

POLICY CONTENTS PAGE

PRO FORMA

1. Introduction Armagh City Banbridge & Craigavon Borough Council is committed to providing cemeteries of the highest standards under best practice and legislative requirement. It is therefore necessary to secure future provision of this service through sound management and controlled practices to guarantee sustainability and longevity for future service provision. <ul style="list-style-type: none">• The provision and management of our cemeteries is an important service as it is utilised by the community at a time of great emotional distress.• The development of a consistent approach as detailed in this Policy document will provide our residents with a clear understanding of service provision and the qualifying criteria to be met for advanced rights reservation.	
2. Purpose 2.1 To provide and implement a structured approach by Armagh City, Banbridge and Craigavon Borough Council in the management and control of its cemeteries for the delivery of advanced exclusive right to burial sales. To build the policy in a way that is responsive to the needs of the bereaved and with due consideration allocated to the training and competency of Cemetery staff to enable them to conduct their duties to the best of their ability 2.2 Cemetery Services aim is to provide services to the bereaved which reflects the cultural needs of all our Citizens 2.3 Aim to provide a service that is respectful, relevant and efficient 2.4 The Council's Cemetery Service Department is committed to improving the service by confronting rather than disguising the death experience and by doing so hopefully reducing ignorance around cultural differences.	
3. Scope 3.1 To provide a consistent approach for the provision of advanced burial right sales options in accordance with religious, cultural and ethnic beliefs/requirements of the deceased, within the framework of current legislation and industry best practice as developed under; <ul style="list-style-type: none">• The Burial Grounds Regulations NI 1992• Health and Safety at Work 1978• Management of Health & Safety at Work 2000• Occupiers Liability Act 1957• Institute of Cemetery and Crematorium Management code of practice (ICCM)• ICCM Charter for the Bereaved	
4. Policy Details 4.1 The policy is based on the provision of consistent practices and procedures which will enable burials to be conducted in accordance with Burial Law, Council Rules and Regulations, industry standards and best practice as well as meeting requirements from Health and Safety Legislation so far as is practicable and in accordance with the religious, cultural and ethnic beliefs/requirements and the wishes of the bereaved	
5. Roles and Responsibilities	Identify the roles and responsibilities of Officers/Members etc. in relation to the policy.
6. Related Policies	None
7. Equality Screening Form	Attached

Armagh City, Banbridge &
Craigavon Borough Council

Cemetery Services Advanced
Exclusive Right to Burial
Policy Statements

Implementation Date Cemetery
Services Section 2019/20

Date of Policy Draft	Person(s) Responsible (Title)
April 3 rd 2019	Martin Mc Corry -- Cemeteries Manager

First Draft © 2019

Introduction

Armagh City Banbridge & Craigavon Borough Council is committed to providing cemeteries of the highest standards under best practice and legislative requirement. It is necessary to secure future provision of this service through sound management and controlled practices to guarantee sustainability and longevity for future service provision.

To help in this regard cemetery services will only offer Advanced Exclusive Right to Burial sales via two restricted formats for borough resident only as follows; -

- Residents over the age of Sixty years
- Residents with a terminal illness diagnosis; life expectancy of less than 12 months

List of Council operational cemeteries for advanced plot sale

Armagh	Banbridge	Craigavon
Ballnahone (Operational)	Banbridge (Operational)	Kernan (Operational)
The Orchard (Operational)	Dromore (Operational)	Lurgan (Operational)

POLICY STATEMENTS

Policy Statement 12 months or less Life Expectancy Criteria

Residents of the borough who have been diagnosis with a life-limiting prognosis of 12 months or less will qualify for advanced burial right provision under the following criteria.

