



Belfast City Council

Report to:	Parks and Leisure Committee
Subject:	Institute of Cemetery and Crematorium Management Request
Date:	14 April 2011
Reporting Officer:	Andrew Hassard, Director of Parks and Leisure
Contact Officer:	Rose Crozier, Head of Parks and Leisure Sharon McCloy, Cemeteries and Crematorium Manager

1. Relevant Background Information

The Parks and Leisure Department has received a written request from the Branch Secretary of the Scottish and Northern Ireland Branch of the Institute of Cemetery and Crematorium Management (ICCM) asking if Belfast City Council would hosts its Autumn Branch Meeting in late August/early September 2011.

2. Key Issues

The Scottish and Northern Ireland Branch have currently six members in Northern Ireland. Of these six, four are currently serving officers within the Parks and Leisure Department and the fifth retired from the Department in January 2010. With the vast majority of the Branch meetings being held in Scotland it is expensive for the Northern Ireland members to attend regularly. Therefore, the Branch tries to schedule a meeting in Northern Ireland every few years. The last such meeting was hosted by Belfast City Council in August 2006.

Belfast City Council is also a corporate member of the Institute of Cemetery and Crematorium Management and frequently avails of the specialised services that the ICCM offers to its members.

Attendance at Branch Meetings allows officers to keep up to date with developments in the industry and make contacts with other authorities and service providers learning from their knowledge and experience. As the providers of the only cremation service in Northern Ireland and of the busiest cemetery, it is important to keep up to date with developments in the industry and changes in legislation.

	In addition, by having this opportunity to host a Branch Meeting for visitors from Scotland, Belfast City Council will have the opportunity to showcase one of our premier facilities within Parks and Leisure i.e. Belfast Castle as the venue for the meeting. A bus tour of Belfast will also be undertaken, time permitting, thereby promoting our city as a tourist venue.
--	---

3.	Resource Implications
	<p><u>Financial</u> At this stage the Branch Secretary is unsure how many members wish to travel to Belfast as they or their individual local authorities will have to incur the costs of travel. At the last meeting held in 2006, 29 members travelled to Northern Ireland and five attended from Northern Ireland, all of whom were Belfast City Council Officers.</p> <p>Based on 34 people the cost to host the Branch Meeting in Autumn 2011 is approximately £1280. This is broken down into bus hire of £240, room hire at Belfast Castle costing £292 and conference catering package of £22 per person.</p> <p>A revenue budget is available for the proposed expenditure with the expense being met out of the current cemeteries and crematorium budgets.</p> <p><u>Human Resources</u> A member of staff will be in charge of arranging the proposed visit and will provide appropriate information briefings to senior management.</p> <p><u>Asset and Other Implications</u> None.</p>

4.	Equality and Good Relations Implications
	None.

5.	Recommendations
	It is recommended that the Parks and Leisure Department host the Branch meeting of the Scottish and Northern Ireland Branch of the Institute of Cemetery and Crematorium Management in the Autumn 2011.

6.	Decision Tracking
	Actions to be completed by Sharon McCloy, Cemeteries and Crematorium Manager by the end of September 2011.
7.	Key to Abbreviations
	ICCM: Institute of Cemetery and Crematorium Management
8.	Documents Attached
	None.