

NORTHAMPTON BOROUGH COUNCIL
MINUTES OF SCRUTINY PANEL 1 CEMETERIES

Thursday, 22 June 2017

COUNCILLORS PRESENT: Councillor Brian Sargeant (Chair), Councillor Vicky Culbard (Deputy Chair); Councillors Aziz, Alan Bottwood, Andrew Kilbride and Dennis Meredith

OFFICER Tracy Tiff, Scrutiny Officer

1. WELCOME AND INTRODUCTIONS

The Chair welcomed all those present to the inaugural meeting of Scrutiny Panel 1 – Cemeteries.

2. APOLOGIES

There were none.

3. DEPUTY CHAIR OF THE SCRUTINY PANEL

It was proposed and seconded that Councillor Vicky Culbard is the Deputy Chair of this Scrutiny Panel.

It was AGREED that:

Councillor Vicky Culbard is the Deputy Chair of this Scrutiny Panel.

4. DECLARATIONS OF INTEREST

There were none.

5. DEPUTATIONS AND PUBLIC ADDRESS

There were none.

6. SCOPE OF THE REVIEW

The Scrutiny Panel considered the draft Scope of the Review – Cemeteries, making suggestions as appropriate.

AGREED:

The scope of the Review – Cemeteries, is presented to the Overview and Scrutiny Committee at its meeting on 26 June 2017 for approval.

The meeting close at 18:37 hours



OVERVIEW AND SCRUTINY

SCRUTINY PANEL 1 -CEMETERIES

1. Purpose/Objectives of the Review

- To review cemeteries in the Borough, concentrating on:
 - Maintenance and health and safety requirements
 - Amenities and facilities
 - Financial implications

Key Lines of Enquiry

- To gain an understanding of the maintenance and health and safety requirements within the Borough's cemeteries
- To gain an understanding of the financial implications around maintenance and health and safety requirements within the Borough's cemeteries
- To gain an understanding of the financial implications around amenities and facilities within the Borough's cemeteries

2. Outcomes Required

- To ensure that the Borough's cemeteries are easily accessible, well maintained with adequate amenities and facilities available for visitors to use.

3. Information Required

- Background data
- Background reports
- Best practice data
- Desktop research
- Evidence from expert internal witnesses
- Evidence from expert external witnesses

- Site visits (if applicable)

4. Format of Information

- Background data, including:

Presentation to set the scene: Maintenance and health and safety requirements, amenities and facilities, financial implications

- Relevant national and local background research papers
- Relevant Legislation and Ecclesiastical Legislation including:

Cemetery and Crematorium Regulations 1989

Local Authorities Cemeteries Order 1977

Cremation Act 1902

Integrated Pollution Control (IPPC)

Environmental Protection Act 1990

- Statistics: including:
 - Burial space – current and projected
 - Population statistics
 - Budgetary information regarding the Borough's Cemeteries
- Relevant published papers (if applicable)

- Best practice external to Northampton

- Internal expert advisors:

- Cabinet Member for Environment, NBC
- Environmental Protection Officer, NBC (re: Public Health Burials)
- Cabinet Member for Finance, NBC

- External expert advisors:

- Funeral Directors within the Borough
- Service users, via Community Groups such as Residents' Associations, Interfaith Group etc.
- War Graves Commission
- Representative(s) from local churches, with a current graveyard
- Humanist celebrant

- Site visit to various cemeteries within the borough

5. Methods Used to Gather Information

- Minutes of meetings
- Desktop research
- Site visits
- Officer reports
- Presentations
- Examples of best practice
- Witness Evidence:-

➤ Key witnesses as detailed in section 4 of this scope

6. Co-Options to the Review

- Local Funeral Director to be approached to be a co optee to this Review.

7. Community Impact Screening Assessment

- A Community Impact Screening Assessment to be undertaken on the scope of the Review

8. Evidence gathering Timetable

June 2017 – March 2018

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|------------------|-------------------------|
| • 22 June 2016 | - Scoping meeting |
| • 6 July | - Evidence gathering |
| • 27 September | - Evidence gathering |
| • 9 November | - Evidence gathering |
| • 8 January 2018 | - Evidence gathering |
| • 15 March | - Approval final report |

Various site visits will be programmed during this period, if required.

Meetings to commence at 6.00 pm

9. Responsible Officers

Lead Officer	Julie Seddon, Director of Environment and Culture
Co-ordinator	Tracy Tiff, Scrutiny Officer

10. Resources and Budgets

Julie Seddon, Director of Environment and Culture, to provide internal advice.

11. Final report presented by:

Completed by March 2018. Presented by the Chair of the Scrutiny Panel to the Overview and Scrutiny Committee and then to Cabinet.

12. Monitoring procedure:

Review the impact of the report after six months (approximately November/December 2018)