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The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

8 March 2024

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 18 MARCH 2024 at 1.30 pm in Council Chambers, The Arc, High Street, Clowne S43 4JY, 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 20th November 2023 (Pages 3 - 8)
4. Bereavement Services Manager's Report (Pages 9 - 14)
5. Bereavement Services Risk Register Report (Pages 15 - 26)
6. Period 10 Budget Monitoring Report (Pages 27 - 30)

Yours sincerely,

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

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

Head of Regulatory Law and Monitoring Officer

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Monday, 20th November, 2023

Present:-

Councillor Kerry (Chair)

Councillors	Barker	Councillors	J Innes
	Clarke		Staton
	Davies		Stone
	Holmes		Raspin

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Pickering, Yates and Dooley.

18 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 18TH SEPTEMBER 2023

RESOLVED –

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 18 September, 2023 be approved as a correct record and signed by the Chair.

19 BEREAVEMENT SERVICE MANAGERS REPORT

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

Information on cremation totals and comparisons with national and regional data from 2019 to 2023 was provided in Section 2 of the Manager's report.

The Manager's report also provided a review of the staffing structure for the team responsible for delivering Crematory, Chapel and Grounds Maintenance/Gardening functions.

The Crematorium currently had one vacancy following the resignation of a Full Time Gardener. Considering this vacancy the Manager had reviewed the structure of the Gardening, Chapel and Crematory functions and made the recommendations as detailed in the Manager's report.

If the recommendations were approved an increase in staffing levels, from 5.5 FTE to 6 FTE's, would occur in this area over a two-year period of apprenticeship programmes. This would be reviewed in 2025/2026. The cost implications were shown in the table in section 4.1 of the Manager's report.

RESOLVED –

1. That the Seasonal Cremator Technician Gardener Post being made Full Time Permanent be approved in principle following the Lead Authorities Vacancy Control Process.
2. That it be approved in principle to freeze the vacant Crematorium Gardener Post and not recruit. It was recommended that this vacancy be reviewed at the end of Apprenticeship Contracts.
3. That the recruitment of a second apprenticeship in Horticulture at Bereavement Services be approved in principle following the Lead Authorities Vacancy Control Process.

REASON FOR DECISIONS

To ensure that the staffing structure was fit for purpose and to a capacity and resilience to deliver high quality bereavement services.

The Bereavement Services Manager presented a report seeking approval of the fees and charges for the crematorium from 1 January 2024 and approval for delegated authority to be given to the Manager to introduce an “Energy Cost Surcharge” over and above what has been budgeted for over the next financial year.

A full breakdown of the current and proposed fees and charges were shown in Appendix 1 of the Manager’s report.

It was noted that the proposed changes to fees and charges had been based on a robust estimate of the impact of cost increases and demand within the services;

- Increases in energy costs
- Inflationary increases resulting in increases to supplier costs and materials
- Increases in Cremator Service and Maintenance Contract costs
- NJC Pay Claim for 2023/24 resulting in higher than budgeted pay increase for staff
- A possible reduction in cremation numbers after excess deaths during the Covid 19 Pandemic

An annual table of standard cremation fees, shown in Appendix 2 of the Manager’s report, was published each year by the Cremation Society of Great Britain.

It was estimated that, should the recommended fees and charges be approved, an additional £109k income would be raised in the 2024/25 financial year. The Standard Cremation Fee would rise by around 6.7% to 7% if approved, from £905.00 to £965.00.

Councillor Holmes questioned the Competition and Markets Authority (CMA) study into the funerals market in the UK and proposed a freeze on current charges. Members sought clarification on the CMA study.

The Bereavement Services Manager confirmed that the CMA study had reviewed the funeral industry as a whole and that Funeral Directors were included in the findings as well as Crematoriums. It was noted that crematorium fees and charges were set by this committee, but Funeral Directors set their own fees.

Members voted in favour to accept the proposed fees and charges shown in Appendix 1 of the Manager's report. Councillor Holmes' vote against the recommendation at paragraph 2.1 was recorded.

