



The Chair and Members of  
Chesterfield and District Joint  
Crematorium Committee

Please ask for Amanda Clayton

Direct Line 01246 34 5273

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11 March 2022

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 21 MARCH 2022 at 1.00 pm in Council Chamber 1&2, North East Derbyshire District Council, 2013 Mill Lane, Wingerworth S42 6NG, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Interest by Members and Officers relating to items on the Agenda
2. Apologies for Absence
3. Minutes of the Joint Crematorium Committee held on 13 December, 2021 (Pages 3 - 6)
4. Bereavement Services Manager's Report (Pages 7 - 22)
5. COVID-19 Update (Pages 23 - 26)
6. Bereavement Services Risk Register Report (Pages 27 - 38)
7. Budget Monitoring Report - Period 10 (Pages 39 - 42)

8. Local Government Act 1972 - Exclusion of the Public

Part 2 (Private Information)

9. Review of Management Plan and Reserves (To Follow)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer  
(Chesterfield Borough Council)

## CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Monday, 13th December, 2021

Present:-

Councillor Ludlow (Chair)

Councillors Dooley  
Holmes  
J Innes

Councillors Mannion-Brunt  
Powell

\*Matters dealt with under the Delegation Scheme

**17 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

**18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Blank (CBC), Councillor Kenyon (NEDDC), Councillor Parkin (NEDDC), Councillor Renwick (NEDDC) and Councillor Watson (BDC).

**19 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 20TH SEPTEMBER, 2021**

**RESOLVED –**

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 20 September, 2021 be approved as a correct record and signed by the Chair.

**20 ESTIMATES OF EXPENDITURE & INCOME FOR YEARS ENDING 31/03/2022 ONWARDS**

The Senior Accounting Technician presented to the committee the revenue estimates for 2020/21 to 2024/25. It was acknowledged that some forecasts may need to be reviewed due to the impact of COVID-19.

**RESOLVED –**

1. That the revenue estimates be approved.
2. That the Capital schemes be approved. (para 3.4 & 6.6).
3. In line with the recommendation agreed at the Joint Board meeting on the 12 December 2016 that a re-distribution of £500,000 to the Constituent Authorities be approved for 2021/22.
4. That the planned use of reserves be approved (para 6.0)

**REASON FOR DECISION –**

To enable the Crematorium to set a balanced budget and maintain adequate reserves for 2021/22 and in future years.

**21 BEREAVEMENT SERVICES MANAGER'S REPORT**

The Bereavement Services Manager submitted a report on matters relating to the operation of the Crematorium.

Information on cremation totals, comparisons with national and regional data, and geographical information on which areas funerals had been received from in 2021/22 was provided in Section 2 of the officer's report.

The officer's report provided updates regarding the projects and improvements which were underway.

**RESOLVED –**

1. That the report be noted.

**REASON FOR DECISION –**

1. To keep Members updated on the day-to-day operation of the Service.

**22 COVID-19 UPDATE**

The Bereavement Services Manager presented to the committee an overview of the response to the COVID-19 pandemic.

The number of excess cremations from April 2021 were noted, during the 8 months from April to November 2021, 98 excess cremations took place (a 7% increase) -v- the 5 year average. Some of the seconded staff had returned to the crematorium for refresher training and others were on standby.

The committee thanked the Bereavement Services Manager and team for continuing to provide a respectful, professional and safe service to residents.

#### **RESOLVED –**

1. That the report is noted.
2. That the Bereavement Manager be granted delegated authority to reactivate any one of a range of measures at their discretion in response to immediate pressures from the Covid-19 Pandemic.

#### **REASON FOR DECISION –**

1. To inform members on the current situation at the Crematorium.
2. To continue to provide services in a Covid Secure manner, with reverence and dignity whilst reducing funeral waiting times as far as practicable, should the need arise.

### **23 RECYCLING OF METALS - DONATION TO CHARITY REPORT**

The Bereavement Services Manager presented a report on the surplus derived from the recovery of metals following cremation.

#### **RESOLVED –**

To Approve the nomination of Young Lives -v- Cancer and The Air Ambulance Service to be the joint recipients of the donation for 2022 receiving one payment each during the year.

#### **REASON FOR DECISION -**

1. Both Charities demonstrate that an element of their Charity work is to provide bereavement support and is therefore eligible for nomination.
2. Both Charities demonstrate support to constituents.
3. Neither Charity has received has been nominated by this Committee previously.
4. Splitting the donation allows support to two separate Charities during a difficult and challenging financial times for their Trustees.

## For Publication

### **Bereavement Services Manager's Report**

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Meeting: Chesterfield and District Joint Crematorium  
Committee

Date: 21 March 2022

Report by: Bereavement Services Manager

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#### **1.0 Purpose of Report**

- 1.1 To keep Members informed of matters relating to the Operation of the Crematorium.
- 1.2 To provide Members with an update on progress made with reducing the Environmental Impact of the Crematorium following report to Committee on 23 September 2019 (attached at Appendix A).

#### **2.0 Cremation Figures**

- 2.1 This part of the report details the cremation totals, comparisons to previous years and which constituent area funerals are being received from for the 2021/22 Financial Year to date.

