

ANNEX B

CONSULTATION RESPONSE TEMPLATE FORM

Please remember to return your response along with the Respondent Information Form at **Annex A**

Question 1: Do you agree that the “not staying registration” (expedited) procedure should only apply in situations where there is a clear rationale for a funeral to proceed within a specific timescale?

Please tick as appropriate Yes No

Additional Comments:

Question 2: Do you agree that the role of the registrar is to make informants aware, in response to a request, of the “not staying registration” (expedited) procedure?

Please tick as appropriate Yes No

Additional Comments:

Question 3: Do you agree that there would be value in having a form for informants to complete in circumstances where the “not staying registration” (expedited) procedure is requested?

Please tick as appropriate Yes No

Additional Comments:

A form is essential and should explain the process in simple terms along with being easy to complete.
It should also set out the role the Medical Reviewer and the Registrar have in this procedure and make it clear to informants that the decision to grant or not, the expedited procedure, is the Medical Reviewer's alone.
It should include a list of the categories where the expedited procedure might be appropriate.

At 5.8 it is stated that *“In practice this means that the registrar will complete the registration and issue the **formal extract of death (Form 14)**, which is the legal form required before any funeral can take place.”*
Please note:- Form 14 is **not** a formal extract of death, it is a

CERTIFICATE OF REGISTRATION OF DEATH (Section 27(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965). This certificate must be transmitted either directly or by hand of the undertaker to the person having charge of the place of interment or cremation, previous to the interment or cremation taking place.

Question 4: Do you agree that these proposed timescales will ensure the system will meet the needs of informants in those circumstances where there is a clear rationale for the funeral to proceed within a specific timescale?

Please tick as appropriate Yes No

Additional Comments:

There is concern over response timescales, e.g. Friday afternoons, Festive and Bank Holidays. Also, staffing of part-time Registration Offices.

Question 5: Do you agree that it would be useful to set down in Guidance, and on the proposed form, the sort of categories where it may be appropriate to request that registration is not stayed (expedited procedure)?

Please tick as appropriate Yes No

Additional Comments:

See comments at question 3.

Question 6: Do you agree with these categories, and is there anything additional that should be added?

Please tick as appropriate Yes No

Additional Comments:

Question 7: Do you agree that these approaches are sensible? Is there anything else that should be considered in relation to guidance around the procedure not to stay registration (expedited procedure)?

Please tick as appropriate Yes No

Additional Comments:

Many offices in Scotland operate on a Saturday, will there be access to a Medical Reviewer on weekends, public holidays etc?

It is essential that the Registration Staff are fully informed well in advance of the commencement of this process so that they can feel confident of their role and be able to help their customers in an informative manner.

Communication of this process and when it will be implemented must be out there in the public domain again, well in advance.