## Progress Update – Cemeteries 2: Management of Memorials

ecommendation	Responsibility	Anticipated Completion Date/ Completion Date	Evidence of Progress 16/11/09	Assessment of progress (Categories 1- 4) 16/11/09	Evidence of Progress 15/02/10	Assessment of progress (Categories 1-4) 15/02/10
That the Council's emetery Regulations e revised to allow:	Jayne Robins	March 2009 b) By April	Small second memorial now permitted alongside existing headstone.	1 – Fully Achieved	Rules & Regulations amended to reflect revisions.	1 – Fully Achieved
a small second emorial to be fixed at e head of the grave, oviding that they are		c) Ongoing from April 2008 d) Effective from April	Two new memorials now introduced – Desk-top Tablet Memorial and Memorial Flat Plaques.	1 – Fully Achieved	Revised application forms and associated information leaflets produced.	1 – Fully Achieved
ted in accordance of the NAMM Code of Torking Practice and e overall size of the promemorials does of exceed the grave of the excluding the actual with heading, ersonalisation by oppropriate planting of the area at the head of the grave no larger an 25% of the exassed area (i.e. opprox 1'9"/ 53cms for with with the emated remains and abies garden areas) etailed guidance to express of the exast of the emated remains and abies garden areas) etailed guidance to express of the extractions and the example of the extractions and the example of the extractions are spect of the type		2010.	Grave Maintenance Policy: Communication and awareness raising commenced and ongoing for new interments (August 2009 onwards).  Careful consideration ongoing for roll-out of communication strategy of new policy for existing graves (prior to August 2009).	1 – Fully Achieved  2 – On Track	Further consultation taking place during February/March 2010 with Memorial Masons to discuss proposed inspection procedures for newly installed memorials to ensure compliance with NAMM Code and Rules & Regulations.	2 – On Track
	That the Council's metery Regulations revised to allow:  small second emorial to be fixed at the head of the grave, oviding that they are end in accordance the NAMM Code of orking Practice and the overall size of the original state of the grave no larger in 25% of the assed area (i.e. orox 1'9"/ 53cms for grave no larger in 25% of the assed area (i.e. orox 1'9"/ 53cms for graves within the graves of grave no larger and graves of grave	That the Council's metery Regulations revised to allow:  small second emorial to be fixed at a head of the grave, oviding that they are ed in accordance to head soverall size of the order memorials does at exceed the grave of the exceed the grave of the exceed the grave of the exceed the grave of area at the head of a grave no larger in 25% of the exceed area (i.e. prox 1'9"/ 53cms for exceed the graves of 9"/23cms for exceed the graves of gr	That the Council's metery Regulations revised to allow:  small second emorial to be fixed at the head of the grave of memorials does at exceed the grave exceed	That the Council's metery Regulations revised to allow:  Small second should be fixed at she head of the grave hiding that they are at in accordance of the promorals does a texceed the grave bith; kcluding the actual rin heading, resonalisation by propriate planting of are at the head of the grave in 25% of the issed area (i.e. prox 1'9"/ 53cms for rives within the mated remains and boise garden areas) stailed guidance to drawn up but not winding years respect of the type memorials permitted.	That the Council's metery Regulations revised to allow:  Small second emorial to be fixed at head of the grave, birding that they are ad in accordance he memorials does exceed the grave string; sonalisation by orporpriate planting of area at the head of grave no larger in 25% of the issed area (i.e. grave no larger in 25% of the individual graves difficulties and the individual graves difficulties are all the head of interior and an area and an area and a	That the Council's metery Regulations revised to allow:  Small second memorial now permitted alongside existing headstone.  Two new memorials now introduced — Desk-top Tablet Memorial and Memorial Flat Plaques.  Grave Maintenance Policy. Communication a wareness raising commenced and ongoing for new interments (August 2009 onwards).  Careful consideration ongoing for roll-out of communication strategy of new policy for existing graves (prior to August 2009).  Careful consideration ongoing for rexisting graves (prior to August 2009).  Small second memorial now permitted alongside existing headstone.  Two new memorials now introduced — Desk-top Tablet Memorial and Memorial Flat Plaques.  Care Maintenance Policy. Communication a wareness raising commenced and ongoing for new interments (August 2009 onwards).  Careful consideration ongoing for roll-out of communication strategy of new policy for existing graves (prior to August 2009).  Careful consideration ongoing for roll-out of communication strategy of new policy for existing graves (prior to August 2009).  Small second memorial now permitted alongside existing headstone.  1 - Fully Achieved revisions.  Revised application forms and awareness raising commenced and ongoing for new interments (August 2009 onwards).  1 - Fully Achieved place during feronew memorials produced.  Careful consideration ongoing for roll-out of communication strategy of new policy for existing graves (prior to August 2009).  2 - On Track Regulations.

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	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	Ongoing from April 2008. By April 2010	Research on-going, together with consultation with stakeholders and 'supporters' group' to ensure user needs/views are considered.	2 - On Track	Meetings held with Welters Organisation Worldwide and The Columbaria Company. Both companies to submit bespoke designs for a remembrance area initially in Durham Road Cemetery.	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 the issues including alternative uses for the old kerb sets.	Jayne Robins/Richard Bradley	a) Dec 2010 b) Apr 2012 c) Apr - Dec 2012	Audit progressing with 60% complete.	2 - On Track	Audit progressing well, with 80% complete.	2 – On Track

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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) By March 2009. b) From Sept 2008 c) April 2009	Communication and awareness raising commenced and ongoing for new interments (August 2009 onwards).  Communication and enforcement strategy of new policy for existing graves (prior to August 2009) ongoing.  CFYA, Bereavement Services and Public Relations working closely on production of communication strategy,	1 – Fully Achieved 2 – On Track	Procedure in place for graves interred in after August 2009.  Work on-going for management and enforcement measures for graves interred in prior to August 2009.  (Issues addressed at ICCM Conference and Branch meeting to establish good practice – now awaiting guidance to be issued from Professional Institute)	1 – Fully Achieved 3 - Slipped
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	In accordance with timescales at 9 above.	taking into account lessons learnt from Garden of St Francis improvement scheme.  System tested during Garden of St Francis improvement scheme.	2 - On Track	System adopted for graves purchased after August 2009.  System in place, ready to be adopted for graves purchased prior to August 2009.	1 – Fully Achieved 1 – Fully Achieved