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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**MONDAY, 10 MARCH 2014 AT 2.00 PM**

**FAREHAM BOROUGH COUNCIL**

Telephone enquiries to John Haskell, Clerk to the Joint Committee 023 9283 4913  
Email: [John.Haskell@portsmouthcc.gov.uk](mailto:John.Haskell@portsmouthcc.gov.uk)

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## **Membership**

Councillor Hugh Mason (Chair) (Portsmouth CC)  
Councillor Leslie Keeble (Vice-Chair) (Fareham BC)

Councillor Mike Fairhurst (Havant BC)	Councillor Keith Evans (Fareham BC)
Councillor David Collins (Havant BC)	Councillor Dennis Wright (Gosport BC)
Councillor Jason Fazackarley (Portsmouth CC)	Councillor Peter Edgar (Gosport BC)

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online at [www.portchestercrematorium.org](http://www.portchestercrematorium.org)

## **AGENDA**

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**
- 3 Minutes of the Meeting held on 9 December 2013 (Pages 1 - 6)**  
  
Attached
- 4 Matters Arising from the Minutes not specifically referred to on the Agenda**

**5 Clerk's Items**

The Clerk to the Joint Committee will report on any matters requiring attention.

**6 Risk Management Strategy (Pages 7 - 18)**

The Joint Committee adopted a Risk Management Framework and Policy in June 2009 and a forward looking Risk Management Strategy in December 2009. These documents have been subject to annual review and remain up to date, relevant and robust, together with the set of Strategic and Operational Risk Registers.

The attached report from the Treasurer sets out the updated documents for approval by the Joint Committee.

**RECOMMENDED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.**

**(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.**

**7 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (Pages 19 - 22)**

The report of the Engineer and Surveyor, dealing with progress being made on the planned maintenance programme, is attached.

**RECOMMENDED that the Joint Committee notes the contents of the report.**

**8 Horticultural Consultant's Report (Pages 23 - 24)**

A report from the Horticultural Consultant on grounds maintenance generally is attached.

**RECOMMENDED that the report be received and noted.**

**9 Manager and Registrar's Report (Pages 25 - 26)**

**(a) General Report attached**

**(b) Any other items of topical interest**

**10 Crematorium Salaries Review (Pages 27 - 28)**

The purpose of the attached report by the Clerk is advise on the arrangements to undertake the salary review requested under Minute 489.

**11 Crematorium Mercury Abatement Project**

Oral update from Engineer and Surveyor on any relevant matters.

**12 Mercury Abatement Project Consultancy Contract (Exempt Item)**

Before considering this item the Joint Committee will be asked to pass the following resolution –

**RECOMMENDED that the public be excluded from the meeting during these items of business because it is likely that if members of the public were present there would be disclosure to them of ‘exempt information’ within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

A report by the Clerk following the Joint Committee’s decision at the meeting on the 23 September 2013 is attached.

**13 Building Surveying Consultancy Service (Exempt Item)**

Before considering this item the Joint Committee will be asked to pass the following resolution –

**RECOMMENDED that the public be excluded from the meeting during these items of business because it is likely that if members of the public were present there would be disclosure to them of ‘exempt information’ within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

A report from the Engineer and Surveyor is attached regarding the Building Surveying Consultancy Service contract.

**14 Date of Next Meeting - Monday 16 June 2014 at 2pm in Gosport**

JH/me  
26 February 2014  
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# Agenda Item 3

## PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Guildhall Square, Portsmouth on Monday 9 December 2013 at 2.00 pm.

### Present

#### **Fareham Borough Council**

Councillor Leslie Keeble

#### **Gosport Borough Council**

Councillor Dennis Wright

#### **Havant Borough Council**

Councillor Mike Fairhurst

#### **Portsmouth City Council**

Councillor Hugh Mason (Chairman)

### **Apologies for Absence (AI 1)**

Councillors Peter Edgar and Christopher R Carter (standing deputy) (Gosport BC) engaged on other council business; and Councillors Keith Evans (Fareham BC), Dave Collins (Havant BC), and Jason Fazackarley (Portsmouth CC).

**548 Declarations of Members' Interests (AI 2) - None**

**549 Minutes of the Meeting held on 23 September 2013 (AI 3)**

**RESOLVED that the minutes of the meeting held on the 23 September 2013 be signed as a correct record.**

**550 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4)**

#### **Minute 543 – Developing and Enhancing the Crematorium's Services**

In response to questions, the Manager and Registrar advised members that a change to introduce some 40 minute slot times would be developed given experience over the coming months.

