

# ITEM No ...3.....

**REPORT TO: CLIMATE, NET ZERO AND ENVIRONMENT COMMITTEE – 16 FEBRUARY 2026**

**REPORT ON: MANAGEMENT RULES FOR DUNDEE CEMETERIES AND BURIAL  
MANAGEMENT PLAN**

**REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES**

**REPORT NO: 35-2026**

## **1. PURPOSE OF REPORT**

- 1.1 To seek Committee approval for the revocation of the Management Rules for Cemeteries and replacement by the revised Management Rules for Cemeteries following consultation.
- 1.2 To seek Committee approval for the Dundee Burial Management Plan as required by the Burial and Cremation (Scotland) Act 2016.

## **2. RECOMMENDATIONS**

- 2.1 The Committee is recommended to revoke the current Management Rules for Cemeteries (2019) and agree the revised Management Rules for Cemeteries (Appendix 1).
- 2.2 The Committee is recommended to approve the proposed Dundee Burial Management Plan (Appendix 2).

## **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications associated with the implementation of the above recommendations.

## **4. BACKGROUND**

- 4.1 Reference is made to Article III of the minute of the Climate, Net Zero and Environment Committee on 17<sup>th</sup> November 2025, which remitted the Executive Director of Neighbourhood Services to undertake the necessary consultation on the proposed Management Rules for Cemeteries as required by the Civic Government (Scotland) Act 1982. The Committee also approved the proposed Terms and Conditions for Cemeteries.
- 4.2 Implementation of regulations from the Burial and Cremation (Scotland) Act 2016, effective by 1 March 2026, require revisions to both Cemetery Management Rules and Terms and Conditions.
- 4.3 The regulations referenced above also require all local authorities to prepare, maintain and make publicly available, a Burial Management Plan. The report presented to the Climate, Net Zero and Environment Committee in November 2025 made a commitment to seek approval in February 2026 from elected members for the Burial Management Plan.

### **4.4 Management Rules for Cemeteries**

- 4.4.1 As the November 2025 meeting of the Climate, Net Zero and Environment Committee was advised, in accordance with the Civic Government (Scotland) Act 1982, Dundee City Council is required to formally consult the public on the draft Management Rules for Cemeteries. A notice inviting objections was displayed in the local press and on Dundee City Council's website on 21<sup>st</sup> November 2025, giving a timescale for responses of a month as dictated by the legislation.
- 4.4.2 The draft Management Rules for Cemeteries were available to view at Dundee House, on the Council's website and displayed at all the Council's active cemeteries advising that objections should be sent in writing to the Head of Environment via the Environment Services' generic email address or postal address.

4.4.3 The period of consultation closed on the 21st of December 2025 with no requests to view and no objections received. As a result, there are no amendments and it is recommended that elected members agree the draft Management Rules for Cemeteries appended to this report at Appendix 1.

#### **4.5 Burial Management Plan**

4.5.1 The regulations associated with the Burial and Cremation (Scotland) Act 2016 require Dundee City Council to prepare and maintain a Burial Management Plan. The plan must outline how burial grounds are managed and operated and must be available from 1<sup>st</sup> March 2026 and is subject to annual review. The plan must be made available for inspection by the Inspector of Burial and members of the public.

4.5.2 Guidance received from the Scottish Government concerning the Burial Regulations state that Burial Authorities should ensure that burial grounds are managed and operated in line with their Burial Management Plan. In accordance with the guidance, Dundee's Draft Burial Management Plan provides a strategic overview with individual tailored plans as appendices to the plan.

4.5.3 The guidance describes the Burial Management Plan as a burial authority's operating manual. It must contain enough detail to cover the information required by the regulations. Burial Management Plans must include the following: -

- Details of each burial ground
- Contact details
- Details of active burial grounds
- Procedures for carrying out burials
- Procedures for dealing with an unexpected increase in the number of burials
- Operation and servicing of equipment
- Procedures for ensuring burial grounds are maintained in good order
- Procedures for carrying out scheduled inspections, including the frequency of such inspections
- Contingency arrangements for any unexpected disruption to operations.

