allocated (i.e. on claims submitted, total 11.5% calculated and shared based on percentage of total hours covered by all, or another method)	Based on amount and nature of cover undertaken and awarded on a points basis.	pay full 11.5%	claimed	see above	see above	He is able to allocate the 11.5% between his Assistants as he see fit.	we state what the 11.5% comes to and the Coroner is expected to keep within it but we do allow a contingency in case of special circumstances
Process in place for dealing with cover queries (where the 11.5% will be exceeded, due to the Coroner not being available)	Awarded annually so is not exceeded.	this is not exceeded, paid on annual basis	not happened yet	see above	see above	Our Coroner has never exceeded this and in fact last year was underspent.	as above – we allow a contingency