

**THE FEDERATION OF BRITISH CREMATION AUTHORITIES
CODE OF CREMATION PRACTICE**

1. CONDUCT

The cremation of a human body is a highly emotional occasion for those taking part in the service. This must never be forgotten by the staff of the Crematorium, who must combine to create and maintain an atmosphere of reverence and respect throughout the entire proceedings.

2. STAFF

The greatest care must be taken in the appointment of members of the Crematorium staff, any one of whom may, by conduct or demeanour, detract from the atmosphere of reverence which it is endeavoured to create. All staff employed in the operation of cremators must be suitably trained in the technical and ethical procedures and certificated as specified in the Secretary of State's Guidance Notes of the Environmental Protection Act 1990 or any subsequent legislation made thereunder.

3. AFTER COMMITTAL

- (a) A body shall not be removed from the Crematorium after the Service of Committal except for a lawful purpose.
- (b) Subject to receiving the necessary Authority to Cremate, the coffin and its contents shall be put into the cremator, as soon as practicable, exactly as they have been received on the catafalque. A body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and in circumstances deemed necessary by the Cremation Authority, including impacts on the environment. All bodies retained at the crematorium will be accommodated in secure and sanitary conditions within the building.
- (c) Once a coffin with its contents has been placed in the cremator, it shall not be touched or interfered with until the process of cremation is completed. On completion the whole of the Cremated Remains shall be collected and shall be disposed of in accordance with the instruction received.

4. CORRECT IDENTITY

- (a) No coffin shall be accepted at any Crematorium unless it bears adequate particulars of the identity of the deceased person contained therein. If a coffin is encased, the cover and the coffin must bear adequate identity of the deceased person.
- (b) Every care must be taken to ensure correct identification throughout the whole proceedings from the moment the coffin is received on to the catafalque until the final disposal of the Cremated Remains.

5. SEPARATELY CREMATED

Each coffin given to the care of the Cremation Authority shall be cremated separately.

6. COFFIN COVERS

When a re-useable cover is used to encase a coffin, signed authority must be given by the Applicant for the cremation authorising its use and consenting to its subsequent removal from the Crematorium.

7. METAL RESIDUES

Any metal found amongst the Cremated Remains shall be disposed of in accordance with the directions of the Cremation Authority or Higher Authority.

8. CREMATED REMAINS

The utmost care shall be taken to ensure that the Cremated Remains, following their removal from the cremator, shall be kept separate and suitably identified. The Cremated Remains shall be placed in a separate container awaiting final disposal. If the Cremated Remains are to be disposed of in a Garden of Remembrance, this shall be conducted with reverence and respect. Cremated Remains to be conveyed by a carrier service should be placed in a suitably labelled robust container and dealt with according to recommendations laid down by the Federation of British Cremation Authorities.

9. CREMATORS AND ANCILLARY EQUIPMENT

Cremators and all other ancillary equipment used in the Crematorium shall be kept in good repair and maintained in accordance with manufacturers' recommendations, and the requirements of the current guidance Notes issued under the Environmental Protection Act 1990 or subsequent legislation.

10. STATUTORY REGULATIONS

All cremations shall be carried out according to the provisions of the Cremations Acts and the Regulations made thereunder, and any subsequent legislation.

APPENDIX 2

PROJECTION OF ANNUAL ESTIMATES OF EXPENDITURE AND INCOME TO MARCH 2014

EXPENDITURE	Revised Estimate 2008/09	Base Estimate 2009/10	Base Estimate 2010/11	Base Estimate 2011/12	Base Estimate 2012/13	Base Estimate 2013/14	Notes
EMPLOYEES	228,000	234,300	242,500	250,990	259,770	268,870	2
PREMISES	339,800	351,530	367,620	384,460	402,080	420,530	2
SUPPLIES AND SERVICES	285,400	311,430	322,750	334,490	346,660	359,270	2
APPROPRIATIONS							
Contributions to Constituent Authorities	432,000	432,000	540,000	558,900	578,460	598,710	4
Contributions to Capital Works Fund	471,000	565,000	440,000	450,000	450,000	450,000	5
Contributions to R & R Fund	50,000	50,000	100,000	100,000	100,000	100,000	6
GROSS EXPENDITURE	1,806,200	1,944,260	2,012,870	2,078,840	2,136,970	2,197,380	
GROSS INCOME	-1,818,700	-1,955,400	-2,023,840	-2,094,670	-2,167,990	-2,243,870	3
NET SURPLUS FOR THE YEAR	-12,500	-11,140	-10,970	-15,830	-31,020	-46,490	
ACCUMULATED SURPLUS FUND	-92,080	-103,220	-114,190	-130,020	-161,040	-207,530	7
CAPITAL WORKS FUND							
Opening balance	964,070	1,134,030	36,730	376,730	826,730	1,276,730	
Contribution to fund	471,000	565,000	440,000	450,000	450,000	450,000	
	1,435,070	1,699,030	476,730	826,730	1,276,730	1,726,730	
Less cost of works	301,040	1,662,300	100,000	0	0	0	
Closing balance	1,134,030	36,730	376,730	826,730	1,276,730	1,726,730	
REPAIRS & RENEWALS FUND							
Open balance	59,050	45,250	35,250	55,250	75,250	95,250	
Contribution to fund	50,000	50,000	100,000	100,000	100,000	100,000	
	109,050	95,250	135,250	155,250	175,250	195,250	
Less cost of works	63,800	60,000	80,000	80,000	80,000	80,000	
Closing balance	45,250	35,250	55,250	75,250	95,250	115,250	

Notes

1. The estimates are based on 3,950 annual cremations.
2. Employees inflated by 3% premises and supplies and services a mixture of 3% or 5%.
3. Fees and charges increased by 3% with the exception of cremation fees (10%) in 2009/10 only.
4. Reduce contribution to constituent authorities to £428,000 each for two years, however from 2010/11 commence at a rate of £540,000 pa.
5. Increase contributions to capital works fund for two years then reduce to £440,000 in 2010/11.
6. Reduce contributions to R & R fund by £30k in 08/09 and 09/10 then increase to £100,000 from 2010/11.
7. Maintain minimum surpluses of at least £100,000.

