



*Knowsley Council*

# Memorial Mason Registration Scheme

# Introduction

The Memorial Mason Registration Scheme aims to establish a uniform standard of workmanship and working practices throughout all of The Council's cemeteries and graveyards. 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 both of our local authority cemeteries. It is our intention to identify and promote the best practice of the industry by all registered participants.

## Aims

This council will regularly audit memorials within our cemeteries and carry out stability inspections in order to identify memorials that require attention to meet health and safety requirements. The scheme will support this initiative by ensuring that memorial masons working within council cemeteries will operate to the highest standards of workmanship and competence. The Council's ultimate objectives are to ensure that its cemeteries meet all statutory requirements and ensure a safe environment for working in or visiting.

## Scope

Registration will be available to any memorial mason who presently works, or intends to work, within The Council's cemeteries or graveyards.

Following the implementation of the scheme those memorial masons not registered under the scheme will not be permitted to work within any local authority cemetery within Knowsley.

## Administration

The registration will be administered by The Council or its appointee.

# Requirements of the Registration Scheme

All registered participants will be expected and obliged to adhere to the following basic requirements. These are the minimum acceptable requirements of The Council and may be updated 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 or enhance the system. Any suggestions or ideas adopted by The Council will be applied equally to all registered participants.

## Eligibility

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 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 Council. 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 Council, may result in immediate expulsion and the imposition of an immediate ban on working within The Council's cemeteries for an agreed period of two years.

## Insurance Requirements

General Risk - Every participating memorial mason shall be insured for Public Liability to the value of **five million pounds** (£5,000,000) for any one incident.

## Workmanship, Materials and Construction

Every participant shall guarantee each individual memorial in respect of safety and stability for a period of no less than five years and no more than 30 years. Memorial masons are encouraged to issue the guarantee for as long a period as possible, up to 30 years.

All registered memorial masons must be able to demonstrate an acceptable standard of workmanship, to the approval of The Council's Administrator. Memorial masons and their staff shall be suitably qualified, experienced and competent to perform all works necessary when erecting, dismantling and repairing memorials to meet current industry and statutory health and safety requirements and guidelines.

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 contractor should accompany an application for registration and, where available, trade references.

## **Registration Compliance**

Each memorial mason signing up to the **'Memorial Mason Registration Scheme'** will be deemed to have agreed to comply with the following:

- Local Authorities Cemeteries 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 and Risk Assessment Scheme
- Memorial Mason's Registration Scheme
- All other relevant statutory requirements.

# **Procedures for the Erection of Memorials**

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

## **Application to Erect a Memorial**

All memorials installed within The Council's cemeteries must first be approved by The Council. Applications can be sent to:

Knowsley Bereavement Services Office  
Knowsley Council  
Register Office  
High Street  
Prescot  
L34 3LH

Telephone: 0151 443 5231

Email: [knowsley.bereavement.services@knowsley.gov.uk](mailto:knowsley.bereavement.services@knowsley.gov.uk)

Applications must be submitted on Form 1 and will detail the following:

- Name and address of memorial mason
- Name, address, section and grave number of the cemetery
- Name, address and signature of the grave owner
- Memorial inscription
- Memorial details including material, size, and fixing method
- Sketch of memorial
- Copy of deed

### **Erection of Memorials/Additional Work to Memorials**

Memorials must not be erected, nor shall any additional work be carried out to the memorial (including memorial cleaning or renovation work), unless the Application for A New Memorial/ Application for Memorial Inscription, Cleaning or Repair form has been approved and a permit issued in writing. The memorial mason shall give The Council a clear indication of his/her programme to erect the memorial, especially the date and time, to allow monitoring of the operation.

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

All new memorials must have the grave number (and section) clearly and conspicuously engraved upon the base. The Council reserves the right to remove, at the stonemason's expense, any newly erected memorial not so inscribed.

All memorials must have the stonemason's name clearly marked/inscribed on the memorial.

Following the erection of a memorial, it should be noted that they will be subject to inspection at least every five years to ensure health and safety requirements are met. Memorial masons should 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 of being notified.

