

**Institute of Cemetery & Crematorium Management**

**Report of the meeting of the Board of Directors held on at the National Office on 14<sup>th</sup> November 2013.**

**Present:**

**Directors** – Martin Birch, John O’Callaghan, Bill Stanley, Roddy McGinley, Alan Copeland, Natasha Bradshaw, Ken Dry

**Officers** – Tim Morris, Trevor Robson, Charles Ward, David McCarthy

**1. Opening of the Meeting**

The Chairman opened the meeting at 10.30am.

**2. Apologies for Absence**

Alan Till had sent his apologies, as he was required in his office.  
Julie Dunk was engaged on a management placement and therefore unable to attend.

Ian Quance had also forwarded apologies.

**3. Declarations of Interest**

None were made.

**4. Minutes of the meeting of 9<sup>th</sup> September 2013**

The minutes were agreed as a true record.

**5. Report of the Finance & IT Manager**

**Membership & Subscriptions**

At 1<sup>st</sup> April 2013 – ICCM had 596 professional members.

At 5th November 2013, ICCM has 589 professional members however this position is not unusual and numbers usually increase by financial year end.

The Institute currently has 519 Corporate members.

The Institute’s overall financial position and any payments over £5,000 were updated to the Board. There were a number of items of Convention expenditure, however, no unexpected items were reported.

**Recycling**

The recycling cheques for the last round of nominations have all been processed and sent out to scheme members. 33 had been presented by the date of the meeting. As additional funds had been received another round of nominations in mid-January, with a return date of the beginning of March was agreed.

## 6. Report of the Chief Executive

### COTS

Officers gained the City & Guilds integrated training/assessment qualification. Martin Clark gained technical verification for training and assessing the safe use of handheld hedge trimmers. Finalisation of the City & Guilds accredited Controlling Risks in Cemeteries/Crematoria courses was imminent.

It was reported that it is the intention of officers to launch a marketing campaign to local authorities and contractors that will indicate the full list of City & Guilds accredited qualifications that we can now offer. Opportunity will be given to book combinations of training e.g. an authority booking our grave digging course could also include manual handling or grass cutting etc.

Our full list will be:

#### **Main Qualifications**

Level 2 Certificate in Health and Safety and the Burial Process  
Level 2 Certificate in the safe use of Plant and Machinery (Excavators)  
Level 3 Award in Controlling The Risks To Health and Safety in Cemeteries  
Level 3 Award in Controlling The Risks To Health and Safety in Crematoria  
Level 2 Certificate of competence In the safe operation of Dumper trucks

#### **Additional Qualifications**

Level 2 Certificate of competence in Handheld Hedge Trimmers,  
Level 2 Certificate of Competence in Safe Use of Self Propelled Mowers  
Level 2 Certificate of competence Safe Use of Pedestrian controlled mowers  
Level 2 Certificate of Competence Safe Use of Strimmers  
Level 2 Certificate of Competence in Tractor Driving and Related Operations and Operation of Loader Attachments  
Level 1 Certificate of Competence in Safe Manual Handling - Operator

The list of courses will not be restricted to cemetery operatives as crematorium staff can undertake controlling risks in crematoria, manual handling, grass cutting, hedge trimming, as these can be delivered 'service specific'. This will effectively provide additional accredited qualifications for crematoria staff.

### **Infant Cremation Commission – update**

The Chief Executive reported on the latest work and activities of the Commission. Lord Bonomy convened a two-day meeting in October with representatives from NAFD, FBCA, and the Institute when visits to two crematoria were included. The visits were designed to allow Lord Bonomy and his recently appointed assistant Norman Dowie, retired Chief Clerk of the High Court of Justice Scotland, to view the cremation process and to question technicians and managers on their technique for the cremation of babies.

The second day of the meeting involved discussion on a number of items.

Lord Bonomy plans to make further visits to crematoria.

The appointment of Mr. Dowie and the further actions by Lord Bonomy are indicative of the thorough examination that he is making of the current issue in Scotland.

## **7. Convention and Education Seminar**

### **Convention**

Both informal and formal feedback has been gained following the event. Feedback forms were sent to all delegates and exhibitors; 19 delegates, 7 exhibitors and 6 speakers responded.

The feedback was almost universally positive. The excellent range of papers was commented on by several delegates, and the opportunity to network with fellow professionals was appreciated. The Exhibitors liked the layout of the exhibition, the pre-Convention information and the fact that they were fully included in all aspects of the event. The quality of the rooms and the friendliness and helpfulness of the hotel staff were noted by many of the respondents.

Of those that responded, almost every delegate stated that they would attend a Convention in 2014, subject to funding being available. All exhibitors that responded stated that they would attend in 2014 and most have asked to book the same stand.

Figures for attendance for the past two Conventions show that delegate numbers have remained relatively stable.

The number of delegates was slightly higher than in 2012, and was better than expected in these difficult financial times.

### **Education Seminar**

All arrangements for the 2014 seminar had been completed with the venue.

The seminar has been booked at the same venue for March 2015.

JD

## **8. Natural Burial Ground Initiative- Update**

It was reported that the assessment questionnaire has been completed and only needs award bands to be determined.

SBS had reported that Edexcel has agreed to accreditation of the Diploma unit.

9. **ICCM / NAMM / BRAMM**

There were no major items to report.

10. **Other Business**

**FFMA Coffins Initiative – Legal Costs**

The Chief Executive informed the board that legal opinion might be required in respect of the implementation of the FFMA coffins initiative and it has been suggested that the cost be shared amongst organisations represented.

**Sands Database Initiative**

Natasha Bradshaw informed the board that she will be attending a meeting with Sands and Clearskies Software to progress the database of babies during the following week.

**Visit to Orthometals**

Natasha Bradshaw reported on the recent visit made by herself and Julie Callender to Orthometals opening event for their new premises. She commented on how well they were looked after by Orthometals and the excellence of their premises.

**Ashes being held by funeral directors**

Ken Dry asked if any further calls had been received in respect of funeral directors holding ashes and wishing to dispose of at cemeteries and crematoria, having lost contact with the applicant.

The Chief Executive reported that no further calls had been received.

**Death Certification - Scotland**

Bill Stanley reported that the death certification reforms for Scotland had been put back to 2015 and that an E-newsletter had been sent to members. It was reported that the implementation date for England & Wales was also under pressure.

David McCarthy again thanked the board and officers for their support over the years.