4.5.4 The draft Burial Management Plan is contained at Appendix 2.

### **5 POLICY IMPLICATIONS**

5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services, or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

### **6 CONSULTATIONS**

6.1 The Council Leadership Team have been consulted in the preparation of this report.

### **7 BACKGROUND PAPERS**

7.1 None.

Tony Boyle  
**Executive Director of Neighbourhood Services**

20 January 2026

## Appendix 1: Management Rules for Dundee City Council Cemeteries

Dundee City Council in exercise of the powers conferred on them by Section 112 of the Civic Government (Scotland) Act 1982 have made the following Management Rules for the Council's Cemeteries:

1.	<p><b>Definitions</b></p> <p>'Lair' means a piece of ground in which a Right of Burial in a Cemetery exists._</p> <p>'Memorial' means any gravestone, headstone or other monument erected at the head of the Lair in the Memorial Border or plaque in designated areas such as a memorial wall.</p> <p>'Proprietor' means the person who is named in the Right of Burial Certificate.</p> <p>'Right of Burial' means the right to be buried in a Lair, and the right to decide whose remains may be buried in the Lair.</p> <p>'Right of Burial Certificate' means the Right of Burial Certificate describing a Lair purchased by a Proprietor from the Council.</p> <p>'Cemetery' means any land operated and managed by Dundee City Council for the purpose of interment including churchyards and burial grounds.</p> <p>'Memorial Border' means the area immediately surrounding the Memorial, outwith the grassed areas of the Cemetery.</p> <p>'Code' means the Scottish Outdoor Access Code, the guidance on the Land Reform (Scotland) Act 2003.</p> <p>'Council' means Dundee City Council.</p> <p>'Council Official' means an employee of the Council or any person authorised by the Council to enforce these rules.</p>
2.	<p><b>Summary</b></p> <p>Any person who appears to be breaking, has broken or is about to break any of the following rules may be asked by a Council Official to leave the Cemetery. Any person refusing to leave will be guilty of an offence and liable on summary conviction, to a fine.</p>
2.1	Any written permission required by these Rules must be shown on request to a Council Official.
2.2	The Council may decide to waive any Rule at any time.
3.	<p><b>General</b></p>
3.1	<p><b>The following acts are prohibited:</b></p> <p>Behaviour which causes (or is likely to cause) annoyance, offence, alarm or distress to any other Cemetery user or neighbouring resident.</p>
	<p><b>The following acts are prohibited unless the Council's written permission has been obtained first:</b></p>
3.2	Erect any memorial or fence, hoarding or similar structure, placard, poster, bill, notice or other similar material.
3.3	Being in possession of a firearm or any other weapon.
3.4	Use of any form of metal or mineral detecting equipment.
3.5	Dig or otherwise interfere with any ground surface or release any animal, plant, seed, compound or cremated remains on to the site
3.6	Intentionally or recklessly kill, injure, capture or disturb any animal or disturb or interfere with their places of shelter or nests.
3.7	Intentionally or recklessly uproot or damage any tree or plant or attach any structures or ropes to them.
4.	<p><b>Burials, Memorials and Tributes</b></p> <p><b>Please contact the Council Bereavement Services or a Funeral Director for assistance</b></p>
4.1	Memorials can only be erected with permission from the Council and must meet minimum standards.
4.2	Cremated remains may be scattered in any Cemetery upon written application to, and permission from the Council.

<b>5.</b>	<b>Tributes and Planting</b>
5.1	Any floral tributes, or personal mementos must be limited to the Memorial Border and must not infringe on the Lair in any way. The Council shall not be responsible for any loss or damage to vases or any other item(s) placed on the Memorial Border or Lair. Kerbs, copes, railings, fences, gravel, corner stones or any other such ornamental additions to the Lair shall not be permitted. <i>This is to allow for the grass areas to be maintained.</i>
5.2	Floral tributes may be placed on the Lair but will be removed after approximately 2 weeks to allow for the grass areas to be maintained.
5.3	Christmas wreaths are permitted within all Cemeteries. These will be removed no earlier than the first Sunday in February. Anyone wishing to keep their wreaths should remove them before this date.
5.4	The Council has the right to remove or prune a shrub or tree that encroaches onto an adjacent Lair or causes damage to an adjacent Memorial. The Council also has the right to remove or prune a tree or shrub that inhibits the interment process. <i>If neighbouring tributes, trees or plants are causing concern, please contact the Council.</i>
5.5	Dispose of flower wrappings in the bins provided or take them home. <i>The wrappings of flowers can be blown by the wind and become litter. A list of plants suitable for Memorial Borders and resistant to deer and rabbit grazing is available.</i>
<b>6.</b>	<b>Dogs and Horses</b> <b>The following acts are prohibited:</b>
6.1	Allowing dogs to foul in a Cemetery unless the person in charge of the dog immediately removes the fouling (within the provisions of the Dog Fouling (Scotland) Act 2003).
6.2	Failing to keep a dog on a short lead in any Cemetery
6.3	Leading, riding, training or exercising a horse in a manner which falls short of the responsibilities in the Code.
<b>7.</b>	<b>Recreation</b> <b>The following acts are prohibited:</b>
7.1	Playing games or sports
7.2	Lighting fires or using barbecues
7.3	Failing to remove litter.
7.4	Release balloons, sky lanterns or any other uncontrolled items in or onto land, air or water. <i>To protect livestock and marine wildlife.</i>
7.5	Smoking in an area signed "No Smoking". Do not smoke where others may suffer your smoke.
7.6	Erect, occupy or use any tent, caravan, motorhome or other structure. <i>There are caravan sites close to Dundee.</i>
<b>8.</b>	<b>Cycling</b> <b>The following acts are prohibited:</b>
8.1	Cycling in a manner which falls short of the responsibilities in the Code.
8.2	Cycling on planted or grass areas.
<b>9.</b>	<b>Motor Vehicles</b> <b>The following acts are prohibited unless the Council's written permission has been obtained first:</b>
9.1	Ride, park, drive or wheel any motorised vehicle except vehicles attending funerals or carrying a Blue Badge holder and only on roads designated for that purpose. <i>The police have taken action under Section 34 of the Road Traffic Act 1988 to confiscate motorcycles and quad bikes. This rule does not apply to e-bikes or vehicles adapted for use by a person with a disability provided the adapted vehicle is being used by such a person.</i>
9.2	Launch or land powered aircraft or use a powered, remote controlled plane or drone.
9.3	Ride or drive any motorised vehicle greater than 10mph or other signed speed.

