

Record of executive decisions – Joint working

THE CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Chesterfield Borough Council (CBC), Bolsover District Council (BDC), North East Derbyshire District Council (NEDDC)

The Chesterfield and District Joint Crematorium Committee			Date of Decision 05/06/23
Title Reference: Accounts for the Year Ended 31 March, 2023			
Key Decision: Yes			
Report and Background papers		Public/Exempt: Public	
Decision Status	General Urgency	N/A	Authorised By: N/A
Record of Decision: RESOLVED – <ol style="list-style-type: none">1. That the report be noted and the Statement of Accounts be approved.2. That the carry forward requests be approved.3. That the re-distribution to the three constituent authorities be approved			
Reason for Decision: <ol style="list-style-type: none">1. To ensure that Joint Committee approves the Statement of Accounts for 2022/23 and that a balanced revenue budget is maintained for 2023/24.			
Alternative options considered and rejected (if any) N/A			
Declarations of interests: None			
Decision subject to call-in:	BDC	N	
	CBC	N	
	NEDDC	N	
Date Record Issued: 06/06/23			
Contact Officer: Graham Ibberson, Democratic and Scrutiny Officer Telephone: 01246 345229 Email: graham.ibberson@chesterfield.gov.uk			

The Chesterfield and District Joint Crematorium Committee			Date of Decision 05/06/23
Title Reference: Bereavement Services Manager's Report			
Key Decision: No			
Report and Background papers		Public/Exempt: Public	
Decision Status	General Urgency	N/A	Authorised By: N/A
Record of Decision:			
RESOLVED –			
<ol style="list-style-type: none"> 1. That the report be noted. 2. That approval be given for the purchase of replacement Grounds Maintenance Equipment over and above what is successfully claimed via Insurance. 			
Reason for Decision:			
To cover the full cost of replacement items and any potential negative budget implication.			
Alternative options considered and rejected (if any) N/A			
Declarations of interests: None			
Decision subject to call-in:	BDC	N	
	CBC	N	
	NEDDC	N	
Date Record Issued: 06/06/23			
Contact Officer: Graham Ibberson, Democratic and Scrutiny Officer Telephone: 01246 345229 Email: graham.ibberson@chesterfield.gov.uk			

The Chesterfield and District Joint Crematorium Committee			Date of Decision 05/06/23
Title Reference: Review of Crematorium Regulations			
Key Decision: No			
Report and Background papers		Public/Exempt: Public	
Decision Status	General Urgency	N/A	Authorised By: N/A

Record of Decision:

RESOLVED –

That the revised Regulations at Appendix 1 be approved and adopted.

Reason for Decision:

To ensure that the Regulations, which determine matters relating to the operation and management of the Crematorium were up to date and fit for the purpose of providing clear guidance to Funeral Directors, Stakeholders, Staff and the bereaved.

Alternative options considered and rejected (if any)

N/A

Declarations of interests: None

Decision subject to call-in:	BDC	N
	CBC	N
	NEDDC	N

Date Record Issued: 06/06/23

Contact Officer: Graham Ibberson, Democratic and Scrutiny Officer

Telephone: 01246 345229

Email: graham.ibberson@chesterfield.gov.uk

The Chesterfield and District Joint Crematorium Committee			Date of Decision 05/06/23
Title Reference: Apprenticeship Scheme			
Key Decision: No			
Report and Background papers		Public/Exempt: Public	
Decision Status	General Urgency	N/A	Authorised By: N/A
Record of Decision:			
RESOLVED –			
1. That the addition of a two year Level 2 Horticulture and Landscape Construction Operative to the establishment be approved.			

2. That a maximum of £48396 additional budget to cover the cost of the apprenticeship over 2 years be approved.

Reasons for Decisions:

To mitigate against future loss of talent and experience.

2. An additional staff member, primarily committed to the grounds would release other staff when required to concentrate on Funeral Services and relieve the stress placed upon the team.
3. An Apprenticeship at the Crematorium would be an exciting opportunity for a person to receive high quality training in a rewarding and interesting service. Whilst the focus would be on grounds maintenance, opportunities to learn about administration, technical and front of house duties would be offered.
4. The addition of an apprentice would also add further resilience to the service during times of excess deaths and pandemic.

Alternative options considered and rejected (if any)

N/A

Declarations of interests: None

Decision subject to call-in:	BDC	N
	CBC	N
	NEDDC	N

Date Record Issued: 06/06/23

Contact Officer: Graham Ibberson, Democratic and Scrutiny Officer

Telephone: 01246 345229

Email: graham.ibberson@chesterfield.gov.uk

Notes to Record of Decision (Joint Working):

CBC - CALL-IN REQUESTS

*The implementation of certain decisions is suspended until the call-in period has expired without a call-in being validly invoked. Any Member of the Council shall be entitled to call for a decision to be suspended by giving notice to the Monitoring Officer either by telephone, fax, email or in writing **not later than 5.00 pm on the day following the date of the Chesterfield and District Joint Crematorium Committee meeting**. Any decisions so suspended shall not be capable of implementation for a period of **five calendar days** from the date of the Joint Board meeting. During the call-in period a request may be made in respect of any*

decision so suspended by not less than one quarter of the total membership of the Overview and Performance Scrutiny Committee. To do this you will need to notify the Monitoring Officer in writing, by fax or by email by 5.00 pm on the date being five days following the day of the Chesterfield and District Joint Crematorium Committee meeting.

BDC - CALL-IN REQUESTS

All Key Decisions come into effect **five working days** after the meeting unless three members give notice in writing to the Governance Manager requesting to call in the decision. The call-in request should be on a **completed 'call-in' request form and include the names and signatures of the three signatories**, the decision making principles it is believed have been breached and also the reasons for this. Non Key Decisions may not be called in.

NEDDC - CALL-IN REQUESTS

The implementation of key decisions is suspended until the call-in period has expired without a call-in being validly invoked. The call-in period is **five working days** after the publication of this decision. During the call-in period the Chair or Vice Chair together with three other members of any Overview and Scrutiny committee may object to a key decision and call it in. The call-in request should be on a **completed 'call-in' request form** Non-Key decisions cannot be called in at North East Derbyshire District Council.