The Highland Council

Agenda Item	**8**
Report No	**CP/30/26**

Committee: **Communities and Place**

Date: **5 November 2026**

Report Title: **Inverness Crematorium Metal Recycling Scheme**

Report By: **Assistant Chief Executive - Place**

1 Purpose/Executive Summary

1.1 This report provides an update on Inverness Crematorium's participation in the Institute of Cemetery and Crematorium Management (ICCM) Recycling of Metals Scheme and seeks approval of a new Charity Nomination and Governance Policy.

1.2 Since joining the scheme in 2024, the crematorium has recycled metals recovered following cremation, with proceeds supporting bereavement-related charities through the national ICCM scheme. The scheme delivers both environmental benefits through recycling and community benefits through charitable funding. To date, Inverness Crematorium nominated charities have received £51,100 through four rounds of funding between September 2024 and March 2026.

1.3 The proposed policy introduces a transparent and auditable process for future nominations. Eligible charities must be registered charities operating within Highland, supporting Highland residents through bereavement, hospice, palliative or end-of-life care services. Applications will be invited every two years and assessed by a panel comprising officers, a finance representative, and the Chair and Vice-Chair of the Communities and Place Committee. Up to eight charities will be selected for a two-year nomination programme, with two charities nominated during each six-month ICCM nomination cycle.

1.4 The policy is intended to widen opportunities for Highland bereavement-related charities while ensuring robust governance arrangements. It should be noted that Highland Council's role is limited to nominating charities and that all funding decisions remain the responsibility of the ICCM under its national scheme.

2 Recommendations

2.1 Members are asked to:-

i. **Note** the update on the metal recycling scheme; and
ii. **Approve** the Charity Nomination and Governance Policy for Inverness Crematorium metal recycling.

3 Implications

3.1 **Resource** – The proposed policy ensures appropriate governance arrangements for the metal recycling scheme. There is not expected to be any significant impact on existing resources or requirement for additional resources.

3.2 **Legal** - The proposed policy ensures appropriate governance arrangements for the metal recycling scheme. No legal implications.

3.3 **Risk** – The proposed policy ensures transparency for the nomination process and avoids any conflict of interest.

3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – There are not considered to be any health and safety implications.

3.5 **Gaelic** – There are not considered to be any Gaelic implications.

4 Impacts

4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.

4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.

4.3 Integrated Impact Assessment - Summary

4.3.1 An Integrated Impact Assessment screening has been undertaken on 9 October 2026. The conclusions have been subject to the relevant Manager Review and Approval.

4.3.2 The Screening process has concluded that the proposed charity nomination and governance policy will have an overall positive impact, primarily through increasing support for bereavement, hospice, palliative, and end-of-life care charities serving Highland communities.

Members are asked to consider the summary in **Appendix 1** to support the decision-making process.

4.3.3

Impact Assessment Area	Conclusion of Screening
Equality	No impact
Socio-economic	Positive
Human Rights	Positive
Children's Rights and Wellbeing	Positive
Island and Mainland Rural	No impact
Climate Change	No impact
Data Rights	No impact

5 Background - Metal Recycling Scheme

5.1 Inverness Crematorium has participated in the ICCM Metal Recycling Scheme since 2024. The scheme allows metals recovered following cremation, where appropriate consent has been provided, to be recycled through the ICCM and Orthometals partnership. Funds generated by the scheme are distributed to charitable organisations nominated by participating crematoria. The ICCM confirms that participating crematoria may nominate local or national bereavement-related charitable organisations to receive funding through the scheme.

Since the ICCM scheme's introduction in 2004 the scheme has raised over £23 million for charities across the UK. Participation in the scheme supports both the Council's environmental objectives and its commitment to supporting local causes.

5.2 The scheme provides environmental benefits by reducing waste and supporting the reuse of valuable materials. Proceeds from the recycling of metals are distributed to bereavement-related charitable organisations nominated by participating crematoria.

5.3 It must be noted that nomination of a charity does not guarantee that funding will be awarded. The final decision regarding acceptance of nominations and the distribution of funds rests with the ICCM, which administers the national Recycling of Metals Scheme on behalf of participating crematoria.

5.4 Nominations made through the Inverness Crematorium have so far been made for two charities: The Highland Hospice and Held in our Hearts. The charities have been successful in the recent rounds of the scheme with the following awards having been made:-

	Sep-24	Feb-25	Sep-25	Mar-26
Held in Our Hearts	£4,640	£3,750	£4,000	£6,800
Highland Hospice	£6,960	£8,750	£6,000	£10,200
TOTAL	£11,600	£12,500	£10,000	£17,000

6 Charity Nomination and Governance Policy for Inverness Crematorium metal recycling

6.1 Given the success to date of participation in the scheme, officers have reviewed arrangements to allow other local bereavement-related charitable organisations to express interest in nomination through Inverness Crematorium.

