

MEMORIAL MASON

REGISTRATION SCHEME

1st April 2022 – 31st March 2023

TAMWORTH BOROUGH COUNCIL MEMORIAL MASONS REGISTRATION SCHEME

Aims

The memorial mason registration scheme aims to provide a uniform standard of workmanship and working practices throughout the Council's cemeteries. The scheme addresses the standards required for the installation, repair and maintenance of memorials, both new and existing; insurance cover, health and safety and administrative requirements. Through the scheme it is the intention to promote the best practice of the industry by all registered participants. To ensure that work involved with the installation, removal or renovation of memorials is carried out safely, by people who are suitably insured and working to nationally recognised standards. The Council's objectives are to ensure that all the Council's cemeteries meet current industry and statutory Health and Safety standards and are safe environments for visiting and working in.

Only masons registered with Tamworth Borough Council's Memorial Mason Scheme are permitted to work in the Borough's cemeteries.

Who can Apply?

Any memorial mason, whose company is on either the The Register of Qualified Memorial Masons (RQMF) or British Register of Accredited Memorial Masons (BRAMM) can apply by submitting the application form at the end of this document.

The scheme is free to join, however there are minimum requirements which must be met.

Disclosure of Disciplinary Action

Details of any action taken against a company by a Cemetery Operator within the last 2 years which prevented them from working in any Cemetery must be included with the application to join the scheme. Failure to disclose such information may result in the registered company, its employees and/or subcontractors being removed from the scheme and unable to work in Tamworth Borough Council's cemeteries.

In these instances each case will be considered individually and membership offered, or withheld, at the discretion of the Street Scene Manager.

Guarantee and Insurance - Workmanship, Materials and Construction

All participants shall guarantee each individual memorial in respect of safety and stability for a period of not less than 10 years. It is the Mason's duty to explain their guarantee to customers and advise them of the memorial insurance available against damage/vandalism.

All memorials shall be erected to BS 8415, by conforming to the most recent edition of the National Association of Memorial Mason's 'Code of Working Practice' (NAMM CoWP) or the British Register of Accredited Memorial Masons' 'Blue Book'.

It is the responsibility of the memorial mason to ensure the stability of the memorial and to supply their own foundation slabs, in accordance with BRAMM's guidance but must not exceed the grave width of 36" (914mm). Please place our temporary marker slab safely to one side for collection.

Please note Section U in Wigginton Road Cemetery now has a continuous raft system for lawn memorials.

Registration Scheme Compliance

Each participant signing the '**Agreement to the Memorial Mason Registration Scheme**' as part of the application form will be deemed to have also agreed to comply with the following:

Local Authorities Cemeteries Order 1977
Tamworth Borough Council's Cemetery Regulations and Guidance Notes
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 Masons Registration Scheme
All other relevant statutory requirements.

Memorial Applications

No work involving the installation, removal or renovation of a memorial including cleaning may take place without written authorisation issued in the form of a Permit.

If the owner of the exclusive Right of Burial is deceased then the Rights must be transferred before a memorial application can be considered and a permit issued. Please contact the Cemeteries Office for further information.

A Memorial Application Form can be downloaded from the web site at www.tamworth.gov.uk and returned via email or post together with:

- A sketch or picture of the proposed memorial together with a diagram to show the location of the fixing anchor and dowels.
- The memorial Permit Fee if applicable (please check with the Cemeteries Office), cheques to be made payable to 'Tamworth Borough Council'.

A permit will be issued once the memorial application has been approved.

Inspection of Memorials

A representative of Tamworth Borough Council may inspect the installation of a memorial as the work is in progress, part of a routine maintenance or in response to comments from the public or Council staff. Where memorial work is found to be unacceptable for example failing to conform to the NAMM (CoWP), BRAMM Blue Book, Cemetery Regulations and Guidance Notes or the conditions on the Memorial Permit then the Council will instruct the memorial mason to return and rectify the issue as soon as possible.

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

It is hoped that these will not be required and in the first instance we will consult with the relevant mason's registration body, either NAMM or RQMF for advice, possible arbitration or disciplinary action. In the event of failure to comply with the scheme's conditions and regulations then any disciplinary actions will be based on the Rules of this Registration Scheme according to the following stages:

Stage 1 :

Any breach in the rules will result in a written warning issued to the memorial mason company concerned. This will remain on record for a period of **one year**. Assuming the breach is corrected and no further breach of the rules occurs during this time, the warning will be removed from the records.

Stage 2:

If, during the course of the one year period there is a further breach of the rules, a final written warning will be issued, this will remain on record for a period of **18 months**. Assuming the breach is corrected and if no further breach of the rules occurs during this time, the warning will be removed from the records.

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 in a reasonable time or to the satisfaction of the Nominated Council Officer this will result in the issuance of a **Final Written Warning**. This shall remain on the memorial mason's record for a period of **3 years** then, if no further breach occurs, 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 requested 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 Rules or the Conditions of the Permit Application.

Exclusion from the Registration Scheme

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**, during this period a memorial mason will be forbidden to undertake any work whatsoever within the Council's cemeteries. In instances of exclusion for **Gross Misconduct** the Council may consider advising other local authorities of the circumstances, at their discretion.

Re-registration to the Scheme following Exclusion

Any memorial mason re-registering on the Registration Scheme following exclusion will be monitored for a period of **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 **3 years**, 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 to the Scheme following an Exclusion**' above. In these instances an appeal will not be permitted for a minimum period of **three years**.

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 **Assistant Director** of the Council.

Memorial Masons Registration Scheme

Application Effective from 1ST April 2022

Trade name of monumental mason		
Office address & post code		
Telephone number		
Name of applicant		
Position of applicant in Company		
Email address		
Website		
Office contact name		
Type of Accreditation NAMM / BRAMM (RQMF)		Registration No:

Agreement to the Memorial Mason Registration Scheme

I / We hereby apply to Tamworth Borough Council to be included on their list of Registered Memorial Masons and agree that for the period that we will work in any cemetery controlled by Tamworth Borough Council and agree to the terms and conditions as laid out in the Memorial Masons Registration document and the Cemetery Regulations and Guidance Notes.

Signature:.....**Date:**.....

Registration Number: TBC/.....