<b>10.</b>	<b>Events and Other Activities</b> <b>The following acts are prohibited unless the Council's written permission has been obtained first:</b>
10.1	Holding an event, performance, ceremony, demonstration or public meeting
10.2	Undertake commercial sound recording, commercial photography or commercial filming.
10.3	Carrying or discharging any firework.
<b>11.</b>	<b>Expulsion &amp; Exclusion from Cemeteries</b>
11.1	Where a Council Official has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of these Management Rules, they may expel that person from the Cemetery.
11.2	Where a Council Official has reasonable grounds for believing that a person is about to contravene any of these Management Rules, they may exclude that person from the Cemetery.
11.3	Where a person has persistently contravened or attempted to contravene these Management Rules and in the Council's opinion likely to contravene them again, the Council may decide to make that person subject to an exclusion order for a specified period of up to one year.
11.4	Any person who fails to comply with expulsion (11.1 above), exclusion (11.2 above) or exclusion order (11.3 above) will be guilty of an offence and liable on summary conviction, to a fine not exceeding level 1 on the Standard Scale currently £200.
<b>12.</b>	<b>Revocation of Existing Rules</b>
12.1	The existing Management Rules for Cemeteries which came into effect on 1 <sup>st</sup> June 2019 are hereby revoked.

The foregoing Rules shall come into force on the 1st day of March 2026

Dated at Dundee [xx] [xx] 2026

Signed \_\_\_\_\_  
Chief Executive  
Dundee City Council

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# Burial Management Plan

Dundee City Council

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## 1. Introduction & Statutory Framework

### 1.1 Purpose of the Plan

This Burial Management Plan sets out Dundee City Council's approach to the management and operation of its burial grounds. It provides a comprehensive guide for operational procedures, maintenance protocols, and contingency arrangements, ensuring that all burial grounds are safe, respectful, and compliant with national legislation. The plan also supports transparency for the public and provides assurance that statutory duties are being met.

### 1.2 Legal and Statutory Framework

This plan has been prepared in accordance with:-

- **Burial and Cremation (Scotland) Act 2016** – establishing the legal framework for burial authorities.
- **Burial (Management) (Scotland) Regulations 2025** – requiring each burial authority to prepare and maintain a burial management plan by **1 March 2026**, and to review it annually.
- **Burial (Applications and Register) (Scotland) Regulations 2024** – governing application processes and record-keeping.

This plan applies to all burial grounds managed by Dundee City Council, including operational cemeteries and closed churchyards. It covers: -

- Procedures for coffin and ashes burials
- Maintenance and inspection regimes
- Equipment operation and servicing
- Contingency arrangements for unexpected events
- Training and competency requirements for staff

### 1.3 Other Legislation and Related Council Policies

In addition to the Burial and Cremation (Scotland) Act 2016 and the Burial Management Regulations 2025, Dundee City Council ensures that burial operations comply with a range of statutory duties and best practice standards. These include the **Equality Act 2010**, which underpins our commitment to accessible and inclusive services; the **Health and Safety at Work etc. Act 1974** and the **Occupiers' Liability (Scotland) Act 1960**, which require us to maintain safe environments for staff and visitors; and the **UK General Data Protection Regulation (GDPR)**, which governs the secure handling of personal data in burial applications and records.