The Clerk advised members that enquiries were still being made to seek the services of a design consultant in respect of chapel decor and decoration. Progress was being made in respect of the remaining decisions previously taken by the Joint Committee.

**NOTED**

**551 Clerk's Items (AI 5) - None**

**552 Finance Strategy and Budget for 2014/15 (AI 6)**

(TAKE IN TREASURER'S REPORT)

**RESOLVED (1) that the Finance Strategy 2014/15, attached as Appendix A to the report, be approved;**

**(2) that the Finance Strategy 2014/15 be sent to the four constituent authorities to note for their information.**

**553 Revenue Budget Report - 2014/15 (AI 7)**

(TAKE IN TREASURER'S REPORT)

In submitting the revenue budget report, the Treasurer and Deputy Treasurer drew particular attention to a significant change in the operating environment of Portchester Crematorium following the opening of the new private crematorium at Bartons Road, Havant. This change in the operating environment had been reflected within the budget report. Members were also advised that was proposed to maintain the cremation fee during 2014/15 at its present 2013/14 level of £520.

The Joint Committee was also advised that for 2014/15 it was not proposed to make a revenue contribution to the capital works fund (CWF). Arising from questions, members were advised that no major works were proposed in the next financial year, and in any event a significant balance was still available for use within the fund. It was anticipated the delay in making a contribution to the CWF would be for one year only.

**RESOLVED (a) That expenditure of £71,500 in 2014/15 to be financed from the repairs and renewals fund as detailed in Appendix D to the report be approved;**

**(b) That the capital works programme as detailed in Appendix E be approved;**

**(c) That the proposed charges as set out in Appendices B and C to the report be approved from 1 April 2014;**

**(d) That the revenue account estimates as set out in Appendix A to the report be approved;**

**(e) That a letter be sent to the Leader of each constituent authority advising them of the long term risk that the annual payment received from the Portchester Crematorium Joint Committee may be reduced in 2015/16 and beyond.**

**554 External Audit Issues Arising Report (AI 8)**

(TAKE IN TREASURER'S REPORT)

**RESOLVED (1) that the BDO LLP External Audit Issues Arising Report for the year ended 31 March 2013, attached as Appendix A to the Treasurer's report, be noted;**

**(2) that the actions taken and required with regard to the Issues Arising Report be noted.**

**555 Engineer and Surveyor's Report - Planned Maintenance Programme - Progress Report (AI 9)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In presenting his report the Engineer and Surveyor explained that the waste heat and recovery scheme (reference 2.13.03) was now out to tender.

**RESOLVED that the contents of the report be noted.**

**556 Horticultural Consultant's Report (AI 10)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

**RESOLVED that the report be received and approved.**

**557 Manager and Registrar's Report (AI 11)**

**(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

**RESOLVED that the report be received and noted.**

**(b) Any other items of topical interest –**

**(1) Metals Recycling Scheme**

Further to Minute 542(b), the Manager and Registrar reported the successful outcome of an application for the Rowans Hospice to receive funding under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. An award of £3,500 had been received and this had been presented to the Rowans Hospice by the Joint Committee Chairman.

**NOTED**

## **(2) Crematorium Health and Safety Policy**

The Manager and Registrar reported that the Crematorium Health and Safety Policy approved by the Joint Committee in September 2010 had been reviewed in consultation with Fareham BC's Health and Safety Advisor. No material changes were required although some risks had been identified for re-assessment.

**RESOLVED that outcome of the review be noted and the chairman be authorised to sign the updated Health and Safety Policy.**

## **(3) Scottish and Southern Electricity – Equipment Upgrade**

The Manager and Registrar reported that he had recently been notified by Scottish and Southern Electricity (SSE) that on Wednesday 22 January 2014 it would be undertaking work to upgrade electrical equipment. As a result there would be no power for the day at the crematorium and in the surrounding area. This meant that no services or cremations could take place that day.

There was a general discussion of the implications of this work. The Manager and Registrar was currently seeking further and better particulars of what was proposed and the extent of the area affected. In due course he would advise funeral directors.

**NOTED**

### **558 Crematorium Mercury Abatement Project (AI 12)**

Further to Minute 544, the Engineer and Surveyor reported that since the last Joint Committee meeting nothing further had been heard from Fareham BC's Environmental Health Department regarding noise level mitigation works.