RESOLVED –

1. That the Fees and Charges for 2024 be approved according to Appendix 1.
2. That Members give delegated authority for the Manager to introduce and 'Energy Cost Surcharge' during 2024 with suitable notice being given to Funeral Director's before any surcharge was made. Any decision would be taken in consultation with the Treasurer, Chair of the Committee and Lead Authority Service Director.
3. That the National Recommendation of £59.00 Environmental Surcharge per cremation be adopted.
4. That the Medical Referee Fee be increased from £20.85 to £22.00.

REASON FOR DECISIONS

To ensure sufficient funds to maintain high levels of standards for the bereaved, reach a balanced budget and to maintain sufficient reserves levels to meet any future pressures.

21 DONATION FROM METAL RECYCLING SCHEME FOR 2024

The Bereavement Services Manager presented a report on the surplus derived from the recovery of metals following cremation. The proposal was for distribution to Charities for 2024.

At the September 2023 committee Members had agreed to leave the ICCM scheme in favour of another similar one, administered by RS Bruce Precious Metal Recycling in Sheffield, endorsed by the Federation of Burial and Cremation Authorities.

Whilst there was greater flexibility on how surplus donations were distributed, the Manager had retained the principle of nominating Charities that could demonstrate bereavement support to constituents,

It was expected that the recommended Charities would receive an equal share of around £18 - £20k this year.

RESOLVED –

1. That the nomination of SANDS, McMillan Cancer Support, Ashgate Hospice, Samaritans, Cruse Bereavement Care and Alzheimer's Society be approved to receive an equal share of the surplus.
2. That ACT Addenbrooks Hospital Charitable Trust, Teenage Cancer Trust and St Johns Ambulance not be nominated at this time.

REASONS FOR DECISIONS

1. The nominated Charities demonstrate bereavement support.
2. The nominated Charities demonstrate support to constituents of Bolsover, North East Derbyshire and Chesterfield areas.
3. An equally split donation to support as many eligible Charities as possible.

22 ESTIMATES OF EXPENDITURE & INCOME FOR YEARS ENDING 31/03/2024 ONWARDS

The Senior Accounting Technician presented to the committee the revenue estimates for 2023/24 to 2026/27 which were detailed in the appendices of the officer's report.

RESOLVED –

1. That the revenue forecast position for 2023/24 financial year be approved.
2. That the revenue estimates for 2024/25 through to 2026/27 be approved.
3. That the Capital schemes as detailed in Appendix 4b be approved.

4. In line with the recommendation agreed at the Joint Board meeting on the 12th December 2016 that a re-distribution of £600,000 to the Constituent Authorities be approved for 2023/24.
5. That the planned use of reserves be approved (para 7.0).

REASON FOR DECISIONS

To enable the Crematorium to set a balanced budget and maintain adequate reserves for 2023/24 and in future years.

For Publication

Bereavement Services Manager's Report

Meeting:	Chesterfield and District Joint Crematorium Committee
Date:	18 March 2024
For publication	

1.0 Purpose of the Report

- 1.1 To keep Members informed of matters relating to the day-to-day operation of the Crematorium and cremation numbers received from each constituent area.
- 1.2 To review onsite security following the break in and theft in April 2023.
- 1.3 To review the service and maintenance of cremators contract.
- 1.4 To update Members on the Service Improvement Plan Projects.

2.0 Recommendations

- 2.1 That delegated authority is given to the Manager to decide when to re-open the Crematorium Grounds outside of normal operating hours following the completion of all security improvements.
- 2.2 That delegated authority be given to the Manager to enter into a new service and maintenance contract for the cremation equipment that benefits and protects the crematorium as far as practicable.

3.0 Reason for Recommendations

- 3.1 To allow the Manager to act accordingly in attempting to manage, deter and prevent further anti social behaviour as far as practicable whilst allowing appropriate access to site for the bereaved.
- 3.2 To ensure adequate support and cover is in place to maintain and service cremation equipment and to minimise the risk of disruption and loss of service.