This plan also aligns with wider Council strategies and policies, including the **Corporate Resilience and Business Continuity Plans** for emergency preparedness, the [Dundee Biodiversity Action Plan \(2020–2030\)](#) to support environmental stewardship, and the **Memorial Safety Standard Operating Procedure (SOP)** for managing headstone inspections and repairs. Together, these frameworks ensure that burial grounds are managed responsibly, sustainably and in accordance with both legal requirements and community expectations.

### 1.4 Plan Review & Public Accessibility

The Burial Management Plan will be reviewed annually to reflect changes in operations, burial ground status, and government legislation.

A copy of this plan will be made available to the public and the Inspector of Burial upon request to [environment@dundeecity.gov.uk](mailto:environment@dundeecity.gov.uk)

It will be published on [www.dundeecity.gov.uk](http://www.dundeecity.gov.uk) (this link will be updated once the Burial Management Plan has been approved).

#### Supplementary Information:

For details on the management rules governing the use of burial grounds, please refer to [www.dundeecity.gov.uk](http://www.dundeecity.gov.uk) (this link will be updated on 1<sup>st</sup> March 2026 when the updated Management Rules for Cemeteries and the Terms and Conditions for Cemeteries are enacted.)

## 2. Burial Grounds Overview

### 2.1 Summary Table of Burial Grounds

Burial Ground	Address	Operational Status
1. <b>Balgay Cemetery</b>	40 Glamis Road, Dundee, DD2 1TU	New ashes burials only
2. <b>Birkhill Cemetery</b>	Coupar Angus Road, Dundee, DD2 5PP	New coffin and ashes burials
3A. <b>Eastern Cemetery</b>	Arbroath Road, Dundee, DD4 7RH	No new burials
3B. <b>Eastern Cemetery</b>	Muslim Trust – Section A	Privately Owned by MT
4. <b>Western Cemetery</b>	Perth Road, Dundee DD2 1NS	New ashes burials only
5. <b>Pitkerro Grove Cemetery</b>	Drumsturdy Road, Dundee, DD5 3NY	New coffin and ashes burials
6. <b>Barnhill Cemetery</b>	Strathmore Street, Broughty Ferry, DD5 2NY	No new burials
7. <b>Benvie Graveyard</b>	Invergowrie, Dundee, DD2 5LB	Closed
8. <b>Fisher Street Graveyard</b>	9 Fisher St, Dundee DD5 1EF	Closed
9. <b>The Howff Graveyard</b>	Constitution Road, Dundee, DD1 1LD	Closed
10. <b>Logie Graveyard</b>	Lochee Road, Dundee, DD2 2PR	Closed
11. <b>Mains Parish Graveyard</b>	Mains Loan, Dundee, DD4 7AA	Closed
12. <b>St Andrews Graveyard</b>	2 King Street, Dundee, DD1 2JB	Closed
13. <b>St Aiden's Graveyard</b>	408 Brook Street Broughty Ferry, Dundee, DD5 2DA	Closed
14. <b>St Peters Graveyard</b>	Peter Street, Dundee, DD1 2EW	Closed
15. <b>Roodyards Cemetery</b>	Broughty Ferry Road, Dundee	Closed

(Full addresses and map references provided in Appendix 1)

### 2.2 Special-Designation Areas

- **Children's Sections:** Birkhill Cemetery, Pitkerro Grove Cemetery
- **Muslim Section:** Eastern Cemetery (Section A owned by the Muslim Trust) and Birkhill Cemetery
- **Jewish Section:** Eastern Cemetery
- **Chinese Section:** Pitkerro Grove Cemetery
- **Woodland Burial Area:** Birkhill Cemetery

### 2.3 Lair Sizes

#### **Balgay, Eastern, Western, Barnhill Cemeteries:**

2.74m long, 0.914m wide, no greater depth of 2.14m, and no less depth of 1.53m.

#### **Birkhill and Pitkerro Grove Cemeteries:**

2.74m long, 1m wide, no greater depth of 2.14m, and no less depth of 1.53m.

### 2.4 Burial Authority Contact Details

Email: [parks.burials@dundeecity.gov.uk](mailto:parks.burials@dundeecity.gov.uk)

Phone: 01382 431536

Website: [www.dundeecity.gov.uk](http://www.dundeecity.gov.uk)

### 3. Burial Procedures

#### 3.1 Overview

This section sets out Dundee City Council's procedures for carrying out burials in its cemeteries, ensuring compliance with statutory requirements and safe, respectful practices. Separate processes apply for coffin burials and ashes burials.