- 1 Proof of residency in the borough will be required; i.e. driver licence, passport, or letter with the occupants name and address clearly stated thereon
- 2 A professionally qualified medical practitioner certified proof of prognosis will be required to avail of said service and must be provided before any purchase can proceed.
- 3 A right to burial will be reserved within a section of the cemetery currently in use for burial, said right will only be allocated at the time of burial.
- 4 Applicants should ensure that they are fully conversant with the rules and regulations of Armagh City, Banbridge & Craigavon Borough Council's Cemeteries, with particular attention to grave layout and memorial types, prior to any interment.
- 5 No cemetery with less than ten years' available grave spaces will sell reservations for advanced exclusive rights to burial. No more than 5% of available plots will be released annually for advance rights provision.
- 6 Advanced right to burial will be sold only in single plot provision no adjacent plot will be made available to advanced plot purchasers. A maximum of three burials may be interred within this plot.
- 7 An unspecified number of cremated remains caskets may also be interred in said plot
- 8 The individual wishing to purchase under criterial illness diagnosis, may nominate a person to hold the exclusive right to burial in their name. Examples of acceptable nominees (spouse/partner/parent/child off **over sixteen--eighteen/sibling**)

Policy Statements over 60s criteria

Residents of the borough who are over the age of sixty years will qualify for, advanced burial right provision via one application per household under the following criteria.

- 1 Proof of residency in the borough and age will be required; i.e. driver licence, passport, or letter with the occupant's name and address clearly stated thereon and or birth certificate
- 2 An advanced right to burial will be reserved within the applicants chosen cemetery, said right will only be allocated at the time of burial in a section of the cemetery currently in use at that time.
- 3 An administration fee set by council will be charged at the time of purchase to hold said burial rights in reserve for future allocation.
- 4 Council reserve the right to cancel said reservation where no burial has taken place within fifty years from the date of purchase
- 5 Applicants should ensure that they are fully conversant with the rules and regulations of Armagh City, Banbridge & Craigavon Borough Council's Cemeteries, with particular attention to grave layout and memorial types, prior to any advanced right purchase
- 6 No cemetery with less than ten years' available grave spaces will sell reservations for advanced exclusive rights to burial. No more than 5% of available plots will be released annually for advance rights provision.
- 7 Advanced right to burial will be sold only in single plot provision no adjacent plot will be made available to advanced plot purchasers. A maximum of three burials can be interred within this plot.
- 8 An unspecified number of cremated remains caskets may also be interred in said plot
- 9 It is the **responsibility** of the reserve exclusive right holder to ensure that their current address details are maintained in the cemetery office and you must up-date the cemetery office of any change to your address.
- 10 This is to ensure the council's cemetery office is able to contact the right holder.

Policy Screening Form

Policy Scoping

Policy Title: The Operation, Management & Control of Exclusive Right to Burial sales in Council's Municipal Cemeteries

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

This Policy is for the Council's cemetery services Department to endeavour to maintain all cemeteries so as to create, pleasant, peaceful and tranquil environments for all types of burial. For our Cemeteries to be managed with compassion, competency and efficiency, to ensure the entire experience for the bereaved occurs without error or insensitivity. To manage and ensure the service meets the religious, secular, ethnic and cultural needs of the bereaved and their relatives

Intended aims/outcomes. What is the policy trying to achieve?

Armagh City Banbridge & Craigavon Borough Council is committed to providing cemeteries of the highest standards under best practice and legislative requirements. Cemeteries are provided for the purpose of burial at a time of death. It is therefore necessary to secure future provision of this service through sound management and controlled practices to guarantee sustainability and longevity for future service provision.

- The provision and management of our cemeteries is an important service as it is utilised by the community at a time of great emotional distress.
- The development of a consistent approach as detailed in this Policy document will provide our residents with a clear understanding of service provision and the qualifying criteria to be met for advanced rights reservation.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

The policy is based on the provision of consistent best practices and procedures which will enable burials to be conducted in accordance with Burial Law, Council Rules and Regulations, industry standards and best practice as well as meeting requirements from Health and Safety Legislation so far as is practicable and in accordance with the religious, cultural and ethnic beliefs/requirements and the wishes of the bereaved To provide a consistent approach for the provision of burial and memorialisation options in accordance with religious, cultural and ethnic beliefs/requirements of the deceased, within the framework of current legislation and industry best practice as developed under;