	CBC	WEST	NEDDC	BDC	AV	OUTSIDE
APR-FEB 19/20	842	108	554	272	5	139
APR-FEB 20/21	1007	130	644	293	20	192
APR-FEB 21/22	897	167	604	267	5	152

	CJCC Cremations	Derbyshire Registered Deaths	England and Wales Registered Deaths
APR - JAN 2020/21	2009	8066	530536
APR - JAN 2021/22	1889	7236	457,951

### 3.0 **Sheffield City Council Crematorium**

3.1 The Manager has received confirmation that the Crematorium undergoing refurbishment in Sheffield will not re-open until July 2022, previously reported as reopening in March 2022.

### 4.0 **The Air Ambulance**

4.1 The Air Ambulance has received payment of £15,000 from the ICCM Metal Recycling Scheme in March 2022. The Air Ambulance has requested that their thanks be passed onto the Committee for their nomination. A photograph and media opportunity were arranged for the handover of the cheque from the Chair.

### 5.0 **Environmental Impact Report**

5.1 In June 2019, the UK became the first major economy in the world to pass laws to end its contribution to global warming by 2050.

5.2 Climate Emergency motions were submitted to each of the three constituent authorities in 2019.

5.3 The Manager presented a report at the 2019 meeting which detailed the Crematorium's Carbon Footprint along with the measures currently in place to reduce the impact on the Environment. The report at Appendix A details those measures including reduction of plastic, reduction of chemicals in grounds maintenance, production



of solar energy, heat recycling for central heating, Environmental Air Filtration, recycling schemes and biodiversity.

5.4 At the time of the report, it was agreed that the Manager would present an update on further actions and opportunities that were identified. Unfortunately, due to the pressures of the Pandemic it has been challenging to implement any further improvements until now. An update on those agreed actions is within the table below.

Action	Reason	Status	Outcome
Investigate the potential to switch to HVO Fuel as a replacement for 1000L Diesel per annum	Reduce greenhouse emissions by up to 90% against diesel. Renewable, sustainable, carbon offset. Drop in Replacement for Diesel and Gas Oil	Ongoing	Concerns over compatibility. The solution may be a switch to an electric ground's maintenance fleet over time.
Investigate the possibility of submission of Cremation Forms Electronically	Reduce journeys by Funeral Directors to deliver paperwork.  Encouraged within amendments to Cremation Regulations.	Complete	Funeral Directors can use electronic channels to submit documents saving many car journeys to manually deliver.
Promote and encourage the reduction of plastics in floral tributes.	ICCM Policy and Good Practice.  Plastic wrappers in eco system and damage to wildlife.  Reduce plastic to landfill.	Complete	Working in partnership with local florist to reuse frames and plastic parts from floral tributes from March 2022 saving approximately 25,000l of plastic waste to landfill per annum
Increase headland and reduce mowing regime to	Increase wildlife habitat	Complete	

create habitat by 200m2			
Investigate and recommend participation in Carbon offsetting schemes.	Crematorium becomes carbon neutral.	Ongoing	Liaised with Officers from all three constituent authorities to contribute to tree planting schemes locally
Investigate the need to promote and encourage car sharing for mourners.	Reduce greenhouse emissions.  Must be promoted in a dignified and sensitive manner.  Increase car parking availability at the Crematorium.	Ongoing	Challenges with car sharing at present in current Pandemic for Health and Safety reasons.
Continue to keep updated on latest Cremation Technologies.	To recommend environmentally friendly alternatives when the replacement of cremation equipment is next undertaken.	Ongoing	Invitations sent to Manufacturers to visit the Crematorium in 2022 with visits to other sites with new technology installed to be arranged.

5.4 Related to the Environmental Impact, the Manager is pleased to report that the Annual Stack Emission Test Results returned within all parameters set out in Government Process Guidance Notes for Crematoria.

## 6.0 Recommendations

6.1 That the report be noted including progress on reducing the Crematoriums Environmental Impact.

## **7.0 Reason for Recommendation**

- 7.1 To keep Members updated on the day-to-day operation of the Service.

**Ross Fawbert**  
**Bereavement Services Manager**

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## **Environmental Impact Report**

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Meeting: Chesterfield and District Joint Crematorium  
Committee

Date: 23 September 2019

Report by: Bereavement Services Manager

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### **1.0 Purpose of Report**

- 1.1 To inform Members of the environmental impact of the Operation of the Crematorium and the current regard for environmental issues.
- 1.2 To promote and facilitate the provision of cremation services with due regard to the environmental impact.
- 1.3 Encourage service options that reduce the risk of harm to our environment.

### **2.0 Background**

- 2.1 In June 2019, the UK became the first major economy in the world to pass laws to end its contribution to global warming by 2050. The target will bring all greenhouse gas emissions to net zero by 2050. Net zero means any emissions would be balanced by schemes to offset an equivalent amount of greenhouse gas from the atmosphere such as planting trees or using technology like carbon capture and storage.
- 2.2 A motion was agreed at Chesterfield Borough Council's Full Council Meeting on 17 July 2019 to declare a climate emergency in the Borough.

- 2.3 A Climate Motion was submitted to North East Derbyshire District Council, to be debated on 8<sup>th</sup> July 2019.
- 2.4 A Climate Emergency Motion was sent to Bolsover District Council to be debated on 17<sup>th</sup> July 2019.

2.0 **Carbon Footprint**

2.1 The Manager has registered with the Carbon Footprint Ltd (<https://www.carbonfootprint.com/aboutus.html>) website and has had conversations with the Managing Director and Co-Founder, Mr John Buckley, to seek assistance in calculating the Crematorium’s Carbon Footprint calculated against the energy consumed over a 12 month period.

