

Scoping Report

Title of review	Cemetery Memorials Task and Finish Group [August 2025]
Expected outcomes	<ul style="list-style-type: none"> <i>[This section should list what the group hope to achieve through its work: developing recommendations on a topic, improving measurable results for service users, altering a policy, &c.]</i> <p>To produce a final report of the Task and Finish group regarding cemetery memorials to be considered by Cabinet. The report should detail the history of the discussions and previous reports on the matter, the legislative landscape and the council's obligations under relevant regulations and make recommendations accordingly.</p>
Terms of reference/Key lines of enquiry	<p><i>What will the group consider as part of its work?</i></p> <p>Differing views of residents in relation to the implementation and enforcement of the burial regulations. Also, the views of the relevant stakeholders.</p> <p><i>What will it state as its remit, and what policies, practices or procedures will it reference?</i></p> <p>The history of issue: All relevant policies and legislation relating to the operation of the cemetery and the duties and responsibilities of Broxtowe as a burial authority.</p> <p><i>What are the key questions that will organise the work of the group? Which issues does it need to come to clear conclusions on?</i></p> <p>List of stakeholders: grave owners, Protected characteristic groups, employees, visitors and mourners, ICM.</p> <p>Have grave owners signed a written contract stating that they would comply with these?</p> <p>Any consequences of the above.</p> <p>What are the issues and difficulties in enforcing the existing rules and regulations and written contracts entered into by grave owners?</p> <p>Is the council meeting its legislative and other obligations?</p>

	Are there any risks associated with the issues under consideration?
Possible sources of information	<p><i>What sources of information – internal, external, sector-wide – should it consult throughout this process?</i></p> <p>Broxtowe meeting papers and briefings, interment forms, primary and secondary legislation, governmental guidance and other statutory instruments, practice of other authorities, court judgements, guidance from sector-leading organisations.</p> <p>Ombudsman complaint reports.</p> <p>Papers from Bramcote Bereavement Services Joint Committee, policies and practices documents from the Bereavement and H&S teams.</p>
How review could be publicised	<p><i>E.g. Website, Members Matters, Report to Cabinet, EmailMe, briefings.</i></p> <p>Report to Cabinet.</p>
Specify site visits	<p><i>The group may consider organising a site visit to an appropriate cemetery site.</i></p> <p>Beeston Cemetery</p> <p>Chilwell, Kimberley or Rushcliffe Cemeteries.</p> <p>Nottingham City Cemeteries.</p> <p>Sothorn Cemetery and Wilford Hill Crematorium.</p>

Possible witnesses	<p><i>:: For example: senior and other relevant officers, cemetery staff, residents*, officers from other authorities experiencing similar issues, other affected groups.</i></p> <p>The Leader of the Council</p> <p>Richard Mott, Strategic Business Development Manager – Bereavement Services Kevin Powell, Executive Director Emma Georgiou, Assistant Director of Environment Tuesday Hanley, Head of Health and Safety, Compliance and Emergency Planning</p> <p>Each member of the community group, <i>Save Our Cemetery Memorials</i>.</p> <p>Other constituents with strong and opposing views on memorials, such as any who object to specific memorials, support the present cemetery regulations, or have experienced access or health and safety issues due to graveside memorials.</p> <p><i>*representation from any community group would require balance by considering the view of any group with an opposing opinion, should one exist.</i></p>		
Resource requirements	<p><i>To list any resource implications or requirements of undertaking the review work.</i></p> <p>One Democratic Services Officer to conduct the body of the review, with guidance of the Head of Democratic Services.</p> <p>Time of other officers in contributing to witness sessions and providing feedback on the report. Time of councillors conducting the review.</p> <p>Requirement to drive to cemeteries for site visits may require some councillors to give their fellow members a lift, etc.</p>		
Projected start date	13 August 2025	Draft report deadline	November 2025 (to O&S meeting)
Projected completion date	December Cabinet, 2025		