

# Public Document Pack

**Democratic Services Section  
Chief Executive's Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**

2nd February, 2018

## **MEETING OF PEOPLE AND COMMUNITIES COMMITTEE**

Dear Alderman/Councillor,

In addition to those matters previously notified to you, the following item(s) will also be considered at the meeting to be held at 4.30 pm on Tuesday, 6th February, 2018.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

### **AGENDA:**

1. **Routine Matters**

(d) Request to Present to Committee (Pages 1 - 2)

3. **Committee/Strategic Issues**

(a) Minutes of Strategic Cemeteries and Crematorium Development Working Group (Pages 3 - 10)

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Subject:	Marie Curie Northern Ireland – Request to Present to Committee
Date:	6th February 2018
Reporting Officer:	Sara Steele, Democratic Services Officer
Contact Officer:	Sara Steele, Democratic Services Officer

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	To consider a request from Marie Curie NI to attend a meeting of the Committee to present on its case for a whole society approach to end of life care.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is requested; <ul style="list-style-type: none"> <li>To consider whether it would wish to invite Marie Curie NI to present at a future meeting.</li> </ul>

<b>3.0</b>	<b>Main report</b>
3.1	<p><u>Key Issues</u></p> <p>Marie Curie NI is calling for the Council to support the development of whole society initiatives to provide support to local people affected by terminal illness.</p>
3.2	<p>It is proposed that the presentation will provide the Committee with detail in respect of Marie Curie's case for a whole society approach to end of life care. Marie Curie NI believe that there is a need to recognise the limits to clinical care and service provision and to consider the benefits of a whole society approach to end of life care, one that provides non-clinical support in a community setting and treats care as a civic responsibility, shared by everyone.</p>
3.3	<p>A whole society approach to end of life care involves partnership working between all the major sectors in the community, including local government, the business community, education, arts and cultural institutions and the housing sector all supporting those affected by terminal illness and their loved ones.</p>
3.4	<p>The presentation will allow the Members to consider the range of measures that Marie Curie NI have already taken in respect of its campaign and will provide the opportunity to raise any issues within the presentation directly with the representatives attending the Committee.</p>
3.5	<p><u>Financial &amp; Resource Implications</u></p> <p>None</p>
3.6	<p><u>Equality or Good Relations Implications</u></p> <p>None</p>
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	None



Subject:	Update on Strategic Cemetery and Crematorium Development
Date:	6 <sup>th</sup> February 2018
Reporting Officer:	Nigel Grimshaw, Director of City and Neighbourhood Services
Contact Officer:	Siobhan Toland, Assistant Director Michael Patterson, Bereavement Services Manager Claire Sullivan, Policy and Business Development Officer

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to report to committee on the key issues discussed at the Strategic Cemeteries and Crematorium Development Working Group meeting held on 29 January 2018.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to: <ul style="list-style-type: none"> <li>• Approve the minutes and the recommendations from the Strategic Cemeteries and Crematorium Development Working Group meetings held on 29 January 2018.</li> </ul>

<b>3.0</b>	<b>Main report</b>
3.1	<p><u>Key Issues</u></p> <p>The Strategic Cemeteries and Crematorium Development Working Group is a Working Group of the People and Communities Committee which consists of an elected member from each of the political parties.</p> <p>The minutes from the Strategic Cemeteries and Crematorium Development Working Group are brought before the Committee for approval.</p>
3.2	<p>The key issues discussed at the 29 January meeting were:</p> <p><u>Heavy Coffins</u></p> <p>Members noted the update provided on issues relating to heavy coffins. Funeral directors are asked to indicate the weight of the coffin on the application form and staff are allocated as required. Where a coffin is over 25 stone a small crane is ordered. There have been several incidents recently where staff believe that the coffin was substantially heavier than indicated. Members were advised that the issue had been raised at the quarterly forum that is held with Funeral Directors and that Offices are working with Legal Services to formulate a letter to Funeral Directors reminding them of their role and responsibility in this matter.</p>
3.3	<p><u>Water Infrastructure at Roselawn Cemetery</u></p> <p>Members noted the update that was provided in relation to issues with the water supply in Roselawn Cemetery. The issues affect the water supply to the standpipes in section R, S and T and solutions are currently being explored. As an interim measure the option of hiring water bowsers to provide a temporary water supply for a three-month trial period has been costed. The Working Group expressed a preference for a water bower to be available at each of the three affected sections.</p>
3.4	<p><u>Attendance</u></p> <p>The Working Group raised their concern in regard to the lack of attendance at meetings of the Working Group and expressed the wish that this matter be brought to the attention of the Chairperson of the People and Communities Committee.</p>
3.5	<p><u>Crematorium Development</u></p> <p>The Working Group reaffirmed its recommendation that its preferred option for a two chapel structure at the Roselawn site should be designed and constructed in such a way to ensure</p>

