



## Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Cemeteries records on-line update
<b>Date:</b>	13 January 2011
<b>Reporting Officer:</b>	Rose Crozier, Head of Parks and Leisure
<b>Contact Officer:</b>	Margaret Tomlinson, Bereavement & Administration Manager, Parks Ruth Cairns, Senior IS Consultant, ISB

<b>1.</b>	<b>Relevant Background Information</b>
	<p>The Parks and Leisure Committee will recall that in October 2010 committee approved a three phased approach to making cemeteries records available on-line. The phases were as follows:</p> <p><u>Phase 1</u> In line with the EU Services Directive; making the information accessible to the public as soon as possible. Steps involved:</p> <ul style="list-style-type: none"><li>• Importing of records into Cemetery system</li><li>• Creation of a search facility for these records</li><li>• Improving customer service by making this information available to the public via the Councils website</li><li>• Information displayed as a summary of selected fields</li><li>• Record verification via customer-enabled correction facility</li><li>• Market testing of options to charge for the viewing/printing of burial order images</li></ul> <p><u>Phase 2</u> To provide a facility for the public to view and print burial records. Steps involved:</p> <ul style="list-style-type: none"><li>• Update web pages to allow the public to view and print burial records</li><li>• Redacting (blanking) of record information which is protected by the Data Protection Act and Legal perspective</li><li>• Option to create charging to recover redacting costs or potential income stream</li></ul> <p><u>Potential Phase 3</u></p>

	<p>A complete historical picture of burial records for Belfast</p> <ul style="list-style-type: none"> <li>• Investigation regarding potential collaboration with Milltown Cemetery</li> <li>• Investigation regarding funding</li> </ul> <p>This phase would be an opportunity to explore the possibility of completing the historical picture for the city and increase the value of our city heritage. It is proposed that this phase would include a series of meetings to build a business case to assist Milltown with finding the income that they require to carry out a scanning and data capture exercise similar to the one that we have completed. It is anticipated that this would be a local project that may be able to benefit from heritage and lottery funding</p>
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<b>2.</b>	<p><b>Key Issues</b></p> <p>Phase 1 of the development is now complete. Data protection legislation has been a key consideration for this phase. As a result of meetings with the Council's Records Officer and with Legal Services and following a design workshop it is proposed that the following information will be available on-line :</p> <ol style="list-style-type: none"> <li>1. Full Name</li> <li>2. Age</li> <li>3. Last place of residence</li> <li>4. Sex</li> <li>5. Date of Death</li> <li>6. Date of Burial</li> <li>7. Cemetery</li> <li>8. Grave, section and number</li> <li>9. Burial or cremation.</li> </ol> <p>The information that has been recorded is currently undergoing an accuracy check to reduce factual error. Information will be displayed in its current format with the option for users to submit corrections should any spelling mistakes or other errors be noticed.</p> <p>A staged approach to launching the service is proposed as:</p> <ul style="list-style-type: none"> <li>• A soft launch in January 2011 with any significant promotional campaign to happen in the next phase. It is planned that the search will be live for BCC staff (via Interlink) from the beginning of January and then available on the Council website in February. This will allow for additional testing.</li> <li>• The new search facility will be promoted on the front page of the Council website and through Belfast City Council's facebook and twitter accounts</li> <li>• There will be an article in City Matters (March edition)</li> <li>• In February 2011 the service will be promoted to key stakeholders such as Funeral directors/historical societies/Other Councils/monumental sculptors.</li> </ul> <p>It is proposed that phases 2 and 3 will include the following:</p> <p>Phase 2</p>
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	<ul style="list-style-type: none"> <li>• Disclosure of additional fields/information for a potential nominal fee</li> <li>• Ability to download image of burial record (for some records)</li> </ul> <p>Phase 3</p> <ul style="list-style-type: none"> <li>• Statistical analysis of the information</li> <li>• Explore the use of GIS and other statistics to provide graphical analysis</li> <li>• Ability to download maps</li> <li>• Explore further services to be accessed on-line such as photographs of graves, yearly laying of wreathes etc.</li> </ul> <p>Preliminary discussions have taken place with Milltown cemetery to explore options for electronic recording of burial records and funding opportunities to support this development.</p>
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<b>3.</b>	<b>Resource Implications</b>
	<p><u>Financial</u> Phase 1 has been developed using internal resources in ISB.</p> <p><u>Human Resources</u> ISB Project Team with input from Cemeteries office</p> <p><u>Asset and Other Implications</u> None</p>

<b>4.</b>	<b>Equality and Good Relations Implications</b>
	There are no equality implications.

<b>5.</b>	<b>Recommendations</b>
	Committee is asked to note progress of the cemeteries on-line project.

<b>6.</b>	<b>Decision Tracking</b>
	A further report will be submitted to Committee in June 2011 with more detailed proposals for Phases 2 and 3 including costs.

<b>7.</b>	<b>Key to Abbreviations</b>
	None

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<b>8.</b>	<b>Documents Attached</b>
None.	