FACTS AND FIGURES 1960-2006

Year	Operating Crematoria	New Crematoria	Deaths**	Cremations	Percentage
1960	148	17	588,032	204,019	34.70
1970	206	2	638,834	353,957	55.41
1980	220	1	644,684	420,717	65.26
1990	225	0	629,629	438,066	69.58
1991	225	0	634,339	441,108	69.54
1992	226	1	622,410	437,000	70.21
1993	227	1	646,477	453,045	70.08
1994	228	1	616,719	434,223	70.41
1995	229	3*	649,635	445,574	68.59
1996	230	1	640,081	445,934	69.67
1997	234	4	633,635	446,305	70.44
1998	238	4	633,062	439,145	69.37
1999	241 ⁽¹⁾	3	635,785	444,169	69.86
2000	243 ⁽¹⁾	2	611,960	437,609	71.51
2001	243 ⁽¹⁾	0	605,835	428,383	70.71
2002	244 ⁽¹⁾	1	609,943	437,124	71.67
2003	245 ⁽¹⁾	1	615,177	442,538	71.94
2004	246 ⁽¹⁾	1	588,753	424,835	72.16
2005	249 ⁽¹⁾	3	586,829	424,684	72.37
2006	251 ⁽¹⁾	2	575,974+	416,881	72.38+

* Includes replacement of existing crematorium.

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+ Provisional figures as at 6th March 2007

⁽¹⁾ Includes Arnos Vale which closed in 1998

CREMATION COMPARISONS

CREMATORIA carrying out the HIGHEST NUMBER of cremations in 2006

PORTCHESTER	3,993
ELTHAM	3,949
MIDDLESBROUGH	3,727
SOUTH ESSEX	3,600
SOUTHAMPTON	3,394
LEICESTER	3,382
RUISLIP	3,363
CRAWLEY (Surrey & Sussex)	3,161
EXETER	3,153
GLASGOW (Daldowie)	3,133

CREMATORIA having the highest percentage INCREASES on previous full year

PLYMOUTH (Efford)	23.42%
SITTINGBOURNE	15.64%
WALSALL	13.19%
FOREST OF DEAN	10.31%
NORTH EAST SURREY	10.17%
HASTINGS	9.41%
ACCRINGTON	9.25%
INVERNESS	9.01%
BARROW-IN-FURNESS	8.69%
WHITLEY BAY	7.94%

COUNTIES carrying out the HIGHEST NUMBER of cremations in 2006

LONDON	(24 crematoria) 36,323
SCOTLAND	(25 crematoria) 33,946
WEST MIDLANDS	(12 crematoria) 21,792
WALES	(13 crematoria) 19,880
GREATER MANCHESTER	(13 crematoria) 19,485
ESSEX	(8 crematoria) 15,924
YORKSHIRE WEST	(11 crematoria) 15,574
KENT	(8 crematoria) 12,901
MERSEYSIDE	(6 crematoria) 12,317
HAMPSHIRE	(4 crematoria) 10,600

CREMATORIA which have carried out MOST cremations since date of opening

GOLDERS GREEN (1902)	317,521
LONDON (City of) (1904)	243,556
MANCHESTER (Chorlton-cum-Hardy) (1892)	234,298
NEWCASTLE UPON TYNE (1934)	224,420
ENFIELD (1938)	224,237
EDINBURGH (Warriston) (1929)	219,796
BOURNEMOUTH (1938)	213,288
NOTTINGHAM (1931)	205,379
LONDON (South) (1936)	203,377
RUISLIP (1958)	197,054

CREMATORIA carrying out the MOST (recorded) CATHOLIC CREMATIONS in 2006

ST HELENS	582	GLASGOW (Maryhill)	356
THORNTON (Crosby)	525	GLASGOW (The Linn)	351
GLASGOW (Daldowie)	512	PRESTON	350
MIDDLESBROUGH	422	NEWCASTLE UPON TYNE	340
HENDON	362	MANCHESTER (Chorlton-cum-Hardy)	336

List of the first ten and the last ten CREMATORIA to be opened in Great Britain

WOKING, Surrey	1885	LLANELLI, Wales	September 2002
MANCHESTER (Chorlton-cum-Hardy)	1892	SITTINGBOURNE, Kent	11 August 2003
GLASGOW (Maryhill) Scotland	1895	HOLYTOWN, Scotland	August 2004
LIVERPOOL (Anfield) Merseyside	1896	REDBRIDGE (Forest Park), Essex	1 February 2005
HULL, Humberside	1901	DUMFRIES (Roucan Loch), Scotland	14 March 2005
DARLINGTON, Durham	1901	SHERWOOD FOREST, Nottingham	14 December 2005
LEICESTER, Leics	1902	THATCHAM, West Berkshire	24 January 2006
GOLDERS GREEN, London	1902	SOUTH LANARKSHIRE, Scotland	12 September 2006
BIRMINGHAM (Perry Barr) West Mids.	1903	BURY (East Lancashire)	June 2007
LONDON (City of)	1904	CHORLEY (Charnock Richard), Lancashire	1 August 2007