The results of the calculation were that the Crematorium’s Carbon Footprint was the equivalent of ***317.17 tonnes of CO2e***.

A summary of the CO2 produced along with the energy used over 12 months at the Crematorium can be found below;

		Cost	CO2e
Electricity	115,377 kWh	£17,471.61	31.99 tonnes
Gas	1,537,036 kWh	£36,724.77	282.58 tonnes
Fuel (Grounds Maintenance Vehicles)	1000L	£784.00	2.59 tonnes
<b>Total</b>		<b>£54,980.38</b>	<b>317.16 tonnes</b>

To put this into some context, the Crematorium’s Carbon Footprint is equivalent to the following;

Equivalent Carbon Footprint of 83 average cars per annum (source [www.quora.com](http://www.quora.com) - 3.8 tonnes CO2e per car per annum)

18,726 Miles Flown by a Boeing 737-400 (Source [www.quora.com](http://www.quora.com) – 17.2kg per mile)

149 average UK households per annum (source World Energy Council – average UK household 2.12 tCO2)

### 3.0 Current Regard for the Environment

#### Reduction of Plastic 2019 From Onwards

We are all increasingly aware of the harm to the environment from plastic because it is non-biodegradable often harming our rivers, ponds oceans and wildlife.

For decades the standard container in which cremated remains were collected from the Crematorium was a Polytainer - a plastic urn within a box. Often the Funeral Director would offer a range of urn or caskets to the bereaved at their premises after collection.

Until this year, 1500-2000 polytainers were purchased each year, manufactured in Asia and transported overseas before UK distribution by Funeral Suppliers. In December 2018, local Funeral Directors were surveyed on their preference and overwhelmingly supported a move towards a bio-degradable, UK made container. Feedback from Funeral Directors is that the bio-degradable urn is a more dignified and suitable container with a gold leaf emblem and higher quality, sturdy surround.

Pre 2019	2019 Onwards
	

## Reduction of Chemical Spraying/Pesticides

In March 2013, a plan was devised to reduce the amount of chemical use by grounds maintenance operations after pledging in its Management Plan to minimise the use of herbicides and chemicals.

To put the results of this pledge into context, 2009 spraying records show 6100ml of Round Up Liquid Weed Control used. In 2018, 1635ml were used. The reduction is primarily down to the decision to stop spraying rose beds and weed by hand. The results are not only beneficial to the environment, but the condition and standard of roses has increased tremendously.

Other chemicals have either been banned or ceased to be ordered including Casaron G Weed Control, Rose Clear Insecticide, Spearhead Weed Control.

Other areas which were historically sprayed are now also maintained by hand including seat bases, tree bases and site furniture.

Although spraying continues, it is now primarily focused on the driveways, paths and building perimeters. The correct spraying nozzles are used and the weed killer is mixed carefully to manufacturers guidance, according to the Risk Assessments to prevent overuse.

## Natural Energy - Solar

Members approved a recommendation in the Manager's report dated 27 June 2011 for the installation of photo voltaic panels on the roof of both the office and Crematory at a cost of approximately £50,000 for 60 panels (20 on the office and 40 on the crematory). At that time, the Manager's Report estimated carbon savings over the life of the panels to be around 33 tonnes.

Over 12 months in 2018/2019, the energy generated and returned to the national grid was the equivalent of 11904 kWh generating a total net income of £3,806.80.



## Heat Re-use and Recycle

In 2015, heating boiler plant was replaced and a new system incorporated along with a heat exchange plate. In summary, heat generated through the cremation process heats up the plate, which in turn, heats water within the storage tank that is then circulated around the buildings. Whilst the cremators are in operation, zero gas is taken from the grid to heat buildings, rather, waste heat from the Cremators heats office, crematory, chapel, grounds and waiting building areas.

## Cremation Emissions and Filtration

In 2005, DEFRA introduced a requirement for the cremation industry as a whole to remove mercury from 50% of cremations by 2012. Along with the 50% target, the principle of “burden sharing” was introduced, a process whereby Operators who could install abatement plant do so, and the cost is shared with those could not install such abatement equipment. Defra recognised this as the most equitable way of achieving the target, whilst the cost or “burden” is shared by the entire sector.

In 2012, Chesterfield and District Crematoria saw the installation of Filtration Abatement Equipment designed to reduce harmful emissions to the environment.

Each year since 2012, the Crematorium has attained a Pollution Prevention and Mercury Abatement Certificate which details the number of abated cremations and the number we are able to contribute to the burden scheme, administered by CAMEO (Crematoria Abatement of Mercury Emissions Organisation). The clean cremations are then purchased by crematoria without abatement thus sharing the financial burden of installation.

The Crematoria is regulated by the Local Authority Environmental Health Officer in accordance with the Pollution Prevention and Control Act and DEFRA Process Guidance Notes 5/2 for Crematoria.

Emissions to the environment are continuously monitored with excursions immediately investigated and addressed.

Since installation of Filtration Equipment in 2012, emissions of Hydrogen Chloride, Particulate, Carbon Monoxide and Organic Compounds have dramatically fallen. Gone are the days when visual emissions could be seen from the stack.

Each year the Crematorium is obliged under its permit to arrange annual independent stack emissions test measuring all emissions to the atmosphere. The last test in 2018 saw results well within the permitted parameters.

The Crematorium regulations restrict the use of materials harmful to the environment and for each cremation taking place, the Funeral Director will declare that the coffin and its contents meet these regulations. The Crematorium accepts eco coffins including cardboard, leaf and shroud cremations.

