

**Institute of Cemetery & Crematorium Management**

**Report of the meeting of the Board of Directors held on at the National Office on 3<sup>rd</sup> September 2014.**

**Present:**

**Directors** – Martin Birch, John O’Callaghan, Bill Stanley, Alan Till, Roddy McGinley, Alan Copeland

Ian Quance and Anthony Devonport attended as incoming directors.

**Officers** – Tim Morris, Trevor Robson, Julie Dunk

**1. Opening of the Meeting**

The Chairman opened the meeting at 10.30am.

**2. Apologies for Absence**

Charles Ward, Natasha Bradshaw and Ken Dry had forwarded apologies.

**3. Declarations of Interest**

None were made.

**4. Minutes of the Meeting held on 24<sup>th</sup> June 2014**

The minutes were agreed as a true record

**Matters Arising:**

a. The Chief executive reported that the BBC has become interested in funeral poverty and that a radio interview had been recorded. Two other national broadcasters had also recorded interviews in respect of shortage of burial space and funeral poverty.

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

**Financial position for end of year 13/14**

Final accounts were issued by Greenhalgh the week ending 11/8/14.  
E-accounts were despatched the w/c 25/8/14 – 137 members of all types are signed up for the service.

**Membership .**

At 5<sup>th</sup> September 2013, ICCM has 587 professional members

At 1<sup>st</sup> April 2014, ICCM has 606 professional members.

At 29<sup>th</sup> August 2014 ICCM had 614 professional members. A 1.5% increase from 1/4/14

### Corporate Membership

| Category                | 1/4/13 - Count | 1/4/14 – Count | 9/9/13 count | 17/6/14 count |
|-------------------------|----------------|----------------|--------------|---------------|
| Associate               | 46             | 45             | 43           | 45            |
| Full                    | 195            | 198            | 196          | 200           |
| Parish and Town Council | 272            | 280            | 277          | 283           |
| <b>TOTAL</b>            | <b>513</b>     | <b>523</b>     | <b>516</b>   | <b>528</b>    |

A 1% increase since 1/4/14.

### Recycling nominations

From the March 2014 round all, but 3 cheques have been presented. The latest nominations round, deadline 8/9/14, was updated for the Board. No issues with nominations were reported.

### Item 6- Office Move

Due to an issue with Orange, could all communication listed as [jibca@jnrobson.freeseve.co.uk](mailto:jibca@jnrobson.freeseve.co.uk) please be changed to the standard – [trevor.robson@iccm-uk.com](mailto:trevor.robson@iccm-uk.com)

## 6. Infant Cremation Commission – Update

The Chief Executive reported that he had attended the first meeting of the working group formed by the Scottish Government following the publication of the Commission report. The group has been formed to produce guidance for crematoria and consists of a representative of the FBCA, hospitals, bereaved parents and the Institute. Various practices were discussed at the meeting that will be drafted into a flowchart and circulated for comment. Most of the items discussed were in line with the initial guidance issued to members recently. Directors were reminded that this initial guidance was drafted in 2013 and provided to Lord Bonomy with the proviso that it wouldn't be published until after the Commission had reported.

The subject of baby cremators was raised however it was felt that most crematoria could recover ashes using the correct technique in a full size cremator.

Preventing loss of ashes and maximising the recovery came out as a major issue for bereaved parents (obviously). Willie Reid, bereaved parent representative and chair of the Mortonhall parent's committee, confirmed the wishes of parents as needing something tangible from the cremation. The Scottish Government representative indicated that the term *increasing the likelihood* of the recovery of ashes should be changed to *maximising the recovery of ashes*.

It was agreed by the group that a tray should be used in all cases of fetal cremations, as should the infant setting on the control system. Discussion took place on the cut off point for the use of a tray in relation to the age of a child. Enquiries will be made with cremator manufacturers.

One item of concern was reported in respect of overnight cremations as SEPA has changed its stance from acceptance at the Commission stage to raising concern following the publication of the report. This new position is disappointing bearing in mind that the risk of pollution from the overnight cremation of a baby is low, there being no mercury present and no additional gas used/CO and CO<sub>2</sub> emissions. The preferred method from SEPA was stated as being that the cremation should be completed before the cremator is shut down, with the tray and ashes being removed on the following morning when cooler.