- The Burial Grounds Regulations NI 1992
- Section 25 Welfare Services Act (NI) 1971 amended Personal Social Services (NI) order 1972
- Burial Grounds Ireland Act 1856
- Public Health Ireland Act 1878

- Cremation (NI) Regulations 1961
- Local Government (Miscellaneous Provisions) (NI) order 1985
- Health and Safety at Work 1978
- Management of Health & Safety at Work 2000
- Occupiers Liability Act (NI) 1957- (NI) Order 1987
- Institute of Cemetery and Crematorium Management code of practice (ICCM)
- ICCM Charter for the Bereaved

Are any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

Over 60s

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

<p>Who initiated or wrote policy?</p> <p>Councillors</p>	<p>Who is responsible for implementation?</p> <p>Council Members, Senior Management and Cemetery Management team</p>
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Are there any factors, which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

N/A

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

- Bereaved Families and Friends
- Cemetery staff (Grounds and Administration)
- Funeral Directors
- Clergy/Faith representatives
- Stone Masons
- Contractors working on site
- General public

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

No

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	There is no reason to believe that there is any discrimination on the grounds of religious belief, other than to consider the current practice of allowing burials within 24hours to meet religious beliefs of the Muslim community Additional pressure for staff to facilitate burials within 24hours could disadvantage other individuals who wish to give reduced notice for reasons other than religious belief. Current cemetery statistics would show greater cemetery usage by one side of the Borough's major religious community opposed to another, although to date no complaints have been received on either basis
Political opinion	There is no reason to believe that there is any discrimination on the grounds of political opinion and no complaints have been received on this basis
Racial group	There is no reason to believe that there is any discrimination on the grounds of racial group, other than to consider the current practice of allowing burials within 24hours to meet religious beliefs of the Muslim community Additional pressure for staff to facilitate burials within 24hours could disadvantage other individuals who wish to give reduced notice for reasons other than religious belief. to date no complaints have been received on this basis
Age	Advanced right sales are to be restricted to over 60s Rational is to maintain longevity and sustainability of service provision of advanced rights as an open to all policy would not be sustainable. A shorten Life expectancy diagnosis criteria has also been introduced to accommodate those under sixty.

Marital status	There is no reason to believe that there is any discrimination on the grounds of Marital Status and no complaints have been received on this basis
Sexual orientation	There is no reason to believe that there is any discrimination on the grounds of Sexual Orientation and no complaints have been received on this basis
Men and women generally	There is no reason to believe that there is any discrimination on the grounds of Men & Women generally and no complaints have been received on this basis
Disability	Accessibility to all cemetery sites is been met where practical. Some of the older sites have neither the available space nor general conditions to allow for accessibility by all members of the public. The newer lawn cemeteries are more accessible than the older traditional cemeteries layout. Major resurfacing works have been commissioned for both Lurgan and Shankill cemeteries. No complaints have been received on this basis.
Dependants	There is no reason to believe that there is any discrimination on the grounds of Dependants and no complaints have been received on this basis

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	Muslim Burials must take place within 24 hours of death.
Political opinion	N/A
Racial group	Muslim Burials must take place within 24 hours of death.
Age	Allowing over 60s to pre-purchase exclusive right to burial. This allows people of a certain age who are looking at pre-paid funeral plans an opportunity to purchase a right to burial also. A shorten Life expectancy diagnosis criteria has also been introduced to accommodate individuals under sixty.
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	Accessibility to cemeteries is met where practical. All major resurfacing/extension works will comply with relevant legislative requirements.
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief		None
Political opinion		None
Racial group		None
Age		None
Marital status		None
Sexual orientation		None
Men and women generally		None
Disability		None
Dependents		None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief		The service caters for all sections of the community regardless of religious belief
Political opinion		The service caters for all sections of the community regardless of Political opinion
Racial group		The service caters for all sections of the community regardless of Racial grouping
Age		The service caters for all sections of the community regardless of Age
Marital status		The service caters for all sections of the community regardless of Marital status
Sexual orientation		The service caters for all sections of the community regardless of Sexual orientation
Men and women generally		The service caters for all sections of the community

Disability		The service caters for all sections of the community regardless of any Disability
Dependents		The service caters for all sections of the community

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief		None
Political opinion		None
Racial group		None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned

The Council's cemeteries accommodate all equality categories.

