



Memorial Mason Registration Scheme

Memorial Mason Registration Scheme

Contents

1.	Introduction	4
2.	Aims.....	4
3.	Scope of the Scheme	4
4.	Administration of the Scheme	4
5.	Requirements of the Scheme	4
6.	Procedures for the Erection of Memorials.....	6
7.	Inspection of Memorials	7
8.	Post Work Inspection.....	7
9.	Tendering.....	7
10.	Disciplinary Procedures	7
11.	Review	9
12.	Modifications.....	9
13.	Assignment.....	9
	Memorial Mason Registration Scheme Application	10

Memorial Mason Registration Scheme

1 Introduction

- 1.1 The memorial mason registration scheme aims to establish a uniform standard of workmanship and working practices throughout all of the Council's cemeteries. The scheme will address the standards required for the installation, repair and maintenance of memorials, both new and existing, insurance cover, health and safety requirements and administrative requirements with a view to producing a common approach at every cemetery under the Council's management. Through adoption of this scheme it is the intention to identify and promote the best practice of the industry by all registered participants.

2 Aims

- 2.1 To ensure that memorial masons working within Council cemeteries operate to the highest standards of workmanship and competence. The establishment of this scheme will promote a partnership that will encourage formal and informal communication, long-term working relationships, innovation and development initiatives between all registered parties. The Council's ultimate objectives are to ensure that the Council's cemeteries meet all Health and Safety standards and are safe environments for working in or visiting.

3 Scope of the Scheme

- 3.1 The scheme will be available to any memorial mason who presently works, or intends to work, within the Council's cemeteries.
- 3.1.1 **Following the implementation of the scheme those memorial masons not registered under this scheme will not be permitted to work within any cemetery under the management of the Council.**
- 3.1.2 The monumental mason must ensure that any work carried out in his name is in full compliance with the scheme and the Council's Rules and Regulations, and that any persons working for him directly or as a sub-contractor for him complies with the same.

4 Administration of the Scheme

- 4.1 The scheme will be administered by the Council or its appointee, thereafter known as the Supervising Officer.

5 Requirements of the Scheme

- 5.1 All registered participants to the scheme will be expected and obliged to adhere to the requirements of this scheme. These are the minimum acceptable requirements of the Council and may be up-dated from time to time. Memorial masons are welcome to exceed these requirements and will be encouraged to propose suggestions or ideas that they believe will improve

Memorial Mason Registration Scheme

or enhance the scheme. Any suggestions or ideas adopted by the Council will be applied equally to all registered participants.

5.2 Eligibility

5.2.1 Memorial masons who have been barred from performing work in any cemetery, **whether in the Council's area or elsewhere**, within the previous **Two Years (2 years)** may be ineligible to join the scheme. In these instances each case will be considered individually and membership offered, or withheld, at the discretion of the Supervising Officer. Memorial masons must submit details of such disciplinary actions with their application to join the scheme. Failure to disclose details of disciplinary actions, which subsequently come to the attention of the Supervising Officer, may result in the immediate expulsion from the Registration Scheme and the imposition of an immediate ban on working within the Council's cemeteries for a period of **Two Years (2 years)**.

5.3 Insurance Requirements

5.3.1 General Risk - Every participant on the Registration Scheme shall be insured for Public Liability to the value of **Five Million Pounds (£5,000,000)** for any one incident.

5.4 Workmanship, Materials and Construction

5.4.1 Every participant shall guarantee each individual memorial in respect of safety and stability for a period of **no less than 5 years**.

5.4.2 All memorial masons registering on the scheme, and any sub-contractors they employ, must be able to demonstrate an acceptable standard of workmanship, to the approval of the Supervising Officer. Memorial masons and their staff or sub-contractors shall be suitably qualified, experienced and competent to perform all works necessary when erecting, dismantling and repairing memorials to meet current industry standards and statutory Health and Safety requirements and guidelines.

5.4.3 The standard of workmanship will be evidenced by qualifications obtained from an accreditation scheme operated by a recognised industry body, for example the National Association of Memorial Masons (NAMM), although in-house company schemes will be recognised if meeting the required standards. A letter detailing the qualification and experience of each member of staff or contractor and, where available, trade references should accompany the application for registration.

5.5 Registration Scheme Compliance

5.5.1 Compliance with current Health and Safety legislation is imperative and memorial mason's will be expected to provide a Health and Safety Policy (where required by law) and a suitable set of risk assessments

Memorial Mason Registration Scheme

and safe methods of working covering the full range of work they may expect to carry out in the cemeteries.