#### 3.2 Coffin Burial Procedure

Coffin Burial Procedure	
Stage	Actions
Initial Contact	<ul style="list-style-type: none"> <li>Funeral Director or applicant contacts the burial administration team to check lair availability and discuss any special requirements (e.g., coffin size, faith designation, accessibility needs).</li> </ul>
Booking & Documentation	<ul style="list-style-type: none"> <li>Burial administration confirms lair availability and provisional booking in Plotbox.</li> <li>Applicant submits burial application and supporting documents (Form 14 (death certificate), right of burial certificate). Applications must be submitted at least two full working days before the burial (excluding weekends and bank holidays).</li> <li>Burial administration reviews all documents for accuracy and completeness. If correct, staff sign and date the application form to confirm approval.</li> <li>Application and supporting documents are saved in SharePoint under the relevant cemetery folder.</li> <li>Burial Order generated in Plotbox, ensuring correct section, lair, and associated fees are assigned, and emailed to <a href="mailto:burials.downfield@dundee.gov.uk">burials.downfield@dundee.gov.uk</a> for printing and on-site preparation.</li> </ul>
Lair Identification	<ul style="list-style-type: none"> <li>Officer confirms information in cemetery lair book to schedule.</li> <li>Officer locates lair, marks center with wooden peg, spray paints lair number.</li> <li>Officer signs Burial Order and updates lair book, diary, and notice board.</li> <li>Chargehand verifies lair location and signs Burial Order.</li> <li>Proprietors contacted if tributes need removal.</li> <li>Second Officer confirms lair before excavation.</li> </ul>
Excavation	<ul style="list-style-type: none"> <li>Chargehand re-checks lair location. Tributes repositioned on headstone border if not removed.</li> <li>Ground protection, batons, and boards placed.</li> <li>Turf removed and stored for reinstatement.</li> <li>Lair excavated using mechanical excavator; shoring installed progressively.</li> <li>Soil placed on boards away from public path.</li> <li>Grave dressed with artificial grass and laurels; spokes placed for flower board.</li> <li>Machinery and tools removed from sight.</li> </ul>
Interment	<ul style="list-style-type: none"> <li>Officer meets funeral cortège at main gate and escorts to lair.</li> <li>Coffin carried by cemetery staff, funeral directors, or family.</li> <li>Coffin lowered using safe lifting methods.</li> <li>Flower board placed over open lair after service.</li> </ul>
Backfill & Reinstatement	<ul style="list-style-type: none"> <li>Floral tributes placed aside.</li> <li>Soil replaced in layers and compacted.</li> <li>Turf reinstated, area tidied.</li> <li>Tributes replaced on lair.</li> <li>All equipment removed from site.</li> </ul>

Admin Close-out	<ul style="list-style-type: none"> <li>• Signed Burial Order scanned to <a href="mailto:parks.burials@dundeecity.gov.uk">parks.burials@dundeecity.gov.uk</a> and uploaded to Plotbox.</li> <li>• Invoice raised in Plotbox and exported to Civica.</li> <li>• Burial record completed in Plotbox.</li> <li>• Lair book (register) updated.</li> </ul>
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### 3.3 Ashes Burial Procedure

Ashes Burial Procedure	
Stage	Actions
Initial Contact	<ul style="list-style-type: none"> <li>• Funeral Director or applicant contacts the burial administration team to check lair availability and discuss any special requirements (e.g., coffin size, faith designation, accessibility needs).</li> </ul>
Booking & Documentation	<ul style="list-style-type: none"> <li>• Burial administration confirms lair availability and provisional booking in Plotbox.</li> <li>• Applicant submits burial application and supporting documents (Form 14 (death certificate), right of burial certificate). Applications must be submitted at least two full working days before the burial (excluding weekends and bank holidays).</li> <li>• Burial administration reviews all documents for accuracy and completeness. If correct, staff sign and date the application form to confirm approval.</li> <li>• Application and supporting documents are saved in SharePoint under the relevant cemetery folder.</li> <li>• Burial Order generated in Plotbox, ensuring correct section, lair, and associated fees are assigned and emailed to <b>burials.downfield@dundeecity.gov.uk</b> for printing and on-site preparation.</li> </ul>
Lair Identification	<ul style="list-style-type: none"> <li>• Officer confirms information in cemetery lair book to schedule.</li> <li>• Officer locates lair, marks center with wooden peg, spray paints lair number.</li> <li>• Officer signs Burial Order and updates lair book, diary, and notice board.</li> <li>• Chargehand verifies lair location and signs Burial Order.</li> <li>• Proprietors contacted if tributes need removal. Second Officer confirms lair before excavation.</li> </ul>
Excavation	<ul style="list-style-type: none"> <li>• Hand excavation to required depth.</li> <li>• Ground protection and boards placed.</li> <li>• Turf removed and stored.</li> <li>• Grave dressed with artificial grass and laurels; flower board placed.</li> </ul>
Interment	<ul style="list-style-type: none"> <li>• Officer meets funeral party and escorts to lair.</li> <li>• Officer coordinates placement of casket or ashes.</li> <li>• Flower board placed over lair after service.</li> </ul>
Backfill & Reinstatement	<ul style="list-style-type: none"> <li>• Soil replaced and compacted.</li> <li>• Turf reinstated, area tidied.</li> <li>• Tributes replaced on lair.</li> </ul>
Admin Close-out	<ul style="list-style-type: none"> <li>• Signed Burial Order scanned to <a href="mailto:parks.burials@dundeecity.gov.uk">parks.burials@dundeecity.gov.uk</a> and uploaded to Plotbox.</li> <li>• Invoice raised in Plotbox and exported to Civica.</li> <li>• Burial record completed in Plotbox.</li> <li>• Lair book (register) updated.</li> </ul>

