

**Report of the meeting of the Board of Directors held on at the National Office on 24<sup>th</sup> November 2015.**

**Present:**

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

**Officers** – Tim Morris, Trevor Robson

1.	<p><b>Opening of the Meeting</b></p> <p>The meeting was opened at 10.30am. Being the first meeting following the AGM the election of Chairman and Vice Chairman was conducted. Martin Birch and Alan Till were elected as Chairman and Vice Chairman respectively.</p>
2.	<p><b>Apologies for Absence</b></p> <p>Julie Dunk and Charles Ward had forwarded apologies.</p>
3.	<p><b>Declarations of Interest</b></p> <p>None were made.</p>
4.	<p><b>Minutes of the Meeting of 15<sup>th</sup> September 2015</b></p> <p>The minutes were agreed as a true record.</p> <p>There were no matters arising.</p>
5.	<p><b>Report of the Finance &amp; IT Manager</b></p> <p><b>Membership and financial information</b></p> <p><b>Membership</b></p> <p>Membership numbers had again showed a small increase.</p> <p><b>Recycling nominations</b></p> <p>From the January 2015 round of requests to share, all of the cheques have been presented. From the June 2015 round of nominations – 61 out of 81 cheques have now been presented – outstanding ones would be chased up before the next Board meeting.</p> <p><b>Item – Budget and Fees &amp; charges 2016/17</b></p> <p>The Board agreed that subject to any extra costs from SBS – there would be</p>

	<p>no changes to fees and charges for 2016/17. This was agreed due to the fact that a significant surplus for the year is forecast.</p>
<p>6.</p>	<p><b>Infant Cremation Commission – Update</b></p> <p>Bill Stanley reported on the progress made at the various groups:</p> <p><b>Training &amp; Communication</b>  Codes of practice for training and communications were approved. A bid will be made to Scottish Government training funds. Standardised information packs for all health boards have been developed and will include bereavement service information as an appendix.</p> <p><b>Anatomy and Cremation Group</b>  The group was established to discuss the issues faced by 5 universities that accept bodies donated to medical science have since the introduction of the new death certification system.</p> <p>The matter of dealing with pre 1984 un-named fetuses was discussed at the meeting with a way forward being secured by the Scottish Government and Procurator Fiscal both effectively giving a <i>dispensation</i> to crematoria as such cremation are technically outside of the law. It is felt that the dispensation was given as the cremation of such fetuses could not cause any distress to parents due to the fact that the fetuses are un-named and a sensitive disposal brought about a correct end. There was opposition from one party to the proposal and hence it was put on hold for the time being whilst an amendment is made to the Burial and Cremation Bill.</p> <p><b>National Committee</b>  At the last meeting the committee’s annual report to SG was drafted. This will be circulated once approved.</p> <p><b><u>Other Groups</u></b></p> <p><b>Funeral Poverty Consultation Meeting</b>  John Birrell and Fraser Sutherland are preparing a report on behalf of the Scottish Government on the above subject. Nine organisations from the funeral industry were invited however only the Institute and a representative of the FBCA attended.  The report is due to be completed by the end of the year.</p> <p><b>Death Certification Funeral Industry Sub-Group</b>  All actions have been completed and all forms are in use. Only minor teething problems had occurred and some crematoria are not taking bookings until they have received Form 14, however the Scottish Government (SG) has written to such crematoria. A couple of crematoria are still refusing to take bookings however there is little that the SG can do.</p> <p>It was agreed that the group no longer needs to meet and that any further issues that might arise can be discussed via correspondence.</p>

