

LEISURE, ENVIRONMENT AND COMMUNITY COMMITTEE - 13 JANUARY 2021

PART I - DELEGATED

6. UPDATED CEMETERIES RULES AND REGULATIONS (DCES)

1 Summary

- 1.1 Proposed amendments are made to the *'The Woodcock Hill & Chorleywood Road Cemeteries: Rules and Regulations Updated July 2018'*.

2 Details

- 2.1 The reasons for the amendments are:
- 2.1.1 To modernise the language;
 - 2.1.2 To add COVID-19 to the list of notifiable diseases; and
 - 2.1.3 To reflect the fact that the Designated Muslim Section of Woodcock Hill Cemetery is leased to and administered by a third party, namely BW Foundation.
- 2.2 A copy of the current Rules and Regulations appears at Appendix 1.
- 2.3 A copy of the proposed updated version, with substantive changes shown marked in red, appears at Appendix 2.

3 Options and Reasons for Recommendations

- 3.1 BW Foundation has been the leasehold owner of grave spaces at Woodcock Hill Cemetery since 1988. It is recommended that this be explicitly acknowledged in the Cemeteries Rules and Regulations so that any member of the public wishing to purchase grave space in the part of the cemetery leased to BW Foundation are aware from the outset that they are contracting with a third party rather than dealing with the Council directly.

4 Policy/Budget Reference and Implications

- 4.1 None specific.

5 Financial Implications

- 5.1 None specific.

6 Legal Implications

- 6.1 The recommendation supports the aim of transparency in how the Council deals with members of the public.

7 Equal Opportunities Implications

- 7.1 Relevance Test

Has a relevance test been completed for Equality Impact? There is no proposed change to current policy / service.	No
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7.2 Impact Assessment

No Impact Assessment is required as there is no proposed change to current policy. The proposed amendments acknowledge the existing position.

8 Staffing Implications

8.1 None other than listed in 11.1 below.

9 Environmental Implications

9.1 None specific.

10 Community Safety Implications

10.1 None specific.

11 Public Health implications

11.1 COVID-19 has been added to the list of notifiable diseases. This protects our onsite staff. No other implications.

12 Customer Services Centre Implications

12.1 None specific.

13 Communications and Website Implications

13.1 The current version of the Rules and Regulations are made available to the public electronically via a link from the Cemeteries section of the Council's website. The website and link will be updated.

14 Risk and Health & Safety Implications

14.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

14.2 The subject of this report is covered by the Environmental Protection service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
The Rules are not amended	Possible lack of transparency	None	Tolerate	1

14.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- ▼ Remote	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
Impact Low -----► Unacceptable				

Impact Score	Likelihood Score
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

14.4 In the officers’ opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

15 Recommendation

15.1 That the ‘*Woodcock Hill & Chorleywood Road Cemeteries: Rules and Regulations*’ be updated as set out in Appendix 2.

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Data Quality

Data sources: Not applicable.

Background Papers

None

APPENDICES / ATTACHMENTS

Appendix 1: Current Rules and Regulations

Appendix 2: Updated Rules and Regulations