### **3.4 Managing Unexpected Increase in Burials**

Dundee City Council has established procedures to respond effectively to any sudden surge in burial demand, ensuring continuity of service and compliance with statutory requirements.

#### **3.4.1 Identification of Increased Demand**

Council officers continuously monitor burial requests through the Plotbox management system, enabling early identification of trends and capacity pressures. Sections and lairs are tracked in real time, and any areas approaching capacity are flagged promptly to allow proactive planning. Triggers for activating surge measures include significant increases in weekly burial requests, public health alerts, or other emergencies that may impact normal operations.

#### **3.4.2 Resource Allocation**

**Staffing:** Allocate additional burial admin staff, Gardeners and ground maintenance operatives and gravediggers as required.

**Equipment:** Ensure all relevant staff have access to any additional machinery and maintenance tools as required.

#### **3.4.3 Liaison and Coordination**

The Council maintains established communication channels with key partners, including the Scottish Government for policy guidance, the Scottish Environment Protection Agency (SEPA) for environmental considerations, and NHS Scotland for health-related updates and forecasting. Funeral Directors would be kept informed to ensure burial times and requirements are managed appropriately. The Environment Service maintains a list of contacts for each organisation and will ensure consistent communication as appropriate.

Funeral Directors and the public would be provided with updates on any temporary changes to burial procedures through direct liaison, the Council's website, and other communication channels. Coordination with neighbouring local authorities to ensure consistency of messaging and approach.

#### **3.4.4 Temporary Measures for Mass Fatality**

In extreme circumstances, temporary measures may be implemented. These include identifying suitable locations within burial grounds for mass burials and accelerating burial procedures while maintaining cultural and legal compliance. Additional trained operatives may be deployed to assist with grave preparation and funeral processes.

## **4. Equipment Operation and Servicing**

Dundee City Council ensures that all equipment used in burial operations and cemetery maintenance is operated safely, serviced regularly, and recorded in compliance with statutory requirements. This section outlines the procedures for equipment operation, maintenance, and contingency planning.

### **4.1 Operation Guidelines**

All equipment, including excavators, shoring systems, lawnmowers, and hand tools, is operated only by trained staff who have received appropriate safety instruction. Staff must: -

- Complete daily pre-use checks using depot plant checklists.
- Wear appropriate PPE (e.g., gloves, steel-toe boots, eye protection).
- Follow manufacturer operating instructions and Council safety protocols.
- Record any defects or issues immediately for remedial action.

### **4.2 Maintenance and Servicing**

Equipment servicing is carried out in accordance with manufacturer specifications and Council policy:

- Weekly plant checklists submitted by each depot.
- Large machinery and vehicles must have daily logbooks completed before use.
- All powered equipment serviced by the Council's Fleet Department; records maintained centrally.
- Lifting equipment and shoring boxes inspected twice yearly by Zurich (Council's insurer).
- HAVS (Hand-Arm Vibration Syndrome) monitoring undertaken using Reactec devices or manual logs; operatives attend occupational health screening.

### **4.3 Staff Training**

Dundee City Council is committed to ensuring that all staff involved in burial operations and cemetery maintenance are fully trained and competent in their roles. Training covers a wide range of operational and safety requirements, including grave excavation, shoring techniques, equipment operation, memorial safety inspections, and health and safety protocols such as HAVS monitoring. Staff receive a combination of formal training courses, in-house toolbox talks, and on-the-job instruction delivered by qualified trainers or equipment suppliers. All training is recorded in individual staff training records and reviewed regularly to ensure compliance with statutory obligations and best practice standards. Refresher training is provided as required, and specialist qualifications (e.g., LANTRA certification for excavator and shoring systems) are maintained for key operational roles.

