

## Environment Select Committee

### Review Title: Cemeteries and Memorials Phase II – The Management of Memorials

<p><b>Scrutiny Chair/Project Director:</b></p> <p>Councillor Mrs Rigg</p>	<p><b>Contact details:</b></p> <p>01642 785689 Maureen.rigg@stockton.gov.uk</p>
<p><b>Scrutiny Officer/Project Manager:</b></p> <p>Judith Trainer</p>	<p><b>Contact details:</b></p> <p>01642 52 8158 Judith.trainer@stockton.gov.uk</p>
<p><b>Departmental Link Officer:</b></p> <p>Sue Daniels Head of Performance and Business Services</p>	<p><b>Contact details:</b></p> <p>01642 527296 Sue.daniels@stockton.gov.uk</p>
<p><b>1. Which of our strategic corporate objectives does this topic address?</b></p> <p>Provide attractive and safe parks, open spaces and cemeteries.</p>	
<p><b>2. What are the main issues?</b></p> <p><b><i>Legal Issues</i></b> Statutory Requirements Ownership of memorials</p> <p><b><i>Existing Memorials</i></b> Inspection Programme – Responsibilities, Public Relations Removal/ replacement of memorials Grave digging and maintenance Ombudsman report and ICCM response</p> <p><b><i>New Memorials</i></b> Legal right to erect a memorial Types, range of choice, fixing methods Inspections/ spot checks</p> <p><b><i>Unauthorised memorials</i></b> Definitions, implications, possible solutions</p> <p><b><i>Registration of Memorial Masons</i></b></p> <p><b><i>Rules and Regulations</i></b> <b><i>Operational Impact of any policy changes</i></b> Effect on maintenance, grave excavation, administration</p>	
<p><b>3. The Thematic Select Committee’s overall aim/ objectives in doing this work is:</b> To ensure that cemeteries and closed churchyards meet health and safety requirements and establish appropriate guidelines on the erection of new memorials</p>	
<p><b>4. The possible outputs/outcomes are:</b> To ensure that Council cemeteries and closed churchyards are safe places to visit. An up to date policy which can be enforced.</p>	

**5. What specific value can scrutiny add to this topic?**

Detailed consideration of the issues and views of Stockton Residents. Reconciling different stakeholder views.

**6. Who will the panel be trying to influence as part of their work?**

Funeral directors, memorial masons, public, Cabinet, Council

**7. Duration of enquiry?**

6 months

**8. What category does the review fall into?**

**Policy Review**

✓

**Policy Development**

✓

**External Partnership**

**Performance Management**

**Holding Executive to Account**

**9. Extra Resources needed? Would the investigation benefit from the co-option of an “expert” witness?**

None

**10. What information do we need?**

**Secondary Information (background information, existing reports, legislation, central government documents, etc.)**

Relevant Legislation and Ecclesiastical legislation  
Ombudsman report and ICCM response  
Inspection Programme  
Viewpoint Feedback (from first phase of review)

**Primary/new evidence/information**

Consultation with Church congregations, faith groups  
All Member Survey  
Comparison with services offered by other Local Authorities (e.g. Middlesbrough)

**Who can provide us with further relevant evidence? (Cabinet Member/portfolio holder, officer, service user, general public, expert witness, etc.)**

Registration and Bereavement Services

Care for Your Area

Mem Safe

Conservation

Finance

**What specific areas do we want them to cover when they give evidence?**

Background report and overview of issues from service perspective  
Legislative requirements

Maintenance and Safety issues

Update on inspection programme and demonstration of “topple test” at site visit

Conservation and management of cemeteries

Budgetary position and funding for inspection

Funeral Directors  
Memorial Masons

and remedial works

Views on new memorials – types, range of choice, fixing. Their perception of public views on what should be permitted within cemeteries

**11. What processes can we use to feed into the review? (site visits/observations, face-to-face questioning, telephones survey, written questionnaire, etc.)**

Site Visits to Stockton Cemeteries  
Consultation with church/ faith groups congregations  
All member survey

**12. In what ways can we involve the public and at what stages? (consider whole range of consultative mechanisms, local committees and local ward mechanisms)**

Briefing for Press at start of review  
Consultation with church/ faith groups congregations  
Viewpoint Focus Groups

## Project Plan

<p><b>Chair/Project Director</b></p> <p>Councillor Mrs Rigg</p>	<p><b>Contact Details</b></p> <p>01642 785689 Email: maureen.rigg@stockton.gov.uk</p>
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<p><b>Departmental Link Officers</b></p> <p>Sue Daniels, Head of Performance and Business Services</p>	<p><b>Contact Details</b></p> <p>01642 527296 Email: sue.daniels@stockton.gov.uk</p>

KEY TASK	DETAILS/ACTIVITIES	DATE	RESPONSIBILITY
<b>Scoping of Review</b>	Information gathering	June 2007	Scrutiny Officer Link Officer
<b>Tri-Partite Meeting</b>	Meeting to discuss aims and objectives of review	12 June 2007	Select Committee Chair and Vice Chair, Cabinet Member(s), Corporate Director(s), Scrutiny Officer, Link Officer
<b>Agree Project Plan</b>	Scope and Project Plan agreed by Committee	18 June 2007	Select Committee
<b>Publicity of Review</b>	Press Briefing at start of review	June 2007	Chair, Link Officer, Press Officer Scrutiny Officer

<b>Obtaining Evidence</b>	Site Visit to Durham Road Cemetery	Early July TBC	Select Committee
	Evidence from Registration and Bereavement Services, Conservation and Finance	30 July 2007	Select Committee
	Evidence from CFYA Feedback from consultation	10 September 2007	Select Committee
	Meeting with Funeral Directors and Memorial Masons	Mid September TBC	Select Committee
<b>Members decide recommendations and findings</b>	Review summary of findings and formulate draft recommendations	8 October 2007	Select Committee
<b>Tri-Partite Meeting</b>	Meeting to discuss finding of review and draft recommendations	October 2007 TBC	Select Committee Chair and Vice Chair, Cabinet Member(s), Corporate Director(s), Scrutiny Officer, Link Officer
<b>Circulate Draft Report to Stakeholders</b>	Circulation of Report	October 2007	Scrutiny Officer
<b>Final Agreement of Report</b>	Approval of final report by Committee	Late October TBC	Select Committee
<b>Consideration of Report by Executive Scrutiny Committee</b>	Consideration of report	13 November 2007	Executive Scrutiny Committee
<b>Report to Cabinet/Approving Body</b>	Presentation of final report with recommendations for approval to Cabinet	22 November 2007	Cabinet/ Approving Body