5.5.2 Each memorial mason signing the 'Memorial Mason Registration Scheme Application Form' included in these documents will be deemed to have agreed to comply with the following:

- Local Authority Cemetery Order 1977
- Cemetery Rules and Regulations
- NAMM Code of Working Practice (Latest Relevant Edition)
- Health and Safety at Work Act 1974
- The Council's Safety Policy
- Memorial Masons Registration Scheme
- All other relevant statutory requirements

5.5.3 All Memorial Masons are required to indemnify the Council in respect of their work.

6 Procedures for the Erection of Memorials

6.1 All memorials installed by the participants of this scheme must fully comply with all of the Council's standard administration and operational procedures.

6.2 Application to Erect a Memorial

6.2.1 An application for all proposed memorials and inscriptions must be submitted to Penrith Cemetery Office for approval on the form supplied (see appendix 1) and all appropriate fees paid, prior to any works being undertaken on site.

6.3 Erection of Memorials/Additional Work to Memorials

6.3.1 Memorials must not be erected, nor shall any additional work be carried out to a memorial unless the Memorial Application Form has been approved, and a Permit/completion card issued. The memorial mason shall give the Supervising Officer a clear indication of his programme to erect the memorial, especially the date and time, to allow for marking of the grave if required and monitoring of the operation.

6.3.2 All memorials shall be erected to conform to the most recent edition of the National Association of Memorial Mason's Recommended Code of Working Practice.

6.3.3 Following the erection of a memorial it should be noted that they will be subject to inspection at least **every Five Years (5 years)** to ensure Health and Safety requirements are met. Memorial masons should

Memorial Mason Registration Scheme

take this into consideration in their Guarantee. The Guarantee should include all joints that fail during the period of the Guarantee. All joints shall be repaired within **one month (1 month)** of being notified.

7 Inspection of Memorials

- 7.1 The Supervising Officer, or other Council staff, may inspect the erection of a memorial either, as the work proceeds, or shortly after the work is completed. Where work is found to be unacceptable, either not conforming to the NAMM Recommended Code of Working Practice or any other reason, the Supervising Officer will instruct the memorial mason to return and rectify the work to meet the Council's standards.

8 Post Work Inspection

- 8.1 The Supervising Officer, or other Council staff, may inspect a memorial following erection, or completion of other work, either as part of routine maintenance, or in response to a complaint from the public or Council staff. Where there is reasonable doubt that the work does not conform to these specifications, the Supervising Officer may instruct the memorial mason to dismantle their work in order to verify compliance with the scheme's standards. In the event that work does not meet the required standards the memorial mason will re-erect the work to the appropriate standards, the costs of dismantling and re-erection in these circumstances being their responsibility. In the event that the work complies with the required standards the costs of dismantling and re-erection will be the responsibility of the Council.

9 Tendering

- 9.1 From time to time the Council may require tenders to be submitted for a range of memorial work, including inspection, repair, removal and replacement of memorials. Memorial masons registered under this scheme shall be eligible for registration on all such lists.

10 Disciplinary Procedures

- 10.1 To ensure that the Council standards are maintained and that all participants to the Registration Scheme are operating uniformly to these standards the Supervising Officer will operate a disciplinary procedure which shall be applied fairly to all participants of the scheme.
- 10.2 The disciplinary procedure will be based on the Rules of this Registration Scheme and the

Stage 1: Minor Breach of the Rules or Specification

A minor breach of the Rules or Specification will result in a **Verbal Warning** given by the Scheme Administrator, assuming the breach is corrected timeously. A **Verbal Warning** shall be maintained on the memorial mason's record for a period of **Twelve Months (12 months)** then, if no further breaches occur, the warning will be removed from the record.

Memorial Mason Registration Scheme

Stage 2: Breach of the Rules or Specification

A breach of the Rules or Specification will result in a **Written Warning** issued by the Scheme Administrator, assuming the breach is corrected timeously. A **Written Warning** shall be maintained on the memorial mason's record for a period of **Eighteen Months (18 months)** then, if no further breach occurs, the warning will be removed from the record.