## **5. Maintenance of Burial Grounds**

Dundee City Council is committed to maintaining all burial grounds in good order, ensuring they remain safe, respectful, and welcoming for visitors. Maintenance activities are carried out by trained staff in accordance with statutory requirements and best practice standards. This section outlines the arrangements for general grounds maintenance, amenities upkeep, environmental strategies, and inspection cycles.

### **5.1 General Ground Maintenance**

All general ground maintenance tasks are performed in-house by Dundee City Council staff.

#### **5.1.1 Lawn Maintenance**

Grass is cut approximately fortnightly from March to September, weather permitting.

#### **5.1.2 Shrub and Hedge Maintenance**

Hedges are trimmed twice per year to prevent overgrowth and ensure clear pathways.

#### **5.1.3 Weed Control**

Manual weeding and application of environmentally friendly weed treatments are carried out as required from April – October.

#### **5.1.4 Leaf Clearance**

Fallen leaves are cleared as required during autumn to prevent hazards and to keep the grounds neat.

### **5.1.5 Tree Management**

Regular inspections are conducted annually by the Forestry team, with maintenance tasks, such as removing deadwood, completed as needed.

### **5.1.6 Sunken Lairs**

Reinstated as required; soil added and turfed between October and March or seeded between April to September.

### **5.1.7 Supporting Dundee's Nature Network**

Dundee's cemeteries and graveyards provide important stepping stone sites in Dundee's Nature Network. Appropriate management interventions are implemented to further enhance their nature network role. This can include biodiversity grassland management, installation of bird boxes and planting which is attractive to pollinators.

## **5.2 Amenities Upkeep**

### **5.2.1 Bins and Waste Management**

Bins are regularly emptied to prevent overflow and maintain cleanliness. Bins are inspected weekly for damage or wear, ensuring they are functional and aesthetically in line with surroundings.

### **5.2.2 Benches**

Inspected regularly for safety and repaired or replaced as needed.

### **5.2.3 Signage**

Signage is inspected quarterly to ensure all information is visible, accurate, and well maintained. Damaged or faded signs to be replaced or repaired promptly. Signage to be placed effectively to guide visitors to lairs, amenities and exits.

### **5.2.4 Parking Areas**

Parking areas are checked weekly to ensure they are free of debris and dangerous potholes with parking lines repainted as required and accessibility markings are kept clearly visible.

### **5.2.5 Accessibility Features**

Ramps and pathways maintained to ensure safe access for all visitors.

## **5.3 Environmental/Biodiversity Strategies**

Dundee City Council supports sustainable practices through: -

- Recycling initiatives within cemeteries.
- Habitat protection and biodiversity enhancements in line with the [Dundee Biodiversity Action Plan \(2020–2030\)](#).
- Management of perennial grass areas and woodland burial sections to encourage wildlife.

## **5.4 Wildlife Management**

Dundee City Council actively monitors wildlife activity within its burial grounds to prevent disruption to lairs and memorials. There is currently no badger population in Dundee cemeteries; however, regular checks are carried out to identify any signs of burrowing species or other wildlife that could impact site integrity. If evidence of inappropriate disruption is found, Animal Control will be contacted promptly to implement appropriate measures.

## **5.5 Inspection Schedule**

A structured inspection regime ensures that burial grounds remain safe and well maintained: -

- **Routine Visual Checks:** Conducted regularly to assess overall site cleanliness and identify minor maintenance needs.
- **Intermediate Inspections:** Focused reviews of memorials, pathways, fences, and other structures to detect wear, damage, or safety concerns.
- **Comprehensive Site Assessments:** Full evaluations of headstones, memorials, and infrastructure, including long-term maintenance planning and prioritisation of works.

With regard to ensuring the safety of headstones and memorials, potentially unsafe monuments are identified by operational grounds maintenance staff during routine five-year surveys, as well as inspections of adjacent memorials surrounding ongoing interments. All reasonable efforts are made to contact the proprietor of any identified unsafe headstone or memorial. When contact is established, proprietors are informed of their responsibility to ensure the safety of their monument. If contact details are unavailable, the Council places a notice at the location requesting that proprietors make contact within three weeks. Should no response be received, the Council will proceed with necessary works on their behalf.