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

All new developments within cemetery services will meet the needs of disabled people by complying with all regulatory and legislative requirements for new cemetery developments.

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

The policy is based on the provision of consistent best practices and procedures which will enable burials to be conducted in accordance with Burial Law, Council Rules and Regulations, industry standards and best practice as well as meeting requirements from Health and Safety Legislation so far as is practicable and in accordance with the religious, cultural and ethnic beliefs/requirements and the wishes of the bereaved. Accessibility to cemeteries is met where practical. All major resurfacing/extension works will comply with relevant legislative requirements. Advanced right sales are to be restricted to over 60s. The rationale is to maintain longevity and sustainability of service provision of advanced rights as an open to all policy would not be sustainable. A shorter life expectancy diagnosis criteria has also been introduced to accommodate those under sixty.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

The cemetery office will continue to monitor the usage rates by all sections of the community and the levels of complaints that are received over individual issues

Complaints to be recorded to office message booklet, then entered onto BRACS system

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Martin Mc Corry	Cemeteries Manager	3 rd May 2019
Approved by	Position/Job Title	Date

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

Appendix I - Rural Needs Impact Assessment (RNIA) Template

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Armagh City, Banbridge & Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Development of an Advanced Exclusive Right to Burial sales Policy to be reviewed every fifth year.

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

The Management & Control of Advanced Exclusive Right to Burial sales in Council's Municipal Cemeteries.

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

Cemetery Services aim is to provide services to the bereaved, which reflects the cultural needs of all our Citizens. Aim to provide a service that is respectful, relevant and efficient. The Council's Cemetery Service Department is committed to improving the service by confronting rather than disguising the death experience and by doing so hopefully reducing ignorance around cultural differences.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).

Other Definition (Provide details and the rationale below).

A definition of 'rural' is not applicable.

Details of alternative definition of 'rural' used.

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes No If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input type="checkbox"/>
Rural Tourism	<input type="checkbox"/>
Rural Housing	<input type="checkbox"/>
Jobs or Employment in Rural Areas	<input type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Health or Social Care Services in Rural Areas	<input type="checkbox"/>
Poverty in Rural Areas	<input type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input type="checkbox"/>
Rural Development	<input type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state)	<input type="text"/>

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

The policy sets out how Armagh City Banbridge & Craigavon Borough Council's cemetery services section deliver a Borough wide advanced exclusive to burial sales. This policy will have no specific impact on people in rural areas.

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input type="checkbox"/>	Published Statistics	<input type="checkbox"/>
Consultation with Other Organisations	<input type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

The policy for council cemeteries section to deliver advanced exclusive right to burial sales did not identify any specific issues for people in rural areas in terms of accessing or participating in this policy.

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

Council cemeteries sections current practice of selling exclusive right to burial at time of need has allowed all sections of borough communities to participate in the sale of exclusive rights to burial with no issues relevant to communities in rural areas identified which has informed the development and implementation of an advanced exclusive right to burial policy. This policy will have no specific impact on people in rural areas.

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes

No

If the response is **NO** GO TO Section **5C**.

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section **5A** was **YES** GO TO Section **6A**.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

Council cemeteries sections current practice of selling exclusive right to burial at time of need has allowed all sections of borough communities to participate in the sale of exclusive rights to burial with no issues relevant to communities in rural areas identified which has informed the development and implementation of an advanced exclusive right to burial policy. This policy will have no specific impact on people in rural areas.

SECTION 6- Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled.

Rural Needs Impact Assessment undertaken by:	Martin Mc Corry
Position/Grade:	Cemeteries Manager
Division/Branch	People (environmental services section)
Signature:	Martin Mc Corry
Date:	7 th May 2019
Rural Needs Impact Assessment approved by:	
Position/Grade:	
Division/Branch:	
Signature:	
Date:	