4.0 Cremation Figures

- 4.1 This part of the report details cremation service totals, comparisons and from which constituent area funerals have been received from for the 2023/24 Financial Year.

	CBC	WEST	NEDDC	BDC	AV	OUTSIDE
APR-JAN 2019 /20	743	101	509	245	4	126
APR-JAN 2020 /21	878	111	575	245	20	180
APR- JAN 2021 /22	809	147	550	243	5	135
APR-JAN 2022 /23	864	105	522	213	35	145
APR – JAN 2023/24	787	95	486	220	13	128

	CJCC Cremations	Derbyshire Registered Deaths	England and Wales Registered Deaths
APR – DEC 21/22	1,697	6,410	405,045
APR – DEC 22/23	1,666	6,803	427,737
APR – DEC 23/24	1,531	6,353	409,001

4.2 Members will note that Cremation Numbers are lower during the 2023/24 Financial Year and closer to the yearly average (pre-Covid Pandemic).

5.0 **Security Arrangements**

5.1 Member's will recall that the Crematorium was burgled in April 2023 resulting in the theft of one grounds maintenance vehicle and assorted hand tools totalling approximately £32,000.

5.2 Since then, security has been improved on site particularly in the Grounds Maintenance area. Those security improvements include the installation of new doors/windows, additional lighting, alarm improvements, blocking of access/escape routes and the locking of the gates outside of operating hours.

- 5.3 Additional CCTV Coverage and Lighting around the Car Park is expected to be installed in 2024 along with a further fence and gate in the maintenance yard.
- 5.4 Members will recall that closing the gates lead to some criticism at the time, particularly from bereaved people wishing to visit the grounds outside of normal operating hours to pay their respects. However, closing the gates does add another deterrent that helps prevent anti social behaviour. Low level anti social behaviour has certainly declined since the gates were locked, helping to preserve the sanctity of the grounds.

6.0 **Cremator Maintenance Contract**

- 6.1 The 5 year Service and Maintenance Contract for the Cremation Equipment has come to an end and a new agreement is currently being investigated.
- 6.2 It is recommended that the services of the original manufacturer are procured to service and maintain the cremators. The original manufacturer has easy access to the parts, equipment, filtration reagent, remote support and refractory linings required for our installation. Their mechanical engineering staff are all trained and experienced to maintain the specific installation at our Crematorium. Therefore it is recommended that a waiver will be sought to award directly.
- 6.3 The cost of an 'all inclusive' contract that includes service, call-out, maintenance, parts, labour, refractory works and dealing with filtration waste etc rose from approximately £80,000 p.a. 5 years ago to £115,000 p.a today.
- 6.4 Following initial conversations and enquiries between the Manager, Supplier and the Lead Authorities Legal/Procurement Teams, a basic 'service only' contract has been proposed. This includes routine servicing and maintenance and boiler cleaning at a cost of £20,128.00 per annum.

The proposed contract also ensures attendance to faults along with parts and labour, but the costs of these will be invoiced separately. Other works that would be guaranteed but invoiced separately include Filtration Reagent, Waste Removal, Operator Training, Software Upgrades and Refractory Repairs.

- 6.5 The costs of a basic 'service only' contract are anticipated to be very similar to a more inclusive contract over the course of 5 years but Members should be aware that there is additional financial risk should unforeseen work be needed.

7.0 **Update on Service Improvement Plan Projects**

7.1 Member's will recall that a number of Service Improvement Plan Projects had stalled during the Pandemic and that the 2023/204 Financial Year would see progress on these projects.

A summary, for information, is included below;

- a) Air Conditioning in Chapel – now installed. This addition will undoubtedly make the area more comfortable for mourners during hotter months.
- b) Ventilation in Crematory area – now installed.
- c) Maintenance Garage Area Improvements – partially completed.
- d) Music Room Redecoration – to take place in Spring/Summer 2024.
- e) Entrance Area Improvements – to take place Summer/Autumn 2024.
- f) Roof Repairs, Soffits, Gutters and Facias – to take place Spring/Summer 2024.
- g) External Path – Car Park to Chapel – to be resurfaced Spring 2024.
- h) Car/Park Lighting and CCTV – to be completed Spring/Summer 2024.
- i) Pond Area Improvements – to be completed Summer 2024.