### Recycling

The Crematorium has the following Recycling Schemes in place;

Metals; The recycling of metals from cremation, with the consent of the bereaved is undertaken as part of a scheme administered by the Institute of Cremation and Cemetery Management (ICCM). Orthopaedic implants and metals from the construction of the coffin are the majority of metals recovered. The surplus generated from this scheme is then distributed to Bereavement related charities throughout the UK.

Plastics; The Crematorium has an annual collection of plastics with Agriplass (Recycling) including a return scheme for used plastic urns (provided they have been completely emptied and suitably cleaned), plastic flower pots and plastic tubs for delivery of carbon filter additive.

Paper and Cardboard; Paper and cardboard is collected as part of a Chesterfield Borough Council.

Green Waste; No green waste leaves site. The retention of timber cuts in habitat piles is encouraged around the grounds. Timber that is chipped is used as mulch. Grass cuttings are left at strategic places around the headland of the Crematorium.

## Biodiversity and Habitat

Maintenance regimes have been developed within the grounds to provide for a range of use. Differential mowing regimes have been put in place to encourage a diversity of flora and fauna with the Crematorium.

A woodland walk has been developed to provide a more natural area for the strewing of cremated remains.

The Crematoriums Wildlife Policy is attached at Appendix 1.

### 3.0 **Future Considerations**

It is recommended that the following actions are approved to continue to reduce the risk of harm to our environment over the next 12 months.

Action	Reason	Date	Officer(s)
Investigate the potential to switch to HVO Fuel as a replacement for 1000L Diesel per annum	Reduce greenhouse emissions by up to 90% against diesel. Renewable, sustainable, carbon offset. Drop in Replacement for Diesel and Gas Oil	2019	RF DC SR
Investigate the possibility of submission of Cremation Forms Electronically	Reduce journeys by Funeral Directors to deliver paperwork.  Encouraged within amendments to Cremation Regulations.	2019	RF GB
Promote and encourage the reduction of plastics in floral tributes.	ICCM Policy and Good Practice.  Plastic wrappers in eco system and damage to wildlife.  Reduce plastic to landfill.	2020	RF DC
Increase headland and reduce mowing	Increase wildlife habitat	2020	RF RP

regime to create habitat by 200m2			
Investigate and recommend participation in Carbon offsetting schemes.	Crematorium becomes carbon neutral.	2020	RF
Investigate the need to promote and encourage car sharing for mourners.	Reduce greenhouse emissions.  Must be promoted in a dignified and sensitive manner.  Increase car parking availability at the Crematorium.	2020	RF
Continue to keep updated on latest Cremation Technologies.	To recommend environmentally friendly alternatives when the replacement of cremation equipment is next undertaken.	Ongoing	RF

#### 4.0 **Recommendations**

4.1 That the report be noted.

4.2 Approve actions suggested at 3.0 with a further report presented to the Committee in 2020 following investigations.

#### 5.0 **Reasons for Recommendations**

5.1 That Members are aware of the Environmental Impact of the Crematorium, current awareness and good practice and ensure that the Crematorium continues to seek options that reduce the risk of harm to environment over the next 12 months.

**ROSS FAWBERT  
BEREAVEMENT SERVICES MANAGER**

### Wildlife Policy

#### Statement of Aims

The Chesterfield and District Crematorium will seek to protect and enhancing the quality of the local environment and support the concept of a sustainable Chesterfield. The Crematorium will ensure that environmental priorities are fully integrated into all its functions and will:

- (a) take all reasonable steps to prevent cruelty to wild animals;
- (b) seek to conserve protected wildlife species and habitats;
- (c) manage existing wildlife habitats, create new ones, and encourage others to do the same;
- (d) work with nature conservation organisations to monitor and maintain records of wildlife in the Crematorium grounds;
- (e) encourage public access to and enjoyment of the Crematorium grounds; and
- (f) protect and enhance the open space, waters, trees and hedges under its control to meet the aims and objectives of 'A Greenprint for Chesterfield'.

#### **Priorities for Action**

##### **Trees and Woodland**

All broad-leaved trees and woodland are valuable for wildlife, but some types are particularly important. Although the Crematorium has no ancient or secondary semi-natural woodland, it does have a small area of planted wet woodland, which provides a useful habitat. This will be designated as an informal wildlife conservation area. Individual trees within the Crematorium grounds are also a valuable resource, providing some of the benefits of woodland in an urban setting. It is important that these trees are recognised for their conservation value and protected from mismanagement and loss.

The Crematorium will address the need for management of this resource, to maximise its wildlife and landscape potential, by the development of an arboricultural management programme. This will support the Wet Woodland Habitat Action Plan for Lowland Derbyshire, published in 2003. Special attention will be given to preserving dead wood, which is vital for many invertebrates, fungi, ferns and lichens.

##### **Bats**

Bats have been chosen as a Flagship Species in Chesterfield because they require specific actions over and above those for the habitats in which they are found. Their numbers have declined significantly in the UK over the last century. They require good roosting and overwintering sites such as hollow trees and old buildings, and insect-rich feeding sites such as flowery meadows, wetland and open water. Bat boxes have been installed in the Crematorium grounds in an effort to increase the number of available roosting areas and enhance the numbers of the bats in the neighbourhood. In addition, the Crematorium will minimise use of wildlife "unfriendly" herbicides and chemicals and increase the area of open water within the grounds to provide additional feeding sites.