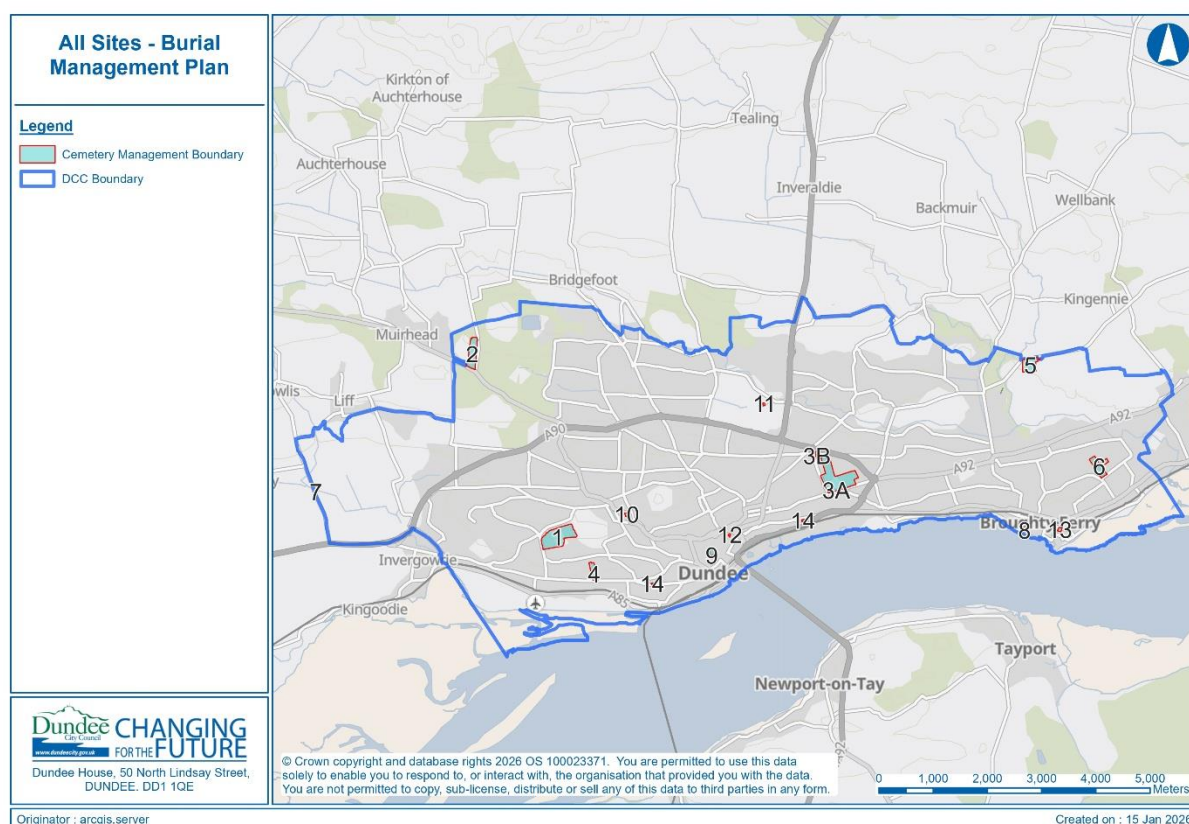
In cases where a headstone or memorial presents an immediate risk, the Council implements interim measures to protect public safety until permanent remediation can occur. For long-term safety, the Council or its contractors may either lay the monument flat or partially bury it to allow for future re-erection by the family. Monuments exceeding 5 feet in height are added to the Council's stabilisation programme and will be repaired accordingly.

## **6. Contingency Plan for Unexpected Disruption to Operations**

To ensure continuity of burial services and safeguard public health during unforeseen events, contingency measures will be implemented in line with Dundee City Council's Corporate Resilience and Emergency Communications procedures. These measures cover scenarios such as severe weather, coastal erosion, site access incidents, staff shortages, ICT failures, resource breakdowns, and public health emergencies. Actions include diversion arrangements to alternative cemeteries, temporary closure and cordoning of unsafe areas, deployment of emergency contractors and backup equipment, and activation of manual booking systems if digital platforms fail. A priority matrix will guide essential tasks, and updated contact lists will support rapid communication with staff, funeral directors, and stakeholders. All responses will be documented for compliance and reviewed regularly to maintain resilience and service continuity.

## Appendix 1 – Location Map of Cemetery Sites

### Map of all sites across Dundee



Please click on the links below to see further information regarding individual cemeteries – including location maps, addresses and operational management regimes.

- 1 [Balgay Cemetery](#)
- 2 [Birkhill Cemetery](#)
- 3A [Eastern Cemetery](#)
- 3B [Eastern Cemetery – Muslim Trust](#)
- 4 [Western Cemetery](#)
- 5 [Pitkerro Grove Cemetery](#)
- 6 [Barnhill Cemetery](#)
- 7 [Benvie Graveyard](#)
- 8 [Fisher Street Graveyard](#)
- 9 [The Howff Graveyard](#)
- 10 [Logie Graveyard](#)
- 11 [Mains Parish Graveyard](#)
- 12 [St Andrews Graveyard](#)
- 13 [St Aidens Graveyard](#)
- 14 [St Peters Graveyard](#)
- 15 [Roodyards Graveyard](#)