Stage 3: Subsequent Breach of the Rules or Specification

If, during the 18 month period, imposed by Stage 2, another breach of the Rules or Specification is committed, or the original Stage 2 breach is not rectified timeously or to the satisfaction of the Scheme Administrator this will result in the issuance of a **Final Written Warning**. A **Final Written Warning** shall be maintained on the memorial mason's record for a period of **Thirty Six Months (36 months)** then, if no further breach occurs, the warning will be removed from the record.

10.3 Gross Misconduct

10.3.1 Certain circumstances shall be considered **Gross Misconduct** and will not be subject to the above stages of the disciplinary procedure. The Supervising Officer will decide, at his discretion, the instances of Gross Misconduct. The following list - though not exhaustive - will be considered as Gross Misconduct:

- Installation or erection of a memorial not approved by the Supervising Officer.
- Refusal to rectify an error in the installation or erection of a memorial when instructed to do so by the Supervising Officer.
- Abusive or aggressive behaviour to any Council staff or members of the public.
- Failure to adhere to the Council Cemetery Management Rules or the Conditions of Permit Application.
- Causing nuisance, soliciting or promoting business within the curtilage of the Councils' cemeteries

10.4 Exclusion from the Registration Scheme

10.4.1 Exclusion from the Registration Scheme will result when memorial masons are found guilty of **Gross Misconduct** or commit a further breach of the Rules or Specification whilst the 36 month term, as described in Stage 3, is in effect. An exclusion from the Registration Scheme will be for a period of **Two Years (2 years)**, during this period a memorial mason will be forbidden to undertake **any work whatsoever** within the Council's cemeteries and graveyards. In instances of exclusion for **Gross Misconduct** the Scheme Administrator may consider advising other local authorities of the circumstances, at their discretion.

Memorial Mason Registration Scheme

10.5 Re-registration to the Scheme following an Exclusion

10.5.1 Any memorial mason re-registering on the Registration Scheme following exclusion will be monitored for a period of **Eighteen Months (18 months)**. A memorial mason committing any breach of the Rules or Specifications, or an act of Gross Misconduct, during that period will be excluded from the Registration Scheme for an undetermined period, but not less than **Thirty Six Months (36 months)**, at the discretion of the Scheme Administrator.

10.6 Disciplinary Procedure Appeal

10.6.1 A memorial mason not satisfied with treatment under the Disciplinary Procedures is entitled to appeal against any decision taken under these procedures. All appeals shall be made in writing within two weeks following the disciplinary decision, stating the reason for the appeal and only these reasons will be admissible at the appeal.

10.6.2 In the first instance an appeal will be heard by the **Head of Service**. In the event of a failure to reach a conclusion the memorial mason shall be entitled to make a **Final Appeal**, in writing, through the Council's formal complaints procedure.

11 Review

11.1 An annual review of the scheme shall take place to allow either party, the memorial masons or the Council, to review the rules, requirements and performance of the Registration Scheme. Following the conclusion of a mutual review of the Registration Scheme masons shall be required to re-register for a period of one further year.

12 Modifications

12.1 All participants to the scheme may propose amendments to the scheme with a view to positive or innovative improvements. The Supervising Officer shall conduct an initial appraisal of these proposed modifications and if these proposals appear, in the opinion of the Supervising Officer, to indicate an improvement to the scheme, all participants will be advised on these proposals.

12.2 The scheme will be reviewed annually at which time any amendments agreed will be made.

13 Assignment

13.1 No aspects or obligations of the Registration Scheme agreement may be assigned, subcontracted or transferred to a third party without the approval of the Supervising Officer, confirmed in writing.



Memorial Mason Registration Scheme Application

Having read the requirements of the Registration Scheme, I hereby apply to join the scheme and agree to adhere to all Rules, Bye-laws, Health and Safety Requirements, Insurance Liabilities, Installation and Maintenance Specifications, Inspection Procedures and all other Requirements as laid down by this scheme.

This agreement made day of

Company

Representative's Signature

Position in Company

Business Address

.....

.....

.....

.....

Supporting information which must be included with the application:

1. Copy of current Public Liability Insurance cover certificate

2. Evidence of both:
Qualification/s obtained from an accreditation scheme
Current membership with either NAMM or BRAMM

OR

Evidence of both:
Experience held
Copy of a recent completed guarantee that has been issued

Please make cheques payable to: Eden District Council. Please submit your application form and supporting information along with payment to: Bereavement Services, Eden District Council, Mansion House, Penrith, Cumbria, CA11 7YG.

For office use only:

Date of registration.....Receipt number.....

Registration number/account number **MMR**.....