##### **Ivy**

Ivy is a climbing, scrambling plant abundant as a groundcover shrub in the understorey of much rural woodland. It has a variety of conservation benefits and causes no direct damage to trees. Where ivy has grown high into the crown, it may affect tree stability. The natural balance of the crown, stem and roots may be adversely

affected by dense ivy growth and the tree may be liable to blow over in high winds, particularly when accompanied by rain or snow. Where such trees are near public footpaths or roads, we may remove ivy in the interests of public safety. Ivy may also be removed where it is detrimental to the visual aims of the planting.

Ivy does, however, provide a valuable habitat for insects and nesting birds and its berries provide food for birds, particularly during the winter months, when other food is scarce. It is also an important source of early and late nectar for insects.

### **Butterflies**

Butterflies face constant threat from contemporary farming and forestry practices and from creeping urbanisation. Seven out of ten British butterfly species are in decline. The management of grassland habitats will be particularly important for the survival of the butterfly in Chesterfield. The Crematorium has relaxed its mowing regimes on amenity grassland around the grounds by leaving uncut margins around the perimeter boundary of the site. This will enable the main larval foodplants to flourish in sunny sheltered positions.

Our Bulb Remembrance Scheme will be amended to enable families to contribute to the purchase bulbs of local provenance.

### **Lowland Birds**

Numbers of many once-common lowland birds have declined over the last 25 years to the extent that several species are protected. The song thrush, house sparrow, tree sparrow, linnet and grey partridge are all listed on the red list of birds of conservation concern in the UK. To improve the prospects for lowland birds, the Crematorium will work to maintain and enhance its stock of hedgerows, increase the density of tree cover in the Crematorium grounds, and has begun a programme of placing bird boxes in appropriate habitats.

Organisation

Our work to protect and enhance the prospects for wildlife around the Crematorium will proceed in co-operation with relevant organisations that share our aspirations. In particular, we will be working with the Royal Society for the Protection of Birds and the Derbyshire Wildlife Trust to develop a conservation management plan for the site.

In addition, we will seek to be represented on the Environmental Theme Group of CHART, the Local Strategic Partnership, which has the responsibility of taking forward the aims of Local Agenda 21 in the area.

For Publication

## **Impact of Covid-19 Update**

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Meeting: Chesterfield and District Joint Crematorium  
Committee

Date: 21 March 2022

Report by: Bereavement Services Manager

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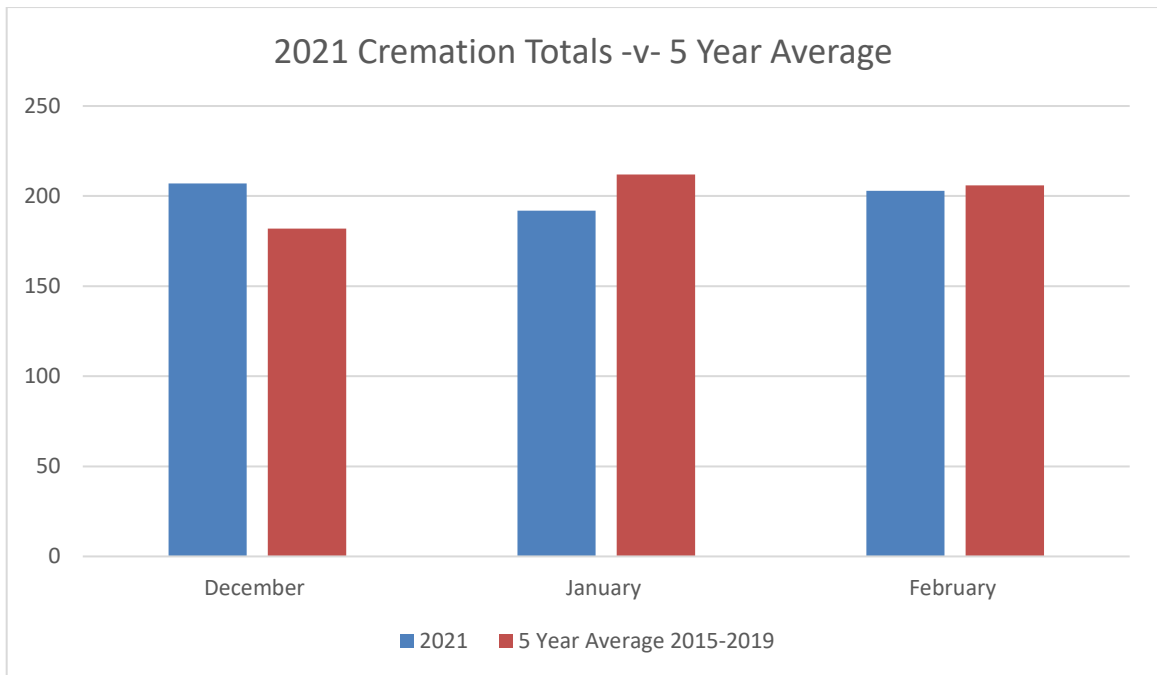
### **1.0 Purpose of Report**

Reports have been presented to the Committee at each meeting since June 2020 on the Impact of Covid-19 and the response from Chesterfield and District Joint Crematorium.

This report will update and inform Members on the current position with any key updates since the last meeting of the Committee.

### **2.0 Cremation Services from November 2021**

The table below shows the number of cremations by month since the last Committee Meeting (in blue) compared to the 5 year average (in red).