### **Size of Memorials**

All new memorials to be erected in the cemetery must not exceed the following maximum sizes:

<b>Headstone</b>	
<b>Height (including all plinths and concrete foundations)</b>	<b>3'3" (991mm)</b>
<b>Width of memorial</b>	<b>2'8" (813mm)</b>
<b>Depth of base (front to back)</b>	<b>1'4" (410mm)</b>

The Council provides concrete plinths for the erection of a headstone. The overall size of the plinth is 900mm. The graves are in rows back to back. Each grave space is entitled to 410mm (maximum) on the plinth for the erections of a memorial. It is an absolute requirement that the back edge of the memorial base does not exceed 410mm from the edge of the plinth measured from the head of the grave.

**(Please note: Desk top tablets will only be permitted on the new cremated remains sections in Prescott cemetery)**

# Inspection of Memorials

The Council cemetery 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 Council will instruct the memorial mason to return and rectify the work to meet The Council's standards. The standard of works should comply with and withstand a combined manual and mechanical test.

## Post-work Inspection

The Council cemetery 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 work is suspected of being unacceptable, either not conforming to these specifications or any other reason, The Council may instruct the memorial mason to dismantle their work in order to verify compliance with the 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.

If, for any reason, the memorial mason refuses to co-operate with these post-work inspections, The Council shall have the right to employ a third party (a qualified memorial mason registered under the scheme) to perform the work. In these circumstances, whether the work complies, or fails to comply, with the required standards the cost will be the responsibility of the mason originally installing the memorial. In the circumstances where there is a refusal to co-operate by a memorial mason, they will become eligible for action under Stage 2 of the Disciplinary Procedures.

## Tendering

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.

# Disciplinary Procedures

To ensure that The Council's standards are maintained and that all participants are operating uniformly to these standards, the Council will operate a disciplinary procedure which shall be applied fairly to all participant memorial masons.

The disciplinary procedure will be based on the rules of this registration scheme and the Specification according to the following stages:

## **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 Council, assuming the breach is corrected in a timely manner. A Verbal Warning shall be maintained on the memorial mason's record for a period of twelve months, then, if no further breaches occur, the warning will be removed from the record.

## **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 in a timely manner. A Written Warning shall be maintained on the memorial mason's record for a period of eighteen months, then, if no further breaches occur, 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 quickly or to the satisfaction of The Council, 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, then, if no further breaches occur, the warning will be removed from the record.

## **Gross Misconduct**

Certain circumstances shall be considered Gross Misconduct and will not be subject to the above stages of the disciplinary procedure. The Council will decide, at their 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 Council.
- Refusal to rectify an error in the installation or erection of a memorial when instructed to do so by The Council.
- 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.

### **Exclusion from the Registration Scheme**

Exclusion from the scheme will result when memorial masons are found guilty of Gross Misconduct or commit further breaches of the rules or specification whilst the 36-month term, as described in Stage 3, is in effect. An exclusion from the scheme will be for an agreed period of two 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 Council may consider advising other local authorities of the circumstances, at their discretion.

### **Re-registration following an Exclusion**

Any memorial mason re-registering following exclusion will be monitored for a period of 18 months. A memorial mason committing any breach of the Rules, or an act of Gross Misconduct, during that period will be excluded from the Register for an undetermined period, but not less than 36 months, at the discretion of The Council.

### **Disciplinary Procedure Appeal**

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. The exception to this appeals process is in the circumstances of a memorial mason excluded on a second occasion, as described in the clause 'Re-registration following an Exclusion' above. In these instances, an appeal will not be permitted for a minimum period of 36 months.

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 may make a Final Appeal, in writing, which will be heard by the Director or nominated representative of The Council.

## **Review**

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, masons shall be required to re-register for a period of one further year.





For further information contact:  
Knowsley Bereavement Service Office  
Knowsley Council  
Register Office  
High Street Prescot Knowsley Merseyside L34 3LH  
Tel/Fax: **0151 443 5231**  
Opening hours:  
Monday - Friday, 9am - 5pm