**NOTED**

### **559 Mercury Abatement Consultancy Service Contract (AI 13)**

Before considering this part of the item the Joint Committee -

**RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

The Clerk reported on the action taken following the Joint Committee's decision on the 23 September in the light of correspondence received in respect of a matter relating to the Mercury Abatement Consultancy Contract. A letter was sent to members explaining the action taken, and at this stage there was nothing further to add.

**RESOLVED that the current situation be noted.**



**560 Horticultural Grounds Maintenance Contract (Exempt Item) (AI 14)**

Before considering this item the Joint Committee –

**RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of ‘exempt information’ within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

(TAKE IN EXEMPT REPORT OF THE CLERK  
AND THE HORTICULTURAL CONSULTANT)

The purpose of the exempt report from the Clerk to the Joint Committee, in consultation with the Horticultural Consultant, is to advise members on the current position regarding the contract for the provision of horticultural and grounds maintenance services, following the Joint Committee’s decision on 23 September 2013.

**RESOLVED that the current situation be noted, and a further report be made to the Joint Committee in June 2014.**

**561 Date of Next Meeting (AI 15)**

**RESOLVED that the next meeting of the Joint Committee be held at 2pm on Monday 10 March 2014 in Fareham.**

The meeting concluded at 2.46pm

Chairman

JH/me  
11 December 2013  
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# Agenda Item 6

## FAREHAM BOROUGH COUNCIL

### Report to Portchester Crematorium Joint Committee

*Date:* 10 March 2014

*Report of:* Treasurer to the Joint Committee

*Subject:* RISK MANAGEMENT

#### SUMMARY

The Joint Committee adopted a Risk Management Framework and Policy in June 2009 and a forward looking Risk Management Strategy in December 2009. This included the publication of a set of Strategic and Operational Risk Registers.

These documents are subject to annual review; this report sets out the updated documents for approval by the Joint Committee.

#### RECOMMENDATIONS

- a. That the Risk Management Strategic Framework and Policy as set out in Appendix A and B of this report be approved.
- b. That the revised Strategic and Operational Risk Registers set out in Appendix C and D are approved.

## **RISK MANAGEMENT**

1. Risk Management is an area that is subject to internal and external audit as part of the Joint Committee's Corporate Governance arrangements. It also forms a key component of the self-assessment process leading to the Annual Governance Statement as part of the Annual Return.
2. Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework for corporate governance.
3. The constituents of good risk management are seen as :

A shared awareness and understanding within the Joint Committee of :

- The nature and extent of the risks it faces
- The extent and categories of risk regarded as acceptable
- The likelihood and potential impacts of the risk materialising
- The key controls that are being relied upon to control risks
- The ability to reduce the incidence and impact on the organisation of the risks that do materialise

A regular and ongoing monitoring and reporting of risk including early warning mechanisms

An appropriate assessment of the cost of operating particular controls relative to the benefit obtained in managing the related risk.

A risk assessment process to inform any decisions being taken and to support the implements of any projects agreed.

The conducting, at least annually, of a review of the effectiveness of the system of internal control in place.

Reporting publicly on the results of the review and explaining the action the Joint Committee is taking to address any significant concerns it has identified.

## **RISK MANAGEMENT FRAMEWORK AND RISK POLICY STATEMENT**

4. In June 2009 the Joint Committee adopted a Risk Management Framework and Risk Management Policy Statement. These two documents are subject to annual review and remain up to date, relevant and robust. They define the processes and responsibilities for managing risks across the whole spectrum, and are set out at Appendix A and B respectively. The Joint Committee is asked to approve these documents for their continued application to the system of risk management in place.

## STRATEGIC AND OPERATIONAL RISK REGISTERS

5. The Registers covering Strategic and Operational Risks at Appendix C and D respectively have been reviewed for their continued suitability and relevance to the Joint Committee by the Officers Governance Assurance Group, and are presented to the Joint Committee for approval.
6. As can be seen in the Risk Registers, only one 'High' ranked strategic risk has been identified, being 'Another crematorium built within the Joint Committee's area removes customers', along with one operational risk , being 'Major reduction in income collected compared to budget'. It is felt that, at the current time, there is no evidence to suggest that the probability and impact assessment should be changed.
7. One new risk has been added to the Operational Risk Register :  
  
Risk No : 29  
Appointed planned maintenance consultants unable to deliver agreed repairs and renewals programme and capital programