

**STRATEGIC CEMETERIES AND CREMATORIUM
DEVELOPMENT WORKING GROUP**

Minutes of Meeting of 2nd May, 2018

Members Present: Alderman Rodgers (Chairperson); and Alderman Sandford, Councillors Carson and O'Neill.

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

Minutes

The minutes of the meeting of 18th April, 2018 were taken as read and signed as correct. The Bereavement Services Manager informed the Working Group that the decision within the minute to refer a request to the People and Communities Committee in respect of the granting of permission to film at the Crematorium was no longer required, given the fact that the request had subsequently been withdrawn.

Declarations of Interest

No declarations of Interest were reported.

Proposed Re-location of Bereavement Services Office

The Bereavement Services Manager provided the Working Group with an update on proposals to relocate the Bereavement Administration office from its present location, in the Cecil Ward Building, to the Gatehouse at the Roselawn Crematorium. He provided information on the number of staff located in the Cecil Ward Building dealing with bereavement administration and highlighted the results of a recent survey, which had indicated that 90% of the customers using the service were Funeral Directors.

The Members were advised that Funeral Directors had requested that a move of the Bereavement Services office to the Roselawn site would provide them with improved access to the Bereavement Services administration. He provided the Working Group with an outline of the advantages associated with a relocation to the new site, including improved car parking facilities. He referred to the advantages of providing a centralised administration service incorporated within the capital infrastructure proposal to construct a new Crematorium on the Roselawn site. He did, however, highlight some potential adverse consequences associated with the proposal, including accessibility to the site by means, other than by car, including the relative remoteness of the location in relation to other city centre services. Before any move can take place, any adverse consequences would be thoroughly explored, first by a public consultation, and then by an equality screening exercise. The Bereavement Services Manager reminded Members that currently a full service is available to the public in Roselawn, Dundonald and City Cemetery offices in addition to the Cecil Ward Building office.

In response to a question from a Member regarding the potential staff job losses associated with the proposed relocation of the Bereavement Services office, he provided an assurance to the Working Group that no job losses would be incurred as a result of the proposed changes. The Bereavement Services Manager stated that the proposal had already been communicated to staff and that a fuller consultation would be undertaken with staff prior to the move.

Appendix 1

The Working Group noted the information which had been provided stating that, it would consider the matter further after officers had provided more detailed proposals and after completion of the consultation exercise, subject to the approval of the People and Communities Committee.

Update on Water Supply Infrastructure at Roselawn Cemetery

The Bereavement Services Manager provided the Working Group with an update on the disruption to the water supply at Roselawn Cemetery. The 16 standpipes in sections R S and T are still without supply. A recent investigation of the supply by the Property Maintenance Unit had confirmed that the entire water infrastructure was 50 years old with numerous airlocks and leaks present throughout the system.

He advised the Working Group that the Finance Oversight Board on 11th April, 2018 had considered all options in terms of replacement of the infrastructure and had approved the option to prioritise the replacement of the water supply to the crematorium, at a cost of £295,500. This would mean that the water bowsers would remain in place for sections R, S and T. He stated further that it was proposed to continue the trial into the early summer of 2018 to assess the usage of the water bowsers, which to date, had been less than had been expected. The Bereavement Services Manager reported further that, after the trial had been completed, a decision would be taken in regard to the replacement of the water bowsers on a permanent basis. The Bereavement Services Manager reported that the costs associated with the hire and maintenance of the water bowsers was being met within current budgetary resources.

The Working Group noted the information provided and agreed that it would consider the matter in more detail after completion of both the trial period, subject to approval of the People and Communities Committee

Date of Next Meeting

The Working Group agreed that its next meeting would be held on Tuesday, 6th June at 4.30 p.m.

Chairperson