

59381 Warriston Cemetery Enforcement Activity

This request relates to Warriston Cemetery, Edinburgh, and the introduction or increase of patrols and enforcement activity (including enforcement of dog-on-lead rules).

Time period: Please provide information from 1 January 2025 to present.

Staffing and Resourcing:

The number of staff assigned to patrol or enforce Cemetery Management Rules at Warriston Cemetery (headcount and, if recorded, FTE).

For each role type involved:

- job title / role description
- employing service or team
- whether they are Council employees or third-party contractors.

If contractors are used:

- supplier name(s)
- contract title or reference number
- contract start and end dates
- contract value (total and annual, if recorded)
- scope of services relating specifically to Warriston Cemetery.

The Bereavement Service does not have any Enforcement Officers and we do not employ anyone to enforce the Cemetery Rules and specifically the dogs on lead rule.

The team consists of:

Cemetery Team Leader

City Centre Cemetery Team Leader

Gravediggers

Specialist Gravediggers

Fabric Inspector

Events Officer/Gardener (agency)

All team members are expected to ensure the Cemetery Rules are followed at all times by those visiting any cemetery and expected to approach anyone who is not compliant. No members of staff have been specifically sent out to Warriston Cemetery since 01/01/2025 to enforce the Cemetery Rules All staff attending have other duties but will approach anyone who is not following the rules and remind them of the rules and may ask them to leave the cemetery if they have had more than one conversation with them already.

Budget allocation and spend:

The budget allocation used to fund patrol/enforcement activity at Warriston Cemetery.

The cost centre(s) / budget code(s) charged for this activity.

The actual expenditure to date for the period requested (staffing costs, contractor costs, overtime, etc.), if held.

[Not applicable.](#)

Budget authorisation and approvals:

Copies of any internal approvals, decision records, business cases, options appraisals, or management papers authorising the introduction of patrols at Warriston Cemetery.

Details of any budget virements (internal reallocation of funds) used to support this activity, including:

- the amount
- approving officer(s) or committee
- date of approval.

If new posts were created or filled:

Copies of the approval to create/fill posts, including confirmation that funding was approved (personal data may be redacted).

If patrols are delivered by contractors:

Copies of the Procurement Requirement Form, contract award decision record, or equivalent authorisation document.

The financial regulations, scheme of delegation, or authority framework relied upon to approve expenditure for this activity.

[Not applicable.](#)

Patrol schedules and deployment:

The working schedule or deployment pattern for patrols at Warriston Cemetery (days/times).

Any written guidance or instructions on how patrol times and locations are determined.

[Not applicable.](#)

Authority, powers, and enforcement process:

Documents or guidance describing the authority and powers of staff conducting patrols, including:

- what they are authorised to require of visitors
- whether they can demand personal details
- whether they can direct individuals to leave the cemetery
- whether they can issue penalties or must escalate elsewhere.

[Please refer to A1 above.](#)

Exclusion / “barred” claims:

Please provide the Council’s policy, procedure, and legal basis for excluding (“barring”) an individual from Warriston Cemetery, including:

- the statutory power(s) relied upon,
- who has delegated authority to authorise an exclusion,
- required evidential threshold and record-keeping,
- maximum duration, review, and appeal process,
- any standard templates (letters, notices, scripts) used.

The City of Edinburgh Council (Burial Authority) make Cemetery Management Rules under the terms of Section 112 of the Civic Government (Scotland) Act 1982.

Breaking cemetery rules in Scotland can result in a person being expelled from the cemetery and potentially issued an Exclusion Order for up to a year. Breaching these orders or the rules themselves is a criminal offence, which may lead to a fine upon summary conviction.

Depending on the circumstances, there may be other legal bases for excluding an individual from a cemetery.

Please confirm whether the Council recognises any distinction (in policy or practice) between:

- an instruction to leave the cemetery on the day, and
- a longer-term ban or exclusion from returning.

No such distinction is recorded.

For the period requested, please provide:

- the number of exclusions or bans imposed in relation to Warriston Cemetery, and
- for each, the date, duration, and type of instrument used (e.g. written notice, exclusion order, etc.).

Copies of any recorded documents relating to exclusion decisions for Warriston Cemetery, including:

- written notices or letters issued,
- internal decision or authorisation records,
- incident reports that explicitly recommend or approve exclusion.

There has been one temporary banning order issued in this period. However, this was unrelated to the Cemetery Rules. It is not possible to provide the further detail requested as this could identify one or more individuals. This is withheld in compliance with the Data Protection Act 2018.

Copies of any training materials, guidance notes, briefing documents, or scripts issued to staff or contractors patrolling Warriston Cemetery that cover:

- how any dog related rules should be communicated,
- what language should be used regarding being “barred” or “excluded”,
- what steps must be taken if a visitor refuses to comply.

[Not applicable – There are no such patrols at Warriston Cemetery.](#)

The Council’s guidance on identification requirements for patrol staff (e.g. uniform, ID badge) and any policy on what information staff must provide to a member of the public when asserting enforcement powers.

[No such guidance has been identified.](#)

Records of enforcement at Warriston Cemetery:

The number of recorded incidents at Warriston Cemetery in the period requested relating to:

- dogs off lead
- verbal warnings
- directions to leave
- exclusions or bans
- referrals to Police Scotland (if recorded by the Council).

[This information is not recorded except in cases where the incident was particularly aggressive, in which case it is recorded on our Health and Safety portal. There were three such incidents recorded at Warriston Cemetery in this period.](#)

Copies of any risk assessments, incident logs, or internal reports that justify or explain the introduction or increase of patrols or enforcement activity at Warriston Cemetery.

[Not applicable – There has been no introduction of patrols or enforcement activity.](#)