



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 Teams, 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, 21st and Wednesday, 22nd September 21 – 09.15-12.30

☐

ICCM Member?

Name 1: _____
Email: _____

Y/N

Name 2: _____
Email: _____

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. 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, or to

ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