



## PUBLIC HEALTH ACT FUNERALS TRAINING COURSE

**Tuesday, 16<sup>th</sup> June 2020 (9.15 – 13.00)**

Sea view Conference Room. Scarborough Borough Council Town Hall. St Nicholas Street, Scarborough, YO11 2HG

A unique half-day training course delivered by qualified and experienced ICCM Officers, aimed at those who make funeral arrangements under Section 46 of the Public Health (Control of Disease) Act 1984.

The course will examine all aspects of arranging funerals under the Public Health Act, including developing an appropriate policy, case referrals, investigations and conducting property searches, contacting next of kin, dealing with the deceased's estate and ensuring the authority recovers costs wherever possible. Those attending will receive a copy of the ICCM Guidance on Public Health Act Funerals.

**Those wishing to send delegates should complete and return the slip below. Authorities who would like to host a regional course should contact Julie Callender, ICCM Administration Officer, on 020 8989 4661. All costs and other benefits to hosts will be met by the ICCM.**

**Numbers of delegates per course will be restricted to around 20. Additional courses will be arranged in regions where added demand is identified. Early application is advised.**

I wish to send delegate(s) to the Public Health Act Funerals course at Scarborough Borough Council, Sea view Conference Room, Town Hall. St Nicholas Street, Scarborough, YO11 2HG on Tuesday, 16<sup>th</sup> June 20. **Cost per delegate: £80 + VAT per delegate for ICCM Members, £95 + VAT per delegate for non-Members. Includes refreshments.**

Name of authority/company:	
Address:	
	Post Code:
Contact Name:	
Email:	Phone No:
Fax No:	Official Order No:
Delegate Names:	1:
2:	3:
4:	5:
Completed forms should be sent to: Julie Callender, Administration Officer, ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London E12 5DQ or email <a href="mailto:jcallender@instituteceandcrem.com">jcallender@instituteceandcrem.com</a> or faxed to: 020 8989 6112	

## Public Health Act Funerals

### Approximate Timetable

Time	Topic
<b>9:15</b>	<b>Registration</b>
	<i>Public Health Act Funerals</i>
9.30	Legal and Ethical Framework
	Referral of Cases
	Conducting a Search
	Next of Kin
	Registration
	The Funeral Service
<b>11.30</b>	<b>Coffee/Tea</b>
11.45	The Estate
	Record Keeping
12.30	Final questions and answers
<b>13.00</b>	<b>Close</b>