7.0 **Annual Stack Emission Testing**

7.1 The annual testing of stack emissions was carried out in December 2023. All measured values were below the limit values. A summary of those results is attached below.

Monitoring Results

where MU = Measurement Uncertainty associated with the result (95% Confidence)

Substance	Concentration				Reference Conditions	Mass Emission			Sampling Date	Sampling Times
	Limit (mg/m ³)	Result (mg/m ³)	Measurement Uncertainty (MU) +/-			Limit (g/hr)	Result (g/hr)	Measurement Uncertainty (MU) +/-		
Total Particulate Matter	R1	20	10.8	0.56	273k, 101.3kPa, Dry Gas, 11% O ₂	-	40.5	2.8	14/12/2023	10:29-11:29
	R2		9.7	0.56			36.4	2.7	14/12/2023	13:07-14:07
	R3		19.4	0.59			72.5	3.9	14/12/2023	15:30-16:30
	Ave		13.3	0.57			49.8	3.1	-	-
Carbon Monoxide	R1	100	5.6	3.1		-	20.9	11.6	14/12/2023	09:09-10:09
	R2		1.6	3.1			6.1	11.5	14/12/2023	10:49-11:49
	R3		4.5	3.1			16.7	11.6	14/12/2023	10:49-10:09
Total VOC	R1	20	5.0	12.8		-	18.8	47.8	14/12/2023	09:09-10:09
	R2		3.4	12.8			12.7	47.8	14/12/2023	11:56-12:56
	R3		3.9	12.8			14.7	47.8	14/12/2023	10:49-10:09
Chloride (as HCl)	R1	30	23.7	1.9		-	88.5	8.1	14/12/2023	10:29-11:29
	R2		13.0	1.0			48.5	4.4	14/12/2023	13:07-14:07
	R3		25.4	2.0			95.0	8.7	14/12/2023	15:30-16:30
	Ave		20.7	1.7			77.4	7.1	-	-
Mercury	R1	0.05	0.07	0.01		-	0.26	0.04	14/12/2023	09:02-10:02
	R2		0.02	0.003			0.07	0.01	14/12/2023	11:47-12:47
	R3		0.02	0.003	0.06		0.04	14/12/2023	14:15-15:15	
	Ave		0.04	0.005	0.13		0.03	-	-	
Water Vapour	R1	-	5.5%	-	As Measured	-	-	-	-	-
Oxygen	R1	-	16.8%	0.15	As Measured, Dry Gas	-	-	-	14/12/2023	09:09-10:09
Volumetric Flow (Actual)	R1	-	13,404 m ³ /h	607	As Measured	-	-	-	14/12/2023	08:50-08:59
Volumetric Flow (REF)	R1	-	3,735 m ³ /h	169	273k, 101.3kPa, Dry Gas, 11% O ₂	-	-	-	14/12/2023	08:50-08:59

Reference conditions (REF) are: 273k, 101.3kPa, Dry Gas, 11% O₂.

Document information

Report author	
<i>Bereavement Services Manager c/o Chesterfield and District Crematorium</i>	
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
N/A	
Appendices to the report	
None	

For Publication

Bereavement Services Risk Register 2024/25

Meeting:	Chesterfield and District Joint Crematorium Committee
Date:	18 March 2024
For publication	

1.0 Purpose of the report

- 1.1 To annually inform Members of the high level risks to Chesterfield and District Crematorium and the actions taken to manage and mitigate against 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 Recommendations

- 2.1 It is recommended that Risk Register for 2024/25, attached at Appendix 1, is noted and acknowledged as current and up to date.