6.2 The review considered the approaches of other Councils and other award processes within the Council. A proposed nomination policy is detailed in **Appendix 2**.

6.3 The proposed policy establishes a transparent and auditable process for nominating charities under the Inverness Crematorium Recycling of Metals Scheme. The policy supports Highland Council's participation in the ICCM scheme and aims to maximise benefits for Highland communities while ensuring fairness, accountability and compliance with scheme requirements.

6.4 Eligible charities must be registered charities operating within Highland, delivering services to Highland residents and supporting bereavement, hospice, palliative or end-of-life care, including services for bereaved children and young people.

6.5 Expressions of interest will be invited every two years. Applications will be assessed by a Charity Nomination Panel comprising Council officers, a finance representative, and the Chair and Vice-Chair of the Communities and Place Committee. Applicants will be scored against published criteria and up to eight charities selected for a two-year nomination programme, with two charities nominated during each six-month ICCM nomination cycle.

6.6 The policy includes provisions covering conflicts of interest, transparency, publication of nominated charities, rotation of nominations and annual reporting to the Communities and Place Committee.

6.7 It should be noted that Highland Council's role is limited to nominating charities. Selection through the Council's process does not guarantee funding, as all decisions regarding the allocation and distribution of funds are made independently by the ICCM through its national Recycling of Metals Scheme.

Designation:	Assistant Chief Executive - Place
Date:	9 October 2026
Authors:	Alan Yates, Strategic Lead - Environmental Health & Bereavement Services John MacLean, Bereavement Services Manager Rachel Robertson, Project Coordinator
Background Papers:	None
Appendices:	Appendix 1 – Integrated Impact Assessment Appendix 2 - Charity Nomination and Governance Policy for Inverness Crematorium metal recycling

Appendix 1 – Integrated Impact Assessment

Integrated Impact Assessment Screening
Proposal name: Inverness Crematorium metal recycling scheme
Who may be affected by the proposal? Bereavement related charities

Equalities, poverty, and human rights

Protected characteristics
Sex: No impact
Age: No impact
Disability: No impact
Religion or belief: No impact
Race: No impact
Sexual orientation: No impact
Gender reassignment: No impact
Pregnancy and maternity: No impact
Marriage and civil partnership: No impact
Protected characteristics impact details: There will be no impact on equalities, poverty and human rights.

Poverty and socio-economic
What impact is the proposal likely to have on the following?
Prospects and opportunities: Positive
Places: No impact
Financial: No impact
Poverty and socio-economic impact details: This will have a positive impact on individuals who benefit from the work of bereavement charities, through a range of support services and assistance mechanisms.

Human rights
Which of the below human rights will be affected by this proposal? No human rights will be affected
What impact do you consider this proposal to have on the human rights of people? Positive
Human rights impact details: This will have a positive impact on people who use bereavement charities.

Equalities, poverty and human rights screening assessment
What impact do you think there will be to equalities, poverty and human rights? Positive
impact
Is a Full Impact Assessment required? No

Children's rights and wellbeing
What likely impact will the proposal have on children and young people? There could be a positive impact on children and young people who use bereavement charities.
Which of the below children's rights will be affected by the proposal? No children's rights will be affected

Explain how the children's rights selected above will be affected: Although children could have positive impact from the policy through charities, children's rights would not be affected.
Children's rights and wellbeing screening assessment
What impact do you think there will be to children's rights and wellbeing? Positive impact
Is a Full Impact Assessment required? No

Data protection
Will your proposal involve processing personal data? No
Data protection screening assessment
What change will there be to the way personal data is processed? No personal data will be processed
Is a Full Impact Assessment required? No

Island and mainland rural communities
Does your proposal impact island and mainland rural communities? No
Island and mainland rural communities screening assessment
What impact do you think there will be to island and mainland rural communities? No difference
Is a Full Impact Assessment required? No

Climate change
Does the proposal involve activities that could impact on greenhouse gas emissions
(CO2e)? Yes
Does the proposal have the potential to affect the environment, wildlife or biodiversity? Yes
Does the proposal have the potential to influence resilience to extreme weather or changing
climate? No
Provide information regarding your selection above: By recycling metals recovered from cremation or burial processes, there are clear environmental benefits. Recycling reduces the need for raw material extraction through mining, which helps conserve natural resources, lowers energy consumption, and reduces greenhouse gas emissions. It also prevents valuable materials from being sent to landfill, supporting a more sustainable and circular economy. Through responsible metal recycling, environmental impacts can be minimised while ensuring resources are reused for future benefit.
Climate change screening assessment
Have you identified potential impact for any of the areas above or marked any as not
known? No
Is a Full Impact Assessment required? No

Appendix 2 - Charity Nomination and Governance Policy for Inverness Crematorium metal recycling

Inverness Crematorium Recycling of Metals from Cremation Scheme

Charity Nomination and Governance Policy

Policy Owner: Strategic Lead Environmental Health and Bereavement Services
Approved By: Communities and Place Committee
Review Period: Every 5 Years
Version: Draft 0.2

1. Purpose

The Highland Council participates in the Institute of Cemetery and Crematorium Management (ICCM) Recycling of Metals Scheme.

