

Report of the meeting of the Board of Directors held on at the National Office on 22nd April 2015.

Present:

Directors – Martin Birch, Bill Stanley, Alan Till, Ken Dry, Anthony Devonport, Ian Quance, Natasha Bradshaw

Officers – Tim Morris, Trevor Robson, Julie Dunk, Charles Ward

1. Opening of the Meeting

The Chairman, Martin Birch opened the meeting at 10.30am.

2. Apologies for Absence

Roddy McGinley had forwarded apologies due to being required at his office.

3. Declarations of Interest

None were made.

4. Minutes of the Meeting held on 28th January 2015

The minutes were agreed as a true record

Matters Arising:

The Chief Executive informed the board that Julie Dunk and himself attended a meeting with Royal London on the previous day where plans for this year's Cost of Funerals report were finalised.

5. Report of the Finance & IT Manager

Membership

Membership numbers remained the same as at the same point last year.

Bills

All membership bills were dispatched by the 3/4/15.

Financial Information

Significant payments over £5,000 were notified to the Board, there were no unexpected items. The current state of debtors was also relayed.

The budget will show a surplus for the year.

Recycling nominations

The January 2015 round of requests to share £350,000 – 34 out of 78 cheques have been presented.

Auto – enrolment

Directors were updated on the necessity of ICCM complying with the changes to pension rules and Government legislation.

6. Infant Cremation Commission Update

Cremation Practice Working Group

The Chief Executive informed the board that the group had finalised its work on cremation technique and an example policy document for cremation authorities. The documents were awaiting approval of the National Committee following which they will be made public and distributed to members. Directors noted that the group minutes indicated that there is still some opposition by one organisation to preferred terminology.

The Chief Executive thanked Bill Stanley for his continued work on the various groups and the national committee and for helping the Institute to comply with group and committee membership requirements i.e. must live and work in Scotland.

Infant Cremation Groups, National Committee and Death Certification Group

Bill Stanley had circulated a report updating directors on the work of the Forms and Record Keeping group, the Training and Communications group, the National Committee and timetables for future meetings. The work of the groups might appear to be fragmented however all will be drawn together by the National Committee.

In respect of the Death Certification Funeral Industry group Bill advised that Form 14 had been finalised, Form E1 (The PF Certificate) will be retained and all cross border issues had been resolved.

Bill had also attended three NAFD roadshows designed to update funeral directors.

The Scottish Government had expressed gratitude for the joint

ICCM/FBCA meeting in Glasgow where 50 cemetery and crematorium personnel attended, including the Chief Executive.

Bill was instrumental on preparing a Q&A sheet that will be circulated by the Scottish Government and placed on the ICCM website.

The Death Certification National Advisory group was finalising arrangements in readiness for 13th May. Statutory instruments have been laid before parliament, including amendment to existing cremation legislation.

The Chief Medical Officer in Scotland had issued revised guidance on pregnancy loss that takes in the Bonomy report. The Institute was pleased that Scotland has banished incineration.

Director thanked Bill for the significant amount of work that that he had undertaken on for the Institute.

7. Report of the Chief Executive

Diploma in the Management of Natural Burial Grounds

SBS was able to provide a number of attendees with an assignment to complete during the event. The new unit and Diploma will be officially launched as soon as possible.

BRAMM / NAMM

Directors were updated on the recent meeting of the BRAMM board, the first since NAMM made the decision not to continue with discussions on the single register.

At the BRAMM board meeting it was agreed that the BRAMM register should be progressed and the appointment of a Development Officer would be made. Local authority seminars will be arranged. The training portfolio will be expanded to include accredited training in areas such as installation of kerbsets and cleaning/renovating memorials.

BRAMM finances are in a good position to allow progress of all previously shelved initiatives.

The contract with SLCC to administer BRAMM will end in June however BRAMM is to make alternative arrangements.

Directors noted the report.

Law Consultation – Scotland

The Chief Executive asked for any final comments on or additions to the Institute's response to the Scottish law consultation previously circulated.

Directors were informed that the closing date is 24th April. It was agreed that the Institute's response is submitted to the Scottish Government prior to the closing date.

FFMA Coffin Accreditation Scheme

The Chief Executive reported that irrespective of the delays in FFMA officially launching the scheme progress has been made.

The protocol for testing had been agreed and a website has been established. The site has an area where a cremation authority can register a complaint should it encounter difficulties with a particular coffin.

The next steps for FFMA are to arrange for an initial batch of coffins to be tested following which a meeting will be arranged with cremation organisations where pass/fail criteria will be established. Following this action accreditation can be awarded to those manufacturers whose coffins pass the tests.

As previously agreed by the board, The Institute, FBCA and APCC will seek and jointly fund obtaining Counsel's opinion on the implications and potential ramification for an authority that refuses to accept a coffin for cremation.

Manual Handling Qualification for BRAMM

At the last BRAMM board meeting the Chief Executive suggested that the Institute could deliver its City & Guilds level 2 manual handling qualification to memorial masons via BRAMM as part of its CPD programme. Directors were reminded that this qualification was provided to a funeral directing company last year.

7.6 Shrewsbury Crematorium Investigation

The Chief Executive advised directors that the investigation report was due to be published in mid April however he had heard that there might be a delay.

8. Convention and Education Seminar

The Technical Services and Events Manager provided a comprehensive report on the recent education seminar containing positive feedback from those attending. Despite fears that funding for students might be reduced it was pleasing to note that a similar number to last year had attended. Many attending had indicated that they would enrol again next year.

As the venue costs will not increase significantly next year it was recommended that no increase in fees to students and exhibitors. It was considered that applying no increase would provide added value to all attendees' whilst not affecting the budget for education, one of the

Institute's main functions.

It was agreed that the fees for both students and exhibitors will not be increased next year.

The Technical Services and Events Manager further reported that plans for this year's Learning Convention and Exhibition were progressing.

Speakers were being arranged and many of those that exhibited last year had indicated a wish to return.

Booking forms are ready and will be distributed to members in due course.

Directors approved the actions of the Technical Services and Events Manager and thanked her for arranging these two successful Institute events.

9. **Other Business**

Directory of Crematoria

Directors discussed the need for an easily accessible electronic directory of crematoria, as opposed to the paper versions currently available.

It was agreed that the Chief Executive arranges for an electronic directory to be prepared and placed on the website home page.

Financial Regulations

The Finance & IT Manager reported that a small amendment to the financial regulations is required as advised by our auditor. The amendment will be made and circulated to directors in due course.

SE Branch Meeting (1)

Natasha Bradshaw informed the board that at a recent SE branch meeting members discussed the availability of defibrillators at crematoria and that a charity is promoting their placement in public places. It was also suggested that this matter should be included in the Charter for the bereaved with a point being gained in the assessment process if a defibrillator is available.

Procurement

Charles Ward offered to write an article for the next issue of the Journal on local authority procurement. The offer was gratefully accepted.

SE Branch Meeting (2)

Alan Till informed the board that he had attended the recent SE branch meeting at the London School of Anatomy. He congratulated those that had organised this and other interesting and informative meetings for members.