3.6	<p>that each Chapel should be provided with a seating capacity of not less than 200. The Chairperson highlighted the need to ensure that the new crematorium facility should be provided with the capacity to enable it to accommodate any future increase in demand for crematoria facilities.</p> <p><u>Financial &amp; Resource Implications</u></p> <p>The costs of hiring the water browsers for a three-month trial period will be met within existing resources.</p> <p><u>Equality or Good Relations Implications</u></p> <p>There are currently no equality or good relation implications in relation to this report.</p>
4.0	<p><b>Appendices – Documents Attached</b></p>
	<p>Appendix 1 – Copy of the Minutes of the Strategic Cemeteries and Crematorium Development Working Group's meeting on 29 January 2018.</p>

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**STRATEGIC CEMETERY AND CREMATORIUM  
DEVELOPMENT WORKING GROUP**

**Minutes of Meeting of 29th January, 2018**

Members Present: Alderman Rodgers (Chairperson); and  
Alderman Sandford.

In Attendance: Mrs. S. Toland, Assistant Director, City and  
Neighbourhood Services;  
Mrs. C. Sullivan, Policy and Business Development  
Officer; and  
Mr. G. Graham, Democratic Services Assistant.

**Apologies**

An apology for inability to attend was reported on behalf of Councillor O'Neill.

**Minutes**

The minutes of the meeting of 7th December, 2017 were taken as read and signed as correct.

**Declarations of Interest**

No declarations of Interest were reported.

**Handling of Heavy Coffins**

The Assistant Director provided the Working Group with an update on the risk to cemeteries staff associated with the handling of heavy coffins and provided an overview of procedures to be followed by Funeral Directors to minimise the risk of injury to Council staff. She stated that, in instances where a coffins in excess of 25 stones in weight were received for burial, the procedure involved the hiring of a small crane to assist with the process of lowering the coffin into its allocated position. She highlighted instances where underweight coffins had resulted in the over provision of manpower with additional costs being incurred by the Council. She stated that this situation could be addressed through better communication and cooperation by Funeral Directors.

The Working Group was informed that all Council staff were trained in manual handling techniques and that, since September 2017, seven cases had been reported where staff had alleged that the coffin received for burial was significantly heavier than what had been communicated by the Funeral Director. The Working Group was advised that one incident had been reported where a coffin had been substantially lighter than had been reported resulting in the Council incurring additional cost through the over provision of manpower to undertake the burial.

In an endeavour to address the problem, the Assistant Director stated that the Bereavement Services Section had hosted a quarterly forum with Funeral Directors to discuss a range of issues and that the matter of heavy coffins had been discussed at these forums. The Assistant Director stated that the Bereavement Services Section were working closely with Legal Services to formulate a letter to Funeral Directors informing of their role and responsibility in the matter. She highlighted the importance in respect of Funeral Directors providing accurate estimation of the weight of heavy coffins presented for burial.

Noted.

### **Update on Water Infrastructure at Roselawn Cemetery**

The Assistant Director provided the Working Group with an update on the water supply issues at Roselawn Cemetery, including proposed interim measures to address the supply problem. She referred to a report in the matter which had been presented to the Working Group and which had identified those areas of the cemetery which had been most adversely affected, namely sections R, S and T. She reported that information on the water supply issue had been communicated to the public via the Council's website including the erection of public notices within the cemetery. The Chairperson, on behalf of the Working Group, expressed his concern that maintenance of the water supply needed be undertaken and that an upgrade to the existing water supply at the cemetery was required underpinned by funds provided through the Council's capital programme to provide a long term solution to the problem.

As an interim measure, the Assistant Director stated that the Bereavement Services Manager had investigated the possibility of hiring water bowsers to provide a water supply to the affected areas of the cemetery for a three month trial period, the cost of which would be minimal to the Council. She stated further that the water supply to the offices, toilets and the crematorium had not been affected and that the Property Services Section had undertaken to produce a report in the matter which would be available in the Spring of 2018. The Working Group stated a preference for a water bowser to be provided at each of the three affected areas of the cemetery, covering the trial period and beyond if necessary, subject to the approval of the People and Communities Committee.

Noted.

### **Attendance**

The Working Group expressed its concern in regard to the lack of attendance at meetings of the Working Group by other party representatives and expressed the wish that this matter be brought to the attention of the Chairperson of the People and Communities Committee. The Chairperson highlighted the fact that, Party Group Leaders might wish to consider appointing alternative Members to the Working Group in an endeavour to ensure cross-party participation at its meetings.

Noted.

### **Crematorium Development**

The Working Group reaffirmed its recommendation that its preferred option for a two chapel structure at the Roselawn site should be designed and constructed in such a way to ensure that each Chapel should be provided with a seating capacity of not less than 200. The Chairperson highlighted the need to ensure that the new crematorium facility should be provided with the capacity to enable it to accommodate any future increase in demand for crematoria facilities.

Noted.

### **Date of Next Meeting**

The Working Group agreed that its next meeting would be held on Wednesday, 27th February at 4.30 p.m.

Chairperson

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