	<p><b>Burial and Cremation (Scotland) Bill</b></p> <p>The SG has indicated that two committees will take evidence namely the Health &amp; Sport Committee and the Local Government and Regeneration Committee. The latter will deal with general aspects of the Bill whilst the former will focus on the disposal of pregnancy loss.</p> <p>The first call for evidence, by the Local Government and Regeneration Committee, will take place on 9<sup>th</sup> December (Note that the second call for evidence from the Local Health and Sport Committee will take place on 12<sup>th</sup> January 2016).</p> <p>The Chief Executive will attend both meetings.</p> <p>The written response to the call for evidence by the Local Government and Regeneration Committee was circulated to directors. No amendments were made.</p> <p>The Board thanked Bill Stanley for his continued commitment to all working groups in Scotland.</p>
7.	<p><b>Report of the Chief Executive</b></p> <p><b>Reuse of Graves – Private Act and MoJ Update</b></p> <p>Directors had previously discussed via email the possibility of the Institute gaining a private Act of Parliament that enabled the reuse of graves in local authority cemeteries in England &amp; Wales. Further discussion took place where it was noted that reuse of graves is included in the Burial and Cremation (Scotland) Bill due to be enacted in spring 2016 and that this might add pressure for change in England &amp; Wales. The Chief Executive informed the board of the report from the June BCAG meeting where it was mentioned that the MoJ will be approaching Ministers on the matter of reuse during the autumn. He further informed directors that a BCAG meeting is due to take place two days after the board meeting and that he will report back on further news.</p> <p>It was also noted that a private company would be submitting a private Act that would enable the reuse of graves in a London cemetery.</p> <p>Directors considered that the cost of a private Act could be considerable with no guarantee of success.</p> <p>It was agreed that:</p> <p>The matter will be deferred until further information on any proposed government action is received.</p> <p>The Chief Executive expresses member's concerns at the next BCAG meeting at the lack of action.</p> <p><b>BRAMM</b></p> <p>Directors were informed that the Chief Executive has been involved in reviewing the BRAMM Blue Book. The revised publication will be available in the near future.</p>

**ICF Membership**

Directors were informed that the ICF membership was not renewed as per their previous instruction, and an email was sent to this effect. However, a reminder had been received and a further conformation was sent stating that the Institute would not be renewing membership.

**Law Consultation Scotland**

The submissions to the calls for evidence on the Burial & Cremation (Scotland) Bill by the Health & Sport Committee and the Local Government & Regeneration Committee were discussed.

It was agreed that:

An amendment is made to include a requirement for depth of burial to be regulated.

The Institutes submissions are forwarded to the Scottish Parliament prior to the deadline.

**Eickhoff Medal**

Directors were reminded that the Eickhoff medal had not been awarded for some years and that the current medals bear the previous Institute title and logo.

This year it became apparent that one student, Kate Davidson had completed her studies within 3 years and gained distinction in all units and that this performance should be recognised.

A quotation from Messrs. Fattorini was circulated to directors.

It was agreed that:

The Eickhoff medal should be reinstated and a new supply of silver gilt and enamelled medals is ordered. Kate Davidson should be awarded the Eickhoff medal for her outstanding performance in all Diploma units.

**Guiding Principle – Free Copies**

Directors were advised that the Guiding Principle were updated a year ago therefore many members may be displaying an out of date version. It was suggested that a pdf file could be circulated to members and placed on the website advising that they could print a new copy, as opposed to purchasing new copies via the national office.

Previously, copies were provided to the Institute by FG Marshall Ltd. And hence a charge was imposed.

It was agreed that:

A pdf is made available for members to print themselves and that those without access to an A3 printer can order copies free of charge from the national office.

**8. Learning Convention and Exhibition**

	<p>Directors received the report of the Technical Services &amp; Events Manager.</p> <p>The matter of the venue for 2016 was discussed and difference in costs between the Forest Pines and Oxford Belfry hotels.</p> <p>It was agreed that the Preferred venue is Oxford Belfry for 2016.</p> <p>It was also agreed that the next Board meeting will be devoted in the main to Convention.</p> <p>The Chief Executive informed the board that he would attempt to seek board agreement via email on any matter that might arise between this and the next meeting so that maximum time can be allocated to Convention. Any email decisions can be confirmed at the next board meeting.</p> <p>Directors were also requested to consider the holding of a Members' Day in June 2016 in the Midlands covering the subject of funeral poverty. The board was reminded of the similar members' day debate on the reuse of graves held some years ago and how successful this was. The holding of a funeral poverty seminar was approved.</p>
9.	<p><b>Other Business</b></p> <p><b>BCAG Meeting</b> Directors were advised that a BCAG meeting would be taking place during this week.</p> <p><b>Letter from DoH</b> Directors were advised that a letter had been received from the DoH stating that a new person was taking the lead role with regard death certification reform. There was no news of when the reforms will be taken forward.</p> <p><b>RCN Guidance</b> Directors were advise that the RCN guidance had been published and that it continues to refer to sensitive incineration as an option for bereaved parents.</p> <p><b>CTTS Notes - Review</b> The Chief Executive advised that the CTTS course notes require review and that he had identified an assessor that could undertake this function. It was agreed that the review is undertaken.</p> <p><b>Work Plan – Scottish Law</b> The Chief Executive advised the board that significant work would be required to update virtually all Institute training, education and other initiative to take account of new law due to be launched in Scotland early in 2016 and that a work plan will be formulated.</p>