3.0 Reason for Recommendations

- 3.1 To ensure Members are properly informed of the high-level risks to the Crematorium and approve the management and control of those risks.

4.0 Higher Likelihood of Risks Occurring During 2024/25

- 4.1 Where the Authority has control over containing risks, the likelihood of occurrence is generally very low.
- 4.2 This part of the report highlights, for Members, any risks that are more likely to occur over the coming year and the reason why.

Risk – Loss of Business - due to the approval of plans for a new crematorium to be built within the constituent area, although if not during the current Financial Year, then next.

Risk – Loss of Business – should death rates may fall after Excess Deaths in recent years.

Risk – Loss of Business – due to the increase in demand for Direct Cremation Services.

Risk – National Factor – Competition and Markets Authority may introduce further measures following recent investigation into the Funeral Sector, one of which may be price capping.

Risk – National Factor – Introduction of the Medical Examiner System replacing the current Medical Referee

Document information

Report author	
Bereavement Services Manager C/O Chesterfield and District Crematorium, S43 1AU	
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
N/A	
Appendices to the report	
Appendix 1	Risk Register 2024

APPENDIX 1

**CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE
HIGH LEVEL RISK ASSESSMENT 2024**

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

RISK MATRIX						
Likelihood	Very High					Key: <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: black; margin-right: 5px;"></div> <div>Unacceptable risk - immediate control improvements required.</div> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; border: 1px solid black; margin-right: 5px;"></div> <div>Acceptable Risk - close monitoring and cost effective controls required.</div> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #cccccc; margin-right: 5px;"></div> <div>Acceptable Risk - regular review plus low cost improvements.</div> </div> </div>
	High		4	2		
	Significant		6	5		
	Low			3	1	
	Very Low					
	Almost Impossible					
		Negligible	Marginal	Critical	Catastrophic	
		Impact				

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

Risk Register 2023

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 annually</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 with an upgrade in 2023 to remove an increasing build up of heat in the roof space above the cremators.</p> <p>Fire alarms and detection in place with weekly testing of systems</p> <p>Fire training provided for all staff including classroom based training</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>Daily/Weekly/ Monthly Checks on Fire Exits and Equipment</p> <p>Six Joint H&S Inspections with Unions per annum including Fire related hazards</p>	Bereavement Services Manager	Ongoing
3	Injury to staff	<p>Full range of task based risk assessments in place with review dates.</p> <p>Thorough training and certification in place for high-risk tasks (e.g. cremator technician, tractor driving and ride on mower).</p> <p>Risk Assessment Review and Reminder at Team Meeting.</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	Loss of or damage to statutory burial and cremation records Loss of Administrative Systems	Original paper records kept in fireproof strong room Server relocated to Town Hall records Run paper copy of diary daily Independent online booking facility	Critical / Low	Critical / Very Low	Continue current controls All Cremation Records to be input onto electronic back up database by March 2024	Electronic records – immediate backup off site	Bereavement Services Manager	
5	Loss of business, particularly to private sector competition close to catchment area	Monitoring any new developments and ensuring accurate reporting of existing service to any planning authority. Adjustment of service and marketing to attract new business Maintenance of crematorium and its grounds to the very highest standards to avoid losing any business Maintenance of suitable numbers of qualified staff	Critical/ High	Critical/ Marginal	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				
		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.						
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. Train up to 9 technicians by end of 2024.</p> <p>Maintain sensible stock of 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 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.	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, particularly within Hospital settings to be extended into Community and all deaths from 01.04.2024.	Significant/ Very Low	Significant/ Very low	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				
		<p>Maintain Cremator Repairs Financial Reserve to adequate level</p> <p>Regulate contents of coffins through Funeral Director Registration and Declaration Scheme</p> <p>CCTV and Intruder Alarm Systems in place</p>						
13	Ageing Workforce, Loss of Talent and Succession Planning	<p>Staff Development</p> <p>Performance Development</p>	High/Critical	High/Marginal	Introduction of Apprentiships			
14	Vandalism, Theft and Anti Social Behaviour	<p>Alarm System in Place</p> <p>CCTV System in Place (including 2024 upgrade)</p> <p>Lock and Unlock Gates as appropriate</p> <p>24 hour agreement with Security Firm to attend to call outs</p>	Medium	Low	<p>Upgrade to CCTV</p> <p>Fencing</p> <p>Lock and Unlock Gates accordingly</p> <p>Lighting upgrades around Car Park</p>			

