


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u> Implementation of Operational Procedure for Genealogy Requests via Deceased Online	
<u>DECISION REFERENCE</u> DO/118/2026 (KMB)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> Cabinet – 22nd April 2026. Recommendation 2.3 adopted. Delegated authority granted to the Assistant Director for Recreation and Culture in consultation with the Portfolio Holder for Leisure and Health to implement the operational procedure for genealogy requests and Deceased Online.
<u>DATE OF DECISION</u> 11/05/2026	<u>DECISION MAKER (Name and Job Title)</u>  Katie Memetovic-Bye Assistant Director – Recreation and Culture
<u>RECORD OF THE DECISION</u>	
<p>a) The issue A transformation project to digitalise historic cemetery ledgers has been completed in partnership with Deceased Online. The Council now holds digital records of cremations and burials across the Borough's cemeteries, which are to be made publicly accessible via the Deceased Online platform. An operational procedure for handling genealogy requests via Deceased Online requires adoption to enable the service to go live and to provide clarity on how direct requests to the cemeteries team will continue to be managed.</p> <p>b) The Decision To implement the operational procedure for genealogy requests via Deceased Online, in consultation with the Portfolio Holder for Leisure and Health, in line with Cabinet recommendation 2.3 (Cabinet, 22nd April 2026) and with consideration to the call in period.</p>	

REASON FOR THE DECISION

The adoption of an operational procedure for genealogy requests via Deceased Online improves access to historical cemetery records for residents, providing 24/7 digital access. It reduces the administrative burden on officers who currently handle manual requests, and generates a 45% revenue share for the Council on paid downloads. Cabinet granted delegated authority to the Assistant Director to implement this procedure in consultation with the Portfolio Holder.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

Continue manual genealogy request service only: Rejected. This service is limited in scale by officer capacity and restricted to Council opening hours. The Deceased Online platform significantly extends reach by providing 24/7 public access and the potential for a much higher volume of record downloads, generating revenue overall through the 45% share, whilst providing a more accessible service to residents. The manual service will continue to run alongside Deceased Online for residents who prefer it.

WARD RELEVANCE

All

FINANCIAL AND BUDGET IMPLICATIONS

The adjustments to the Cemetery Regulations have minor financial implications. The adoption of the Deceased Online operational procedure provides a revenue opportunity: the Council will receive a 45% revenue share on all paid downloads of cemetery records via the platform (records priced between £1.50–£2.50 per download, or via subscription). Residents wishing to make genealogy requests directly to the cemeteries team will be charged in line with the Council's adopted fees and charges.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Portfolio holder for Leisure and Health
Parks and Open Spaces Manager

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None identified

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

None identified

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

The Deceased Online platform provides instant self-service access to historical cemetery records without residents needing to wait for an officer response. This benefits those who prefer not to engage directly with the Council or who require a faster turnaround. The manual request service remains available for those who need it. No negative equalities implications have been identified.

HUMAN RESOURCES IMPLICATIONS

The adoption of the Deceased Online operational procedure is expected to reduce the volume of manual genealogy requests handled directly by the cemeteries team, freeing officer capacity for other operational priorities. No additional HR implications identified.

FINANCIAL IMPLICATIONS

See Financial and Budget Implications above. No additional financial implications identified beyond those noted.

HEALTH EQUALITIES IMPLICATIONS

None identified

SECTION 17 CRIME & DISORDER IMPLICATIONS

None identified

RISK MANAGEMENT IMPLICATIONS

None identified at this time. The adoption of the Deceased Online operational procedure provides clarity on how genealogy requests will be managed going forward, reducing the risk of inconsistent handling and supporting the Council's digital resilience for cemetery records.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None identified

ENVIRONMENTAL IMPLICATIONS

No environmental implications identified in relation to the implementation of the Deceased Online genealogy request procedure.

LEGAL IMPLICATIONS

The contract with Deceased Online has been entered into in line with the Council's procurement rules and in accordance with the Procurement Act 2023.

Residents will retain the right to make genealogy requests directly to the cemeteries team in line with the Council's adopted fees and charges.

ANY OTHER COMMENTS

PLEASE RETURN TO THE DIRECTOR – PLANNING & REGULATION AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER