



Ministry
of Justice

Disclosure Team
Ministry of Justice
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Kacey Montagu
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14th April 2021

Dear Kacey Montagu,

Freedom of Information Act (FOIA) Request – FOI 210321003

1. Thank you for your request received 21st March 2021 in which you asked for the following information from the Ministry of Justice (MoJ): “. . . 1. *the current structure, including a list of positions of employment and the current number of staff employed in the Crown Office . . .* ; 2. *job descriptions for the positions of (1) Clerk of the Crown in Chancery, (2) Deputy Clerk of the Crown in Chancery, (3) Head of the Crown Office, (4) Assistant Clerk of the Crown in Chancery, and (5) Clerk of the Chamber*; 3. *information regarding the appointment of the Head of the Crown Office and whether the Deputy Clerk of the Crown in Chancery is always appointed to that office*; and, 4. *information regarding the appointment of the Registrar of the Peerage and whether the Deputy Clerk of the Crown in Chancery is always appointed to that office.*”

2. Your request has been handled as normal business, as I believe this will be more helpful to you. Not all the information is held in a single place, but I attach three documents which address your information requests:

1. The Crown Office Working guide, which sets out the structure, responsibilities and main duties of posts within the Crown Office;
2. A briefing note on the role of the Clerk of the Chamber;
3. The record of Registrars and Assistant Registrars of the Baronetage.

3. In terms of the **Registrars and Assistant Registrars of the Peerage**: the Roll was established in 2004 pursuant to the Writ of the same year and, to date, the post has been held by the Deputy Clerk of the Crown in Chancery. The Registrars have been:

Andrew McDonald 2004 - 05

Ian Denyer 2006 - 16

Ceri King 2016 -

The Asst Registrars have been:

Ian Denyer & Grant Bavister - jointly from 2004 - 2006

Grant Bavister 2006 - 2016

Elaine Chilver 2016 -

Yours sincerely,

Ceri King

Crown Office