In summary, the number of cremation services that have taken place since the last Committee meeting are around the 5 year average with no excess to report.

### 3.0 Government Guidance

It is intended that this will be the final report to Committee on this matter as the Government set out plans for living with Covid and also removed the majority of domestic restrictions in England from 24<sup>th</sup> February 2022.

The latest Guidance for funerals and commemorative events during the Pandemic can be found in the link below and was last updated in line with the removal of self isolation regulations on 24 February 2022.

<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic/covid-19-guidance-for-managing-a-funeral-during-the-coronavirus-pandemic>



In summary, social distancing measures and face coverings are not currently required by law. The Guidance does still advise that good hygiene practices are followed, fresh air and ventilation are allowed for and that venue managers should give consideration to those who wish to keep a safe distance.

Therefore, the hand sanitisers at Chapel Entrance remain in place and windows are opened between services where practicable.

The chapel chair rows also remain spaced at over 1m with no standing room and will be managed within the service RAMS and Fire Risk Assessments for Maximum Occupancy.

Otherwise, the Manager can report a return to near normal service with no limitations on the numbers allowed to attend.

The Coronavirus Act 2020, which introduced easements to death certification processes and cremation forms, expires at midnight on 24 March 2022. Some changes have been retained on a permanent basis through other measures, and other processes revert to previous practice.

#### **4.0 Staffing – Positive Cases and Isolation**

At the December 2021 meeting of the Committee, Members approved for the Manager to activate a range of measures at their discretion including for example, redeployment of seconded staff, free of charge webcasting and the reintroduction of additional cleaning, should the need arise.

At the time of the December meeting, the potential impact of the Omicron variant was unknown. The Manager is pleased to report that none of those measures were reintroduced and although there were three positive Covid cases amongst staff,

the service was able to continue without disruption over the Winter Months.

## 5.0 **Recommendations**

5.1 That the report is noted.

## 6.0 **Reason for Recommendation**

6.1 To inform members on the current situation at the Crematorium.

Ross Fawbert  
Bereavement Services Manager

## **BEREAVEMENT SERVICES RISK REGISTER**

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MEETING: CHESTERFIELD AND DISTRICT JOINT  
CREMATORIUM COMMITTEE

DATE: 21 March 2022

REPORT BY: Bereavement Services Manager

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### **For Publication**

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#### **1.0 Purpose of Report**

- 1.1 To annually inform Members of the high level risks to Chesterfield and District Crematorium and the actions taken to manage each risk.
- 1.2 It is a requirement of Chesterfield Borough, Bolsover and North East Derbyshire District Council's Internal Audit Consortium that the Risk Register is reviewed and reported to this Committee annually.
- 1.3 The Health and Safety at Work Act 1974 places a legal duty on employers to ensure, so far as reasonably practicable, the health, safety, and welfare of employees, and to ensure that employees and others are kept safe.

#### **2.0 Risk Register 2022/23**

The Chesterfield and District Crematorium Risk Register 2022/23 is attached at Appendix A, with any amendments from the 2021/22 version in **bold**.

#### **3.0 Additional Foreseeable Risks for 2022/23**

- 3.1 At Section 5 of the Risk Register, the loss of business to competition around the catchment area is listed.

Members were previously made aware that on 27<sup>th</sup> July 2020, Bolsover District Council reported to the Economic Development Portfolio Holder on proposals for a crematorium on land at Shirebrook, Derbyshire.

According to Bolsover District Council's website (link below), those proposals have taken a step closer to becoming reality as both Bolsover District and Shirebrook Town Council approved them in principle. Construction work could start this year depending on full Council approval.

Members will also recall that it was estimated the applicants for around 300 cremations per annum, particularly from the Bolsover District Area, would have another option for cremation services closer, or equal distance from their homes.

<https://www.bolsover.gov.uk/latest-news/506-shirebrook-identified-as-place-for-new-crematorium>

#### 4.0 **Recommendations**

- 4.1 It is recommended that the Register Amendments are noted and that the Risk Register for 2022/23 is approved.
- 4.2 That the update on proposals for a new Crematorium at Shirebrook are noted.

#### 5.0 **Reasons for Recommendations**




- 5.1 To ensure Members are properly informed of the high-level risks to the Crematorium and the Management of those Risks.

**Ross Fawbert**  
**Bereavement Services Manager**

**APPENDIX 1**

**CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE  
HIGH LEVEL RISK ASSESSMENT 2022**

All risks are assessed in accordance with the Evaluation Table detailed below:

<b>RISK MATRIX</b>						
<b>Likelihood</b>	Very High				<p><b>Key:</b></p> <p> <b>Unacceptable</b> risk - immediate control improvements required.</p> <p> <b>Acceptable</b> Risk - close monitoring and cost effective controls required.</p> <p> <b>Acceptable</b> Risk - regular review plus low cost improvements.</p>	
	High		4	2		
	Significant		6	5		
	Low			3		1
	Very Low					
	Almost Impossible					
		Negligible	Marginal	Critical	Catastrophic	
		<b>Impact</b>				

KEY RISKS LOG (for 'key' risks plotted on matrix above)

