



# CEMETERY MANAGEMENT AND COMPLIANCE

## Course overview

Local Authorities' Cemeteries Order 1977 (LACO)  
General powers of management  
Compliance  
Registers and records  
Granting and extending exclusive rights of burial  
Consent  
Avoiding disputes  
Burials; depth, shallow graves  
Administration processes  
Grave digging – procedures, preparations, backfilling  
Memorials  
Creating burial space  
Exhumation  
Transfer of exclusive rights of burial

Suitable for: cemetery staff at all levels, and those with a responsibility for cemeteries but who are not involved in their day-to-day management

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run GoToMeeting, either as an app or online

## Learning Outcomes

- Knowledge and understanding of relevant laws and best practice procedures
- An understanding of costly common pitfalls and how to avoid them
- Potential new income streams
- Avoiding disputes relating to grave ownership

## Attendance:

£135.00 plus VAT for ICCM members

£185.00 plus VAT for non-members

During the online training, attendees can submit questions and comments using the Chat function. The trainer will answer these at the end of Sessions 2 and 4.



An ICCM quality  
online training event

4 interactive sessions  
over 2 days

Learn about the legal  
and practical aspects  
of cemetery  
management

Learn new skills

Have your questions  
answered

## Programme

### Day 1: Sessions 1 & 2

9.15 Sign in and introduction  
9.30 Local Authorities' Cemeteries Order 1977 (LACO)  
10.20 Short break  
10.30 Administration processes, grave digging, memorials, exhumation overview  
11.20 Short break  
11.30 Questions and answers  
12.30 Finish

### Day 2: Sessions 3 & 4

9.15 Sign in and introduction  
9.30 Granting and exercising the exclusive right of burial (EROBO)  
10.20 Short break  
10.30 Transferring the EROB  
11.20 Short break  
11.30 Questions and answers  
12.30 Finish

# Booking Form

I wish to attend/have the following attend the ICCM Cemetery Management and Compliance online training course on:

Available course dates (please indicate chosen dates):

Tuesday 15th and Wednesday 16th December 2020 – 09.15-12.30

Name 1: \_\_\_\_\_ ICCM Member?  
Y/N

Name 2: \_\_\_\_\_ Y/N

Representing: \_\_\_\_\_

Email: \_\_\_\_\_  
Confirmation and link to the training course will be sent by email

Phone No: \_\_\_\_\_

Address for invoice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Order No: \_\_\_\_\_

The fee for the online training covers attendance and documentation. The fee is £135.00 + VAT for ICCM members and £185.00 + VAT for non-members.

Please do not send cash or a cheque with the booking form – an invoice will be sent to you at the address you give above.

Cancellations and refunds – receipt of the completed booking form is a contract. Cancellations must be made in writing at least 10 working days before the workshop, and will incur a 20% administration fee. Cancellations made after 10 working days before the workshop will not be refunded. No refund will be given for non-attendance. Substitution of delegates at no extra charge may be made by emailing [julie.callender@iccm-uk.com](mailto:julie.callender@iccm-uk.com). In the unlikely event of cancellation by the organisers, any fees paid will be refunded but no further liability will be accepted. The organisers reserve the right to make changes to the programme, speakers and venue should this be necessary.

Please return completed forms to Julie Callender at [julie.callender@iccm-uk.com](mailto:julie.callender@iccm-uk.com), or to  
ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