

Report

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Report to:	Community Services Committee
Date of Meeting:	1 April 2014
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Implementation of a Memorial Mason Registration Scheme
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ consider the implementation of a Memorial Mason Registration Scheme for South Lanarkshire's Cemeteries

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the implementation of a Memorial Mason Registration Scheme, as detailed in the appendix to the report, be endorsed and referred to the Executive Committee for approval.

3. Background

- 3.1. Bereavement Services is responsible for the management of 55 cemeteries and churchyards throughout the authority. A review of Operating Procedures and Management Rules for Cemeteries was approved by Community Services Committee in March 2013 which included reference to headstone memorialisation.
- 3.2. Contained within the approved operating procedures for cemeteries, is clear criteria upon which headstone memorials should be erected as well as the rights of the lair owner. Section 7 of these procedures further confirms guidelines as laid down by the National Association of Monumental Masons on how memorials and their foundations should be constructed. Regulation and control of service standards involving headstone memorials is required.

4. Headstone Memorial Registration Scheme - Proposal

- 4.1. The Memorial Mason Registration Scheme attached as an appendix will provide the Council with a management tool that will regulate any memorial headstone installed in our cemeteries in terms of its size and also its foundation. The Memorial Mason Registration Scheme will establish a uniform standard of workmanship and working practice throughout all of South Lanarkshire Council's cemeteries and churchyards. The scheme will address the standards required for the installation, repair and maintenance of headstone memorials, both new and existing, taking into account Health and Safety and administrative requirements with a view to producing a common approach at every cemetery and churchyard under the Council's management and responsibility.

- 4.2. In particular, the registration scheme will require all monumental masons who wish to work in any of South Lanarkshire's cemeteries to initially complete a registration form which will seek:

- Applicants details
- Eligibility
- Insurance details
- Copy of Certificate of Competence
- Staff Qualification/ Experience.

The applicant's registration onto the scheme will require to be assessed on an annual basis in order that all relevant information is kept up to date.

- 4.3. Upon registering, a memorial mason will require to complete a 'Form SL Cems 2' for each individual request to either erect a headstone or carry out a repair. The details required include:

- Location of lair
- Dimensions (of headstone)
- Lair Certificate (ownership of lair)
- Date and time of implementation
- Headstone fixing details
- Company details

- 4.4. A successful application will result in the completion of a 'Form SL Cems 3' document which in effect gives the memorial mason permission to enter the cemetery and carry out the agreed work. As the Council will continue to excavate and install the headstone foundation, it is advised that the memorial mason allows 20 days before contacting the Bereavement Services office to confirm the foundation has been prepared.

- 4.5. There will be no cost associated with either the initial registration onto the scheme or to any individual application to erect or renovate a headstone.

5. Employee Implications

- 5.1. There are no employee implications relative to the report.

6. Financial Implications

- 6.1. There are no financial implications relative to the report.

7. Other Implications

- 7.1. [There are no sustainable development implications. The registration scheme will contribute to Bereavement Services' management of risks associated with headstones and the supervising the work of external contractors operating within the Council's cemeteries.](#)

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. A consultation event took place on 15 January 2014 where all monumental masons who currently provide memorial headstones in South Lanarkshire's Cemeteries were invited to review and comment on the proposed registration scheme proposal. As the scheme is similar to that already in place with neighbouring authorities and given that the monumental masons in attendance provide services to these neighbouring authorities, no issues were raised.

- 8.2. Legal Services have been consulted in terms of the content of the proposed Monumental Mason Registration Scheme.

- 8.3. In terms of an Equality Impact Assessment, although this report introduces a new policy, this policy area has been screened for equalities issues and is not relevant to the Council's equalities duties and, therefore, no impact assessment is required.

Colin McDowall
Executive Director (Community and Enterprise Resources)

4 March 2014

Link(s) to Council Values/Objectives

- Values working with and respecting others

Previous References

- Community Services Committee 19 March 2013

List of Background Papers

- Copy of Memorial Mason Registration Scheme (Draft) (Appendix 1)

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-Danny Maxwell, Bereavement Manager
Ext: 2233 (Tel: 01698 452233)
E-mail: danny.maxwell@southlanarkshire.gov.uk