## Risk Register 2022

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
1	Non-compliance with Pollution Prevention and Control Act 1999	<p>Permit, issued under the Environmental Permitting (England and Wales) Regulations 2007</p> <p>Monitoring of Hydrogen Chloride, particulate matter, Carbon Monoxide, Mercury and organic compounds emissions and combustion conditions. All in line with PG5/2 (12)</p> <p>Certification of operating staff from the Crematorium Technicians Training Scheme, to ensure sufficient number of qualified operators available to maintain efficient control of cremators</p> <p>Compliance inspections and reports.</p>	Critical / Very Low	Critical / Very Low	<p>Operation and maintenance of cremators to meet requirements of Process Guidance Note 5/2(12)</p> <p>Independent Annual Emissions Testing in December</p> <p>30 minute Visual Check of Chimney Stack on each Cremation.</p>	Monitoring reports to meet PG5/2(12)	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
2	Risk of fire	<p>Fire Risk Assessment completed and reviewed for the site</p> <p>Ventilation systems in place.</p> <p><b>The ventilation system in the Crematory will be upgraded in 2022 to remove an increasing build up of heat in the roof space above the cremators.</b></p> <p>Fire alarms in place</p> <p>Fire training provided and testing arranged on a routine basis</p>	Catastrophic/ Low	Catastrophic/ Very Low	Review and continuation of effective fire prevention controls	<p>Testing of Systems</p> <p>Training of staff</p> <p>Two Annual Fire Drills including Evacuation Plan for Building</p> <p><b>Daily/Weekly/ Monthly Checks on Fire Exits and Equipment</b></p> <p><b>Six Joint H&amp;S Inspections with Unions per annum including Fire related hazards</b></p>	Bereavement Services Manager	Ongoing
3	Injury to staff	<p>Full range of task based risk assessments in place with review dates.</p> <p>Training provided</p>	Critical / Low	Critical/ Low	Continue current controls	<p>Review dates set for each assessment.</p> <p>Training in place together with procedures to allow staff to feedback any health and safety issues</p>	<p>Bereavement Services Manager</p> <p>Bereavement Services Officers</p>	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
4	<p>Loss of or damage to statutory burial and cremation records</p> <p>Loss of Administrative Systems</p>	<p>Original paper records kept in fireproof strong room</p> <p>Server relocated to Town Hall records</p> <p>Run paper copy of diary daily</p> <p>Independent online booking facility</p> <p>Laptop available to staff as back up to the main PC's</p>	Critical / Low	Critical / very low	<p>Continue current controls</p> <p><b>All Cremation Records to be input onto electronic back up database by March 2023</b></p>	Electronic records – immediate backup off site	Bereavement Services Manager	
5	Loss of business, particularly to private sector competition close to catchment area	<p>Monitoring any new developments and ensuring accurate reporting of existing service to any planning authority.</p> <p>Adjustment of service and marketing to attract new business</p> <p>Maintenance of crematorium and its grounds to the very highest standards to avoid losing any business</p> <p>Maintenance of suitable numbers of qualified staff</p>	Critical/ Low	Critical/ Low t	Continue current controls	Cremation numbers now assessed by area to identify any lost cremation numbers Monitoring via JCC	Bereavement Services Manager	Ongoing



Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
		<b>Increase in demand for Direct Cremation Services and national advertising campaigns. The Crematorium has a dignified Direct Cremation service available at a lower cost which is reviewed annually with Fees and Charges.</b>						
6	Interruption of utility supplies	Procedures in place to hire appropriate generator and connect to electrical system  Business continuity plan in place for interruption of other utilities	Marginal / High	Negligible / High	System has been upgraded, keep under review  Review business continuity plan  Application for Priority Gas Consumer Status made via Kier Energy Management.		Bereavement Service Manager	Ongoing  December 2017

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
7	Excess Deaths or Pandemic	<p>Additional trained cremator technicians to avoid catastrophic failure of service in an emergency pandemic situation. <a href="#">Train up to 9 technicians by end of 2022.</a></p> <p>PPE supplies, including face masks, etc.</p> <p>Business Continuity Plan</p> <p>Mass Fatalities and Excess Deaths Emergency Plan</p> <p>Switch to Temporary Diary to increase capacity to avoid unacceptable waiting times for the bereaved.</p> <p>Additional Cleaning Regimes throughout the premises during Pandemic.</p> <p>Offer Webcasting Free of Charge during the Pandemic.</p> <p>Secondment and training of staff from the Lead Authority in Administrative, Grounds Maintenance and Cemetery Operations.</p>	Critical/ Low	Marginal/ Low	<p>An emergency supply of crematory spares and consumables will be kept at an acceptable level including Factivate and BioBoxes.</p> <p>Pandemic Preparedness Action Plan</p> <p>Repair and Maintenance Contract in place to ensure equipment in good working order as far as practicable</p>	Maintain suitable level of qualified technicians	Bereavement Services Manager	<p>Additional technicians trained.</p> <p>Spares in place</p> <p>Ongoing monitoring</p>