The Scottish Government had decided to appoint an inspector of crematoria with the post due to be advertised. The group was also informed that guidance could be made statutory and that new legislation will be made to take in Lord Bonomy's recommendation. Possible licensing of the whole funeral industry was also mentioned at the meeting.

A second meeting of the group will take place before the end of the year. Other working groups will be formed to focus on other elements.

It was reported that the working group(s) will feed into the National Committee where final decisions will be made. The Scottish Government required that all National Committee members must live and work in Scotland and hence Bill Stanley had agreed to represent the Institute. The Chief Executive thanked Bill for agreeing to attend at this committee and the Death Certification working group, as difficulty is found in identifying people in Scotland due to the Institute's under-representation.

The board were informed that a brief update was given to working group members on the latest investigation ordered by the Scottish Government. Dame Angiolini has been appointed to investigate every case reported by bereaved parents and she will be looking at 11 crematoria so far.

The report was approved

## 7. **Report of The Chief Executive**

### **7.1 Workplan**

An updated copy of the workplan was provided to directors indicating that:

**The revised CTTS qualifications** had been launched and several enquiries had been made.

**The Charter assessment process revision** to include baby and infant cremations had been completed and was ready for launch and that this would be released as soon as possible.

**The NBG Charter assessment process** had been piloted and was ready for launch. It was explained that this had been delayed due to the workload emanating from the Commission recommendation.

**The new section of the crematorium management Diploma unit** covering baby and infant cremations had been completed and was now with SBS. Sue and Mark will integrate this new section into the unit. The Chief Executive also reported that he had taken the opportunity to update the text of the whole unit to incorporate Scottish law. SBS will run the revised unit past the tutors also.

**The pilot for the baby and infant cremation training course** had been undertaken and was ready to launch. The Chairman put forward Cardiff crematorium as a venue.

The Chief Executive reported that the Cemetery Managers Handbook had been delayed due to heavy workloads as a result of the Commission however it only requires formatting for publication, and that this would be completed when time allowed.

## 8. **Convention and Education Seminar**

Julie Dunk updated the board on the preparations being made for Convention. The exhibition was filled by last year's exhibitors and therefore was not advertised. A small amount of additional space has been provided to a number of companies on the waiting list.

A diverse and interesting set of papers that are of benefit and value to members in a time of austerity has been arranged. Papers on different approaches to managing bereavement services have been secured, as has a paper from NE Lincs Council on its initiative to supply cemetery memorials directly to the bereaved.

Delegate numbers are slightly improved on those received by this point in time last year.

A number of applications for the education seminar have already been received. The event is to take place at the same venue as last year and on 26<sup>th</sup> to 28<sup>th</sup> March. It is hoped that the same record numbers of delegates as last year will be achieved.

The board thanked Julie for her efforts in arranging these two events that are of significant importance to the Institute.

## 9. **Annual General Meeting**

The Chief Executive reported that the accounts and AGM handbooks will be distributed to members during the first week of September.

## 10. Other Business

- a) John O'Callaghan reminded the board that this would be his last board meeting for his current term of office and that he had not stood for re-election. He thanked his fellow directors who reciprocated mentioning his input into the industry for many years, starting as an executive member of the CBA.
- b) It was stated that Alan Copeland is also retiring as a director after serving the board and branch for over 20 years. The board expressed its appreciation.
- c) **Awards**  
Nominations for fellowship, life member and Wesley Award were put to the board.

The board agreed that Fellowship should be awarded to Jane Darby for services to CTTS and to Neil Munro for his service to the S&NI branch. Fellowship should also be awarded to Mary Fairbairn for her exceptional services to the S&NI branch and hosting a large number of branch meetings over the years and at her expense. Life membership should be awarded to Alan Copeland for over 20 years service as a director and President and services to the S&NI branch for over 20 years. Life membership should be awarded to John O'Callaghan for his long service to the industry as a director and previous service as an executive member of the CBA since its inception and subsequent merger with the Institute. The Wesley Award should be received by North East Lincolnshire Council and its bereavement team for its initiative to extend choice of memorials to the bereaved.