



Subject:	Update from the Strategic Cemeteries and Crematorium Working Group
Date:	10 th January 2023
Reporting Officer:	Siobhan Toland, Director of City Services Sinead Grimes Director, of Physical Programmes
Contact Officer:	Sabine Kalke, Project Sponsor Seamus McBride, City Protection Manager

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

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

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to seek Committee approval on key recommendations made at the Strategic Cemeteries and Crematorium Development Working Group held on 12 th December 2022.
2.0	Recommendations
2.1	The Committee is asked to: <ul style="list-style-type: none">- Approve the minutes from the Strategic Cemeteries and Crematorium Development Working Group meeting held on 12th December 2022

	<ul style="list-style-type: none"> - Approve the recommendation from Strategic Cemeteries and Crematorium Development Working Group to increase the time frame for the submission of cremation documentation from 12 noon the day before cremation to two working days. - Approve the recommendation from Strategic Cemeteries and Crematorium Development Working Group to write to the relevant Permanent Secretary encouraging a workable solution to be found allowing the electronic transfer of documentation relating to burials and cremations to continue on a permanent basis. The Coronavirus Act Provisions which currently enables electronic transfer are due to expire on 24th March 2023.
3.0	Main report
	<u>Update on Bereavement Services Operations</u>
3.1	As part of the Bereavement Services review, administrative processes and technological solutions are being developed. The current administrative process for cremation requires forms to be submitted by 12 noon the day before a scheduled cremation. Incomplete forms can result in resource intensive administrative work under time pressure to obtain necessary statutory information before submitting completed forms to the Medical Referee for sign off.
3.2	An analysis of all cremations has shown that the average timeframe from death to cremation has increased from 5 calendar days in 2015 to 10 calendar days in 2022.
3.3	The increase in this average time allows an extension to the timeframe for completed cremation forms to be lodged with Bereavement Services Administration by Funeral Directors, without adversely impacting on bereaved families.
	<u>Update on the new Crematorium Development</u>
3.4	Members of the Working Group received an update on the new crematorium development. As reported previously the Planning Application for the new crematorium has been submitted to Lisburn and Castlereagh City Council in June 2022 and validated in July 2022. There is one consultee response from DfI Roads outstanding.
3.5	Visuals of the latest design of the new crematorium building were presented to Members of the Working Group including the proposal for a grass roof. Solar panels are currently being reviewed and air source heat pumps will be specified. Options around the naming of the facilities will be brought back to Strategic Cemeteries and Crematorium Working Group in the near future.
3.6	<u>Financial & Resource Implications</u> Update on the new Crematorium Development.

	<p>The project is on the Capital Programme at Stage 3 Committed.</p> <p>Update on Bereavement Services Operations Being delivered within existing budgets.</p>
3.7	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>Update on new Crematorium Development An Equality Screening has been carried out and concluded that no EQIA is necessary; a Rural Needs Assessment has been carried out.</p> <p>Update on Bereavement Services Operations None required</p>
4.0	Appendices – Documents Attached
	<p>Appendix 1 - Minutes of the Strategic Cemeteries and Crematorium Development Working Group on 12th December 2022.</p>