

Report of the meeting of the Board of Directors held on at the National Office on 15th September 2015.

Present:

Directors –Bill Stanley, Alan Till, Ken Dry, Anthony Devonport, Ian Quance, Roddy McGinley

Officers – Tim Morris, Trevor Robson

1.	Opening of the Meeting The Vice Chairman, Alan Till opened the meeting at 10.30am. Kevin Pilkington was welcomed as Deputy President elect.
2.	Apologies for Absence Julie Dunk, Martin Birch, Natasha Bradshaw and Charles Ward had forwarded apologies.
3.	Declarations of Interest None were made.
4.	Minutes of the Meeting held on 9th June 2015 The minutes were agreed as a true record
5.	Report of the Finance & IT Manager Membership Professional membership had increased by 3.5% and Corporate membership by 1%. It was agreed that this is very encouraging. 43% of the professional membership is formed by <i>associated professional</i> corporate members Accounts 2014/15 The final accounts for 14/15 were settled with Greenhalgh in mid-July – late August. Item - 4 – Recycling nominations From the January 2015 round of requests to share £350,000 – 77 out of 78 cheques have been presented. The June round of nominations had closed and Directors approved the list of nominations. Funds are in place again to distribute another £350,000 at the start of 2016.

6.	<p>Infant Cremation – Update</p> <p>Death Certification Scotland</p> <p>Bill Stanley updated the board on how the new system is settling. All new forms are now in use and all published guidance is available on the ICCM website. Further statutory guidance was issued by the Scottish Government (SG) in early August and this had been circulated to members. The national group will meet on two more occasions following which it will be wound up in June 2016.</p> <p>National Committee – Infant Cremation</p> <p>Bill Stanley further reported on the work of the National Committee that included: Introduction of the Inspector of Crematoria, Review of the work plan and parent representation. Directors were informed that the Burial & Cremation Bill will encompass some of the Bonomy recommendations hence some of the work of the sub-groups will be reduced.</p> <p>A written statement from Caroline Dineage, Minister with responsibility in England & Wales was produced that spoke of possible future changes to the Cremation Regulations based on the Emstrey and Bonomy reports.</p> <p>Bill presented a further report on the work of the sub-groups:</p> <p>Forms & Record Keeping</p> <p>Meetings of this group have taken place electronically and a draft code of practice has been prepared for record keeping.</p> <p>Policy & Code of Practice</p> <p>A level 1 Code of Practice has been agreed and published on the SG and ICCM websites. Further Codes of Practice structures have been agreed.</p> <p>A Code of Practice for Funeral Directors is currently being worked on.</p> <p>Six remaining action for the group are Bonomy recommendations that are covered in the Burial & Cremation Bill.</p> <p>The matter of parent representation was under discussion to establish if this actually helped parents, as much of the discussion is of a technical nature.</p> <p>Training & Communication</p> <p>The results of a questionnaire sent to all crematoria, funeral directors and health boards had been discussed and it was suggested that the SG may be a viable source of funding for training of crematoria staff.</p> <p>The group is looking to develop standard information for health boards in conjunction with Sands.</p>

Draft Codes of practice have been developed for both communication and training.

Other Groups/Meetings in Scotland

Anatomy and Cremation Group

Bill informed directors that the SG had set up an **Anatomy and Cremation Group** to discuss issues faced by five Scottish universities with regard impact on disposal of donated bodies caused by the Certification of Death (Scotland) Act 2011. Those present at the meeting were SG Policy Officer, Inspector of Crematoria, Inspector of Anatomy, ICCM and FBCA.

The issues under discussion are:

Ensuring that crematoria are reassured of informed consent.

How retained parts are prepared for cremation.

Dealing with historical specimens.

Dealing with pre 1984 unnamed specimens.

A way forward had been agreed by the group, which was awaiting comment from the SG legal team and the Procurator Fiscal.

Cost Impact from New Legislation

Bill Stanley and the Chief Executive informed directors that they had attended a meeting with Simon Cuthbert-Bell, author of the Burial & Cremation Etc. Bill to discuss the cost implications faced by operators via the new legislation.

Simon gave an insight to the number of responses received from the consultation; Over 180 received including circa 100 from the general public. The public responses showed opposition to reuse however it was stated that this was probably due to lack of detail on the proposal and that reuse will be included in new legislation.

Overall the Institute's view put forward at the meeting was that there should be no major cost to cemetery/crematoria operators resulting from new legislation and that making cemeteries sustainable via reuse will be a major financial advantage.

Additional costs for initial staff training on implementing the new legislation should be minimal.

