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The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

Dear Councillor,

AGENDA SUPPLEMENT

Please see attached the documents for the agenda item(s) listed below for the meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on TUESDAY, 24 MAY 2022, the agenda for which has already been published.

7. Bereavement Services Manager's Report (Pages 3 - 8)

Yours sincerely,

Head of Regulatory Law and Monitoring Officer

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For Publication

Bereavement Services Manager's Report

Meeting: Chesterfield and District Joint Crematorium
Committee

Date: 24th May 2022

Report by: Bereavement Services Manager

For publication

1.0 Purpose of Report

- 1.1 To keep Members informed of matters relating to the Operation of the Crematorium.
- 1.2 To review the post of the Seasonal Gardener.
- 1.3 To seek approval for funding to install additional CCTV and lighting around the public car park and buildings.

2.0 Cremation Figures

- 2.1 This part of the report details the cremation totals, comparisons and which area funerals were received from for the entire 2021/22 Financial Year.

	CBC	WEST	NEDDC	BDC	AV	OUTSIDE
APR- MAR 19/20	940	123	607	297	6	153
APR-MAR 20/21	1116	148	707	337	20	206
APR-MAR 21/22	987	186	661	301	5	183

	CJCC Cremations	Derbyshire Registered Deaths	England and Wales Registered Deaths
APR - MAR 19/20	2126	8444	536,060
APR - MAR 20/21	2533	9825	637,833
APR - MAR 21/22	2323	8715	553,185

3.0 **Review of Seasonal Gardener Contract**

The Crematorium employs one Seasonal Gardener whose hours were extended over the last two Winter Periods to build resilience against the demands of the Pandemic.

The person who occupies that seasonal role has skills which include mechanical excavation, grounds maintenance, basic clerical, Music System Operation, and front of house chapel duties and has been invaluable to the service by providing support to various aspects of the service during the Pandemic.

It is recommended that authority be given to the Manager to now review the Job Description and Person Specification of the Seasonal Gardener Post via the Lead Authorities Job Evaluation and Vacancy Control Procedures.

It is intended that the tasks of Crematorium Technician and Chapel Attendant be added to the Job Description. The likelihood is that revaluation would see the Scale increase from 4 to 5. The current rate of pay for the top Spinal Column Point in the current Grade 4 is £20,043.00 p.a. The current rate of pay for the highest Spinal Column Point within Grade 5 is £22,129.00 p.a., a variance of £2,086.00 or £1,043.00 pro rata (6 months).

There is no intention to increase the hours of the post (equivalent to 6 months per annum).

3.0 Lighting and CCTV

- 3.1 At the last meeting of the Crematorium Committee, the Manager informed Members of issues relating to health, safety and security concerns around the Public Car Park in particular for mourners leaving funeral services late in the winter evenings and when returning to their vehicles.
- 3.2 The Manager has now received a budget estimate for the installation of additional CCTV cameras around buildings and car park along with enhanced lighting for the public car park areas. The summary of costs for these proposals can be found below.

ITEM	INVESTMENT
CCTV CAR PARK 1	£6,164
CCTV CAR PARK 2	£6,164
LIGHTING CAR PARK 1	£4,846
LIGHTING CAR PARK 2	£4,070
ADDITIONAL DRIVEWAY CAMERAS	£2,443
ADDITIONAL EXIT DRIVEWAY CAMERA	£613
NEW NVR	£985
CIVILS	£22,556
TOTAL	£47,841.00

3.3 The balance of the Capital Improvement Plan Reserve at the end of the 2021/22 Financial Year was £604,833 with a total of £569,333 uncommitted.

3.4 It should be noted however, that building surveys and inspections have identified that within the next decade it is expected that the main driveway and car parks will require resurfacing and work is required to maintain the grounds maintenance buildings and garages. The provisional estimates for those works are detailed below, leaving a more realistic uncommitted total of £434,333.00.

Project	Estimated Cost
Resurfacing of Driveways	£70,000
Resurfacing of Car Park 1	£25,000
Resurfacing of Car Park 2	£25,000
Garage and Maintenance Areas	£15,000
TOTAL	£135,000

3.5 As a result of the CCTV and lighting investment, the balance of the uncommitted total will be approximately £386,492.00.

4.0 Recommendations

- 4.1 That the report be noted and Members give delegated authority to the Manager to review and then implement through delegation the outcome of the JE review the Job Description and Person Specification of the Seasonal Gardener Position.
- 4.2 That approval be given for the Manager to enter into a procurement exercise through the Lead Authority's ProContract System for the purchase of additional CCTV and lighting and funds be allocated from reserves to cover the costs of these improvements.

5.0 Reasons for Recommendation

- 5.1 To develop the Crematorium Staff and provide further resilience over the Winter 22/23 and future.
- 5.2 To improve the security and safety of staff and visitors whilst making the crematorium a more welcoming place during the Winter Months.

Ross Fawbert
Bereavement Services Manager

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