

Progress Update – Cemeteries 2: Management of Memorials

Number	Recommendation	Responsibility	Proposed Actions	Anticipated Completion Date/ Completion Date	Evidence of Progress 01/06/09	Assessment of progress (Categories 1-4) 01/06/09	Evidence of Progress 16/11/09	Assessment of progress (Categories 1-4) 16/11/09
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 Right to Erect a Memorial has already been approved for a longer period, the option for 5 year renewal be offered to the original Grantee after its expiry or to the next of kin where rights have been transferred.	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>From Apr 2010 and annual thereafter</p>	<p>Complete. All legal paperwork now in place</p> <p>Complete</p> <p>Complete</p> <p>On track</p>	<p>1 - Fully Achieved</p> <p>1 - Fully Achieved</p> <p>1 - Fully Achieved</p> <p>2 - On Track</p>	<p>On 10th August, under Delegated Decision P&BS04/09, process and production of Exclusive Right of Burial and Assignments (where party are living) transferred from Legal Section to Bereavement Service.</p> <p>Agreement reached by Head of Legal Services and Head of Performance & Business Services to streamline service and improve efficiency.</p> <p>The introduction of separate Grants for Burial and 30-year Rights to Erect Memorial will be introduced in January 2010.</p> <p>New guidance leaflets and amendments to cemetery rules and regulations to follow accordingly.</p>	<p>1 – Fully Achieved</p>

Progress Update – Cemeteries 2: Management of Memorials

Number	Recommendation	Responsibility	Proposed Actions	Anticipated Completion Date/ Completion Date	Evidence of Progress 01/06/09	Assessment of progress (Categories 1-4) 01/06/09	Evidence of Progress 16/11/09	Assessment of progress (Categories 1-4) 16/11/09
5	<p>5. That the Council's Cemetery Regulations be revised to allow:</p> <ul style="list-style-type: none"> - 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 not exceed the grave width; - Excluding the actual lawn heading, personalisation by appropriate planting of an area at the head of the grave no larger than 25% of the grassed area (i.e. approx 1'9"/ 53cms for lawn/traditional graves and 9"/23cms for graves within the cremated remains and babies garden areas) (detailed guidance to be drawn up but not allowing any type of edging/ kerbing); - Restrictive 	Jayne Robins	<ul style="list-style-type: none"> a) Operational and administration procedures to be reviewed and updated. b) Cemetery rules and Regulations revised and new regulations publicised. c) Comprehensive awareness raising and publicity campaign to be undertaken. d) Implementation. 	<ul style="list-style-type: none"> a) By end March 2009 b) By April 2010 c) Ongoing from April 2008 d) Effective from April 2010. 	<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 - Fully Achieved</p> <p>1 - Fully Achieved</p> <p>1 - Fully Achieved</p> <p>2 - On Track</p>	<p>Small second memorial now permitted alongside existing headstone.</p> <p>Two new memorials now introduced – Desk-top Tablet Memorial and Memorial Flat Plaques.</p> <p><i>Grave Maintenance Policy:</i></p> <p>Communication and awareness raising commenced and ongoing for new interments (August 2009 onwards).</p> <p>Careful consideration ongoing for roll-out of communication strategy of new policy for existing graves (prior to August 2009).</p>	<p>1 – Full Achieved</p> <p>1 – Fully Achieved</p> <p>1 – Fully Achieved</p> <p>2 – On Track</p>

Progress Update – Cemeteries 2: Management of Memorials

Number	Recommendation	Responsibility	Proposed Actions	Anticipated Completion Date/ Completion Date	Evidence of Progress 01/06/09	Assessment of progress (Categories 1-4) 01/06/09	Evidence of Progress 16/11/09	Assessment of progress (Categories 1-4) 16/11/09
	regulations in respect of the type of memorials permitted within babies' sections be relaxed to allow greater choice (provided that memorials are within specified size and fixed in accordance with the NAMM Code of Working Practice).							
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 - On Track	Research on-going, together with consultation with stakeholders and 'supporters' group' to ensure user needs/views are considered.	2 – On Track
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 consideration of all	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	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 considered.	2 - On Track	Audit progressing with 60% complete	2 – On Track 2 – On Track 2 – On Track

Progress Update – Cemeteries 2: Management of Memorials

Number	Recommendation	Responsibility	Proposed Actions	Anticipated Completion Date/ Completion Date	Evidence of Progress 01/06/09	Assessment of progress (Categories 1-4) 01/06/09	Evidence of Progress 16/11/09	Assessment of progress (Categories 1-4) 16/11/09
	the issues including alternative uses for the old kerb sets.		campaign.					
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	<p>a) On site audit of unauthorised memorials to ascertain specific graves.</p> <p>b) Notices in cemeteries/ letters to grave owners.</p> <p>c) Enforcement commenced (subject to the approval of 4 above).</p>	<p>a) By March 2009.</p> <p>b) From Sept 2008</p> <p>c) April 2009</p>	<p>Communication and awareness raising in place and ongoing. Revised implementation dates agreed by Select Committee on 16 Feb 2009 are:</p> <p>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</p>	<p>1 - Fully Achieved</p> <p>2 - On Track</p> <p>2 - On Track</p>	<p><i>Grave Personalisation Policy:</i></p> <p>Communication and awareness raising commenced and ongoing for new interments (August 2009 onwards).</p> <p>Communication and enforcement strategy of new policy for existing graves (prior to August 2009) ongoing.</p> <p>CFYA, Bereavement Services and Public Relations working closely on production of communication strategy, taking into account lessons learnt from Garden of St Francis improvement scheme.</p>	<p>1 – Fully Achieved</p> <p>2 – On Track</p>
10	That unauthorised items be removed from graves, labelled and stored for collection and that	Jayne Robins/Richard Bradley	Subject to 4 and 9 above.	In accordance with timescales	Will be progressed by Cemeteries Inspector (see comments at 7 above)	2 - On Track	System tested during Garden of St Francis improvement scheme.	2 – On Track

Progress Update – Cemeteries 2: Management of Memorials

Number	Recommendation	Responsibility	Proposed Actions	Anticipated Completion Date/ Completion Date	Evidence of Progress 01/06/09	Assessment of progress (Categories 1-4) 01/06/09	Evidence of Progress 16/11/09	Assessment of progress (Categories 1-4) 16/11/09
	removal of unauthorised items be handled sensitively allowing a 3 month period following a burial and some flexibility around the time of significant dates.			at 9 above.				