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
8	National cultural factors significantly affecting service requirement.  Environmental Impact and Climate Emergency.	Bereavement Services Manager's Reports to Joint Committee  <b>Competition and Markets Authority may deliver further actions after scrutiny of the sector. The Manager will submit information to the CMA annually. Further actions may include price capping. Fees and Charges are reviewed in line with Local and Regional trends and high level of service to be maintained.</b>	Marginal/ Significant	Marginal/ Significant	Review to meetings of the Joint Committee	Monitoring of national trends  Continue to work towards reducing the Environmental Impact of the Crematorium.  Monitor emerging technologies.	Bereavement Services Manager	Ongoing
9	Introduction of Medical Examiner	Medical Referee currently responsible for authorising cremations.  National scheme being piloted elsewhere	Significant/ Very Low	Significant/ Very low	Await outcome of pilot and firm guidance from M.of J and Dept. of Health.  Monitor progress and prepare for change when required	Ongoing delays in introduction being monitored.  Action to be taken as soon as new guidance available	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
10	Fatalities arising from the collapse of unstable memorials (Recent death in Glasgow – June 2015)	Management of Memorials Policy and Procedures  Memorial Safety Action Plan  Memorial Safety Project Team	Critical / High	Critical / Very low	Inspection and re-inspection programme in place.  Making safe of unstable memorials as identified	Annual	Memorial Safety Team	Ongoing
11	Severe Weather Conditions	Tractor and Plough on site at the Crematorium  Adequate grit salt bins and levels maintained  Severe Weather Plans for the Organisation	Critical/ Low	Critical/ Low	Maintain adequate stock levels  Priority status on CBC Sever Weather Actions	Annual	Bereavement Services Manager  Commercial Services Manager	Ongoing
12	Risk to Building, Equipment and Visitors other than Fire	Legionella Testing Programme in Place  Asbestos Survey  Electrical Testing  Lightening Protection System  Service and Maintenance Agreements in place	Critical / Low	Critical/ Low	Incidents Reported and Investigated	Annual	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
		Maintain Cremator Repairs Financial Reserve to adequate level  Regulate contents of coffins through Funeral Director Registration and Declaration Scheme  CCTV and Intruder Alarm Systems in place						

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## BUDGET MONITORING PERIOD 10

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**MEETING:** CHESTERFIELD AND DISTRICT JOINT  
CREMATORIUM COMMITTEE

**DATE:** 21<sup>st</sup> March 2022

**REPORT BY:** BEREAVEMENT SERVICES MANAGER  
CLERK & TREASURER

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**FOR PUBLICATION:**

**BACKGROUND PAPERS FOR PUBLIC REPORTS:**

**TITLE:** Budget Monitoring Report Period 10

**LOCATION:** Accountancy Section

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### **1.0 PURPOSE OF REPORT**

1.1 To report the budget monitoring position as at the end of January 2022.

### **2.0 RECOMMENDATIONS**

2.1 That the report be noted.

### **3.0 PERIOD 10 BUDGET MONITORING**

3.1 The original budget was approved on the 14<sup>th</sup> December 2020 and revised at the 13<sup>th</sup> December 2021 meeting. There is currently a favourable profiled variance of £198,965. Details of the variances from budgets are shown below:

- **Employee costs** are underspent by £8,294 as follows:
  - Normal staffing budgets are underspent by £6,547 as the pay award has not yet been processed
  - Overtime is underspent by £1,752
  - Staff re-deployment due to Covid 19 of £1,450
  - The training budget is currently underspent by £1,485
  - Minor items - £40 overspend
  
- **Premises costs** are underspent by £73,550 due to:
  - Service improvement plan is underspent by £40,897 (i.e. improvements/repairs to the pond area & roof etc). Many of the projects are at the initial procurement stage, with actual work has been delayed due to the current circumstances. An update will be provided at year-end but carry forwards may be necessary on some of the projects
  - General routine repairs – underspend £6,370
  - Cremator repairs - underspend £17,589. £14,717 of this relates to the cremator ventilation project which has been designed and is now in the process of being procured. The remaining variance relates to routine repair costs
  - General grounds maintenance – overspend of £1,591
  - Trees & shrubs – underspend £2,567
  - Utilities – underspend of £7,692 mainly on gas.
  - Minor miscellaneous items – underspend £26.
  
- **Transport** costs are underspent by £786, mainly on fuel for machinery.
  
- **Supplies & Services** underspent by £2,217 as follows:
  - Medical Referee Fees – overspent by £919 due to the excess number of cremations offset by additional income (see below)
  - Service improvement plan – underspend of £4,763, however the new mower has now been delivered and was paid for in February
  - The Covid 19 budget is presently overspent by £1,027
  - There has been an overspend of £4,568 on the purchasing of memorials but this has generated additional income (see below)



- General Supplies & Services – underspend of £3,968, part of which is to fund a climate change project.
- **Contracted Services** are underspent by £51.
- **Income** is higher than expected by £114,067 due to:
- Cremation fees (inc. Medical Referees & Mercury Abatement) – £106,849 higher due to a higher number of cremations
  - CAMEO - £745 lower than expected.
  - All Memorial Income – £5,967 higher due to an increase in the number of people purchasing a memorial, in particular the new types of memorial introduced a few years ago are gaining in popularity.
  - Other Income – £1,996 higher.
- 3.2 In conclusion at this stage it is anticipated that the outturn for the year will be in line with the revised budget forecast.
- 3.3 Two capital schemes were originally included in the 2021/22 budget. The air conditioning in the chapel may need re-designing due to Covid. The replacement of the soffits, guttering & fascias has been delayed until the roof repairs can be completed. It is likely that these improvements will not now take place until next financial year.

#### **4.0 RECOMMENDATIONS**

- 4.1 That the report be noted.

#### **5.0 REASONS FOR THE RECOMMENDATIONS**

- 5.1 To keep the Joint Committee informed about the financial performance of the Crematorium.

### Decision information

<b>Key decision number</b>	
<b>Wards affected</b>	<b>All</b>
<b>Links to Council Plan priorities</b>	To provide value for money services

### Document information

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<b>Background documents</b> These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
<b>Annexes to the report</b>	