



Appendix A

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)