BUDGET MONITORING PERIOD 10

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 18th March 2024

REPORT BY: BEREAVEMENT SERVICES MANAGER
CLERK & TREASURER

FOR PUBLICATION:

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Budget Monitoring Report Period 10

LOCATION: Accountancy Section

1.0 PURPOSE OF REPORT

1.1 To report the budget monitoring position as at the end of January 2024.

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 19th December 2022 and a revised forecast presented at the 20th November 2023 meeting. As at January 2024 (period 10) there is a favourable profiled variance of £39,347.

Details of the variances from the profiled forecast are shown below:

- **Employee costs** are under profile by £12,676, the significant variances are as follows:

- Normal staffing budgets are underspent by £9,804 mainly due to delayed recruitment of vacant posts.
 - Overtime is currently underspent by £3,971.
- **Premises costs** are under profile by £99,242, the significant variances are:
- Service improvement plan, including improvements to the pond area, is underspent by £26,496. Due to the current weather it is unlikely that some of this work will be completed this financial year however an update will be provided at year end and a carry forward request made as required.
 - General routine repairs – underspent by £4,379.
 - Cremator repairs – there is an overall underspend of £60,683 resulting from a delay in procuring a new maintenance contract. Ongoing servicing/maintenance of the cremators is being expended on a pay as you go basis.
 - General grounds maintenance – overspend of £1,535.
 - Trees & shrubs – underspend £3,481.
 - Utilities – underspend of £5,878 mainly on electricity due a significant refund of £4k relating to the solar panel smart export guarantee.
- **Transport** costs are under profile by £2,304, mainly on fuel for machinery and mileage payments.
- **Supplies & Services** under profile by £7,041, the significant variances are:
- £5,556 has been spent on replacement equipment following the break in. An insurance claim has been submitted to the insurers and these costs may be recoverable.
 - There has been an overspend of £1,519 on the purchasing of memorials.
 - General Supplies & Services – underspend of £14,116, part of which is to fund a climate change project.
- **Income** is under profile by £81,916, this consists of:
- Cremation fees (inc. Medical Referees & Mercury Abatement) – under profile by £90,715 due to less cremations being carried out than profiled.
 - CAMEO - £806 less than budgeted for.
 - All Memorial Income – over profile by £4,916.
 - Other Income – over profile by £4,689.

3.2 In conclusion at this stage although the current position appears favourable there are still a number of repairs/improvements to

undertake which could be subject to inflationary pressures. In addition cremation income is under pressure from a significant reduction in cremation numbers as death rates are beginning to return to pre-pandemic levels.

- 3.3 There are four outstanding capital schemes included in the revised 2023/24 forecast (chapel air conditioning, crematory ventilation, car parking lighting & CCTV and repairs to the garage). The air conditioning has now been installed and came in £1k under budget. Work to the crematory ventilation has just been completed. The repairs to the garage are partially complete but the lighting and CCTV project is unlikely to commence this financial year. An update will be provided at year-end.

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

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

Document information

Report author	Contact number/email
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Background documents	
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>	

Annexes to the report	

Form to return to Democratic Services with report (will be removed before publication)

Officers/members consulted on the report	
Chief Executive (WBR)	<input type="checkbox"/>
Monitoring officer	<input type="checkbox"/>
Chief finance officer	<input type="checkbox"/>
Policy manager	<input type="checkbox"/>
Human resources manager	<input type="checkbox"/>
Cabinet member portfolio holder (and consultee cabinet member if applicable)	<input type="checkbox"/>
Comments from Cabinet Member (if applicable)	