

Number	Recommendation	Responsibility	Proposed Actions	Anticipated Completion Date/ Completion Date	Evidence of Progress 01/06/09	Assessment of progress (Categories 1-4) 1/06/09
1	That the Exclusive Right of Burial and Right to Erect a Memorial are granted separately.	Jayne Robins	<p>Work with Legal Services to prepare paper work and appropriate contracts</p> <p>Amend Cemetery Rules and Regulations</p>	<p>April to Dec 2008</p> <p>Mar 2009</p> <p>Apr 2009</p>	<p>Complete. All legal paperwork now in place</p>	1
2	That the Right to Erect a Memorial be granted for a maximum of 30 years to coincide with the NAMM Guarantee of Compliance with the option for renewal for periods of 5 years provided that the memorial meets appropriate safety standards; in cases where the	Jayne Robins	<p>Work with Legal Services to amend paperwork and legal documentation</p> <p>Produce Guidance Leaflet for Grave Owners</p> <p>Update Cemetery Rules and Regulations</p> <p>Establish programme of compliance, checks and renewals</p>	<p>By Jan 2009</p> <p>Mar 2009</p> <p>Apr 2009</p>	<p>Complete. All legal paperwork now in place</p> <p>Complete</p> <p>Complete</p> <p>On track</p>	<p>1</p> <p>1</p> <p>1</p> <p>2</p>

3	<p>That memorial masons be required to:</p> <p>a) register with BRAMM (British Register of Accredited Memorial Masons) which requires the memorial mason to obtain a fixers licence, submit full risk assessments, current health and safety policy and evidence of insur</p>	Jayne Robins	<p>a) Arrange training for cemetery staff to supervise memorial Masons.</p> <p>b) Write to memorial masons on approved list to i</p>	<p>a) Apr 2008</p> <p>b) Apr 2008</p> <p>c) June 2008</p>	Complete	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
5	<p>5. That the Council's Cemetery Regulations be revised to allow:</p> <p>- a small second memorial to be fixed at the head of the grave, providing that they are fixed in accordance with NAMM Code of Working Practice and the overall size of the two memorials does</p>	Jayne Robins	<p>Subject to approval of 4 above.</p> <p>a) Operational and administration procedures to be reviewed and updated.</p> <p>b) Cemetery rules and Regulations revised and new regulations publicise</p>	<p>a) By end March 2009</p> <p>b) By April 2010</p> <p>c) Ongoing from April 2008</p> <p>d) Effective from April 2010.</p>	<p>Operational and Admin procedures updated</p> <p>Cemetery rules and regulations update on track for April 2010</p> <p>Communication and awareness raising in place and ongoing</p> <p>Implementation on track with schedule of April 2010, subject to user consultation and engagement</p>	<p>1</p> <p>1</p> <p>1</p> <p>2</p>

6	That inscribed commemorative memorial wall plaques and featured remembrance areas be provided by Bereavement Services to allow bereaved families to commemorate the memory of a loved one.	Jayne Robins	a) Explore commercially available products suitable for purpose. b) Conduct cost analysis exercise. c) Business case developed.	Ongoing from April 2008. By April 2010		2
7	That a programme for removal of kerb surrounds in traditional areas be developed starting first with the oldest graves and those which have damaged or dangerous kerb sets as identified by the inspection programme, following detailed consultation and consi	Jayne Robins/Richard Bradley	a) Produce full comprehensive audit of kerbsets within traditional sections. b) Investigation of alternative uses of reclaimed kerbsets. c) Awareness raising and publicity campaign.	a) Dec 2010 b) Apr 2012 c) Apr - Dec 2012	On Track. A thorough audit of each site is being undertaken with photo's taken of all locations which do not meet current standards – these will be documented and assessed in line with a risk category. Options appraisals for potential use will then be con	2
8	That an extensive publicity programme be developed for elected Members, officers and the public to raise awareness of the Council's policies including road show events and leaflets and that copies of the most up to date leaflets are distributed to all ele	Jayne Robins	a) Prepare marketing and communication strategy. b) Finalise leaflet portfolio/ distribute to Members. c) Media press releases.	a) Oct 2008 b) Sept 2008 c) March 2009 and ongoing.	Complete	1  1  1

9	That the Council's regulations be enforced in respect of all unauthorised memorials following the extensive publicity programme and after giving grave owners a period of notice to remove unauthorised items from graves.	Jayne Robins/Richard Bradley	a) On site audit of unauthorised memorials to ascertain specific graves. b) Notices in cemeteries/ letters to grave owners. c) Enforcement commenced (subject to the approval of 4 above).	a) By March 2009. b) From Sept 2008 c) April 2009	Communication and awareness raising in place and ongoing. Revised implementation dates agreed by Select Committee on 16 Feb 2009 are:  a) October 2009 b) April 2010 c) To be implemented in 2 phases - new owners first, then only when confident strategy had been effectively delivered and received	1  2  2
10	That unauthorised items be removed from graves, labelled and stored for collection and that removal of unauthorised items be handled sensitively allowing a 3 month period following a burial and some flexibility around the time of significant dates.	Jayne Robins/Richard Bradley	Subject to 4 and 9 above.	In accordance with timescales at 9 above.	Will be progressed by Cemeteries Inspector (see comments at 7 above)	2