Two weeks after the meeting the Institute was asked to prepare a statement that endorsed the work of the SG with regard the planned introduction of new legislation. The following statement was sent for publication:

"The Institute of Cemetery and Crematorium Management welcomes, applauds and wholeheartedly supports the Scottish Government's action in proposing new, fit for purpose burial, cremation and associated legislation that will meet the needs of a modern society. The Burial, Cremation (Scotland) Bill certainly sets the standards required of those involved in all aspects of the funeral

	<p><i>industry, which in turn will provide additional reassurance to bereaved people in the future”.</i></p> <p>Directors approved the report and thanked Bill Stanley for his significant input to matters in Scotland.</p>
7.	<p>Report of the Chief Executive</p> <p>Infant Cremations – Joint Guidance – FBCA and APCC</p> <p>Directors were reminded of the approach made by the FBCA to the APCC and ICCM, copied to MoJ, to formulate joint guidance on infant cremation for England & Wales.</p> <p>Following email discussions with directors a reply was sent stating that the matter would be discussed at the next (this) board meeting. The reply also stated that the ICCM initial guidance and the SG guidance circulated to its members a year ago should be considered for adoption. It was also stated that the ICCM had recommended the SG’s National Committee policy statement to all members in the UK, albeit with reference to the Inspector being removed by authorities in England & Wales, and that the Commons debate had suggested that most of the work had been completed in Scotland with there being no need to ‘reinvent the wheel’.</p> <p>It was agreed that: The Chief Executive responds fully, copied to all original recipients stating: The Board’s surprise at the request as the issue first came to light in December 2012. The ICCM had circulated operational guidance to its members a year ago. The ICCM had recommended the SG policy document to members.</p> <p>Diploma in the Management of Natural Burial Grounds</p> <p>The Chief Executive reported that he will contact SBS for an update on the production of the NBG unit.</p> <p>Law Consultation Scotland</p> <p>The Chief executive reported that at the meeting in Scotland mentioned above we were informed that process to bring the Bill into law had been brought forward and it is likely that the new legislation will be made during next spring.</p> <p>The introduction of new legislation in Scotland will impact greatly on all ICCM education and training courses as well as other initiatives such as the Charter for the Bereaved for both Natural and traditional burial and guiding principles.</p> <p>The case might be made to construct a separate law unit for Scotland and certainly cemetery management training that has so far been absent.</p> <p>It was agreed that:</p>

	<p>An Action plan to amend course content and material is drafted.</p> <p>Crematoria Survey – Capacity</p> <p>The survey results previously circulated was briefly discussed. Eighty responses had been received that showed 76 had sufficient capacity during January and February 2015 and were not required to use their contingency plans to provide extra service slots. Of the remaining 4, 2 had extended availability, 1 authority used its second crematorium for overspill and 1 worked to capacity during a period of refurbishment, however this authority owns 2 crematoria and was able to spread demand.</p> <p>It was noted that the Office for National Statistics had reported that the death rate in January 2015 had been 30% on the January 2014.</p>
8.	<p>Learning Convention & Exhibition</p> <p>The Chief Executive provided a verbal report on behalf of the Technical Services & Events Manager. Delegate numbers are similar to last year and the exhibition is fully booked. All final arrangements have been made with the hotel and speakers. The event should produce a small surplus.</p> <p>It was also reported that interest was already being expressed in next years Education Seminar.</p> <p>It was also reported that a Diploma day is to take place at the National Office during this week.</p>
9.	<p>Fellowships and Wesley Award</p> <p>Directors considered nominations and agreed that: Fellowship should be bestowed on Roddy McGinley for his services to the Institute as director and President. Life membership was awarded to Alan Till for his long service to the Institute as director and President and previous role in forming the CBA.</p> <p>It was agreed that the Wesley Award would be bestowed on Katy Thompson of Tunbridge Wells Borough Council for going the extra mile to help bereaved families.</p>
10.	<p>AGM</p> <p>The Chief Executive advised that all arrangements for the AGM had been completed. All members were in receipt of the AGM handbook and accounts.</p>
11.	<p>Other Business</p> <p>a) Trevor Robson provided an update on the recent Northern branch meeting.</p> <p>b) The Chief Executive provided details of the Funeral Choice website that compares funeral director's costs. The site carries no advertisements and does not charge funeral directors for their entries. Prices are gained via mystery shopping. It was agreed that a link to the website should be placed on the home page of the ICCM website and members encouraged to do the</p>

	<p>same on their authority's websites.</p> <p>c) The Chief Executive reported that he had been requested to write an article for SAIF Insight magazine.</p> <p>d) The Chief Executive reported that the Royal College of Nursing guidance that mirrors the HTA Code in respect of 'sensitive incineration' has not yet been published.</p>