



## **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

- |                  |                         |
|------------------|-------------------------|
| • 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)