The scheme allows metals recovered following cremation, where appropriate consent has been provided, to be recycled through the ICCM and Orthometals partnership. Funds generated by the scheme are distributed to charitable organisations nominated by participating crematoria. The ICCM confirms that participating crematoria may nominate local or national charities to receive funding through the scheme. [iccm-uk.com]

This policy establishes a transparent, fair and auditable process for selecting and nominating charities on behalf of The Highland Council.

Policy Statement

The Highland Council recognises the environmental and social benefits delivered through the ICCM Recycling of Metals Scheme and is committed to ensuring that all nominations arising from the scheme are undertaken transparently, fairly and in a manner that maximises benefit for the people and communities of Highland.

2. Policy Objectives

The objectives of this policy are to:

- Ensure transparency in how charities are selected.
- Maximise benefits for communities within Highland.
- Support charities whose work aligns with bereavement and end-of-life care.
- Prevent conflicts of interest.
- Maintain public confidence in the operation of the recycling scheme.
- Ensure compliance with ICCM scheme requirements.

3. Scope

This policy applies to:

- Inverness Crematorium.
- Any future Highland Council crematoria participating in the ICCM scheme.
- Officers involved in recommending or approving charity nominations.

4. Guiding Principles

The Council will ensure that:

- Decisions are made fairly and objectively.
- All eligible charities have an opportunity to express interest.
- The selection process is proportionate and transparent.
- Funding supports charitable activities delivering public benefit.

5. Eligibility Criteria

To be eligible, an organisation must:

a) Be registered with the Office of the Scottish Charity Regulator (OSCR) or the Charity Commission.
b) Have appropriate governance arrangements in place.
c) Demonstrate financial accountability.
d) Be actively operating at the time of nomination.
e) Operate within Highland.
f) Deliver services to Highland residents.

And;

a) Support bereaved individuals or families, or
b) Provide palliative, hospice or end-of-life care, or
c) Deliver services to children and young people experiencing bereavement.

6. Nomination Process

Stage 1 – Invitation for Expressions of Interest

Every two years the Bereavement Service will invite expressions of interest from eligible charities.

Invitations may be advertised through:

- Highland Council website.
- Direct contact with relevant charities.

Stage 2 – Assessment

Applications will be assessed by a Charity Nomination Panel comprising:

- Bereavement Services Manager

- Service Support Officer (Bereavement Services)
- Finance Representative
- Chair of the Communities and Place Committee
- Vice-Chair of the Communities and Place Committee

The panel will evaluate submissions against published criteria.

Stage 3 – Recommendation

The panel will recommend up to eight charities for the two year period, with two charities being nominated for each 6-month nomination cycle to the ICCM in accordance with scheme rules. The ICCM permits participating crematoria to nominate charities for consideration within the scheme.

Stage 4 – Approval

Final approval shall be provided by:

- Strategic Lead – Environmental Health and Bereavement Services.

An approval record shall be retained for audit purposes.

7. Assessment Criteria

Following eligibility screening, applications will be scored against the following framework:

Criteria	Weighting
Relevance to bereavement/end-of-life support	30%
Benefit to Highland residents	25%
Demonstrated community impact	20%
Geographic coverage within Highland	10%
Financial governance and accountability	10%
Ability to demonstrate use of funds	5%

The following scoring matrix will be used:

Score	Description
5	Excellent evidence
4	Good evidence
3	Satisfactory evidence
2	Limited evidence
1	Minimal evidence
0	No evidence

The highest-scoring eligible organisations will normally be recommended.

8. Rotation of Nominations

To ensure equitable access:

- A charity will normally not be nominated more than once within a two-year period.
- Exceptions may be approved where there are insufficient eligible applicants or where exceptional community benefit can be demonstrated.

9. Conflicts of Interest

All panel members must declare any actual, potential or perceived conflicts of interest.

Examples include:

- Trustee positions.
- Employment by an applicant charity.
- Close family involvement with an applicant.

Where a conflict exists, the individual shall take no part in assessment or decision-making.

All declarations shall be recorded.

10. Transparency

Following approval, Highland Council will publish:

- Names of nominated charities.
- Date of nomination.
- Brief description of their work.

Where information is available from ICCM, the Council may also publicise charitable awards received through the scheme.

11. Monitoring and Reporting

An annual update report on the scheme will be taken to the Communities and Place Committee.

Successful beneficiary charities may be invited to provide:

- A short annual impact statement.
- Examples of activities supported.

- Case studies demonstrating community benefit.

Information may be used in Council reports and public communications.
