

Report on	Cemetery Management Policy
Date of Meeting	8 th October 2010
Reporting Officer	Andrew Cassells, Director of Environment and Property Services
Contact Officer	Terry Scullion, Head of Property Services

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	This report is to seek members approval on the updated Council's administration of burials in relation to Cemetery Management Policy including Rules, Regulations and Memorial Safety following trade union consultation and recent amendments made.
2.0	Background
2.1	Members will recall at the January 2020 Environment Committee meeting a draft paper on the Cemetery Management Policy including Rules, Regulations and Memorial Safety was approved, and permission was agreed to circulate it to the trade unions for a consultation period.
3.0	Main Report
3.1	<p>An extended period of Trade Union consultation was provided earlier this year, however no feedback was received. Therefore, the version of the policy approved by the Environment Committee remains unchanged, with two exceptions as follows:</p> <ul style="list-style-type: none"> a) As a result of Covid 19 the process of managing funerals and the practice for burials has altered as a temporary measure in accordance with government guidance. Numbers attending and the duration for burials are restricted and the provision to purchase double plots has also temporarily ceased. A copy of the Covid 19 burial procedure is details in Addendum 1 of the attached policy. b) A new app released by Plotbox that provides the Cemetery Administration IT system recently replaces the process whereby Funeral Directors are required to telephone the staff member out of hours to make arrangements for a burial. Electronically the Funeral Directors can now view the live burial calendar at any time for each cemetery to see what slots are available and make a request without having to call the Officer. This allows for greater

	<p>responsiveness and a more efficient service for all stakeholders. All burial requests outside of office hours are now being booked using this process since August following an earlier trial period. It is expected this process will follow for all burials by the end of 20/21.</p>
3.2	<p>The attached policy attached in appendix 1 is the proposed final version to replace the current regulations in place at Mid Ulster Cemeteries.</p>
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	<p>Financial: Development of the management policy is within existing resources and the Plotbox app is included in council's current tendered package at no additional costs. The annual scale of burial fees are as approved by Council.</p>
	<p>Human: Staff time in the administration of burials, cemetery inspections including training of operatives, and managing third party contractors working in the cemeteries. Other client service support through Council's Marketing and Communications, Legal Services and Health and Safety teams as required.</p>
	<p>Risk Management: This is a risk of injury to staff, contractors or visitors should an unstable headstone or memorial fall, or injury from access to a site, including liability issues associated with maintaining a work area not under the responsibility of Council, or were a maintenance agreement does not exist. There is an ongoing risk in compliance with current burial regulations in relation to burial administration associated with historic burial grounds.</p>
4.2	Screening & Impact Assessments
	<p>Equality & Good Relations Implications: No adverse impact on any equality group has been identified and positive impacts will be minor. See appendix 2 for equality screening document.</p>
	<p>Rural Needs Implications: No adverse impact as it is not specific to both rural or urban burials grounds and cemeteries within the District. See appendix 3 for rural needs assessment.</p>
5.0	Recommendation(s)
5.1	<p>Members are requested to note the content of the report and approve the final version of the Mid Ulster Cemetery Policy as attached.</p>

6.0	Documents Attached & References
6.1	Appendix 1 - Mid Ulster District Council Cemetery Management Policy incorporating Rules, Regulations and Memorial Safety
6.2	Appendix 2 – Cemetery Equality Screening
6.3	Appendix 3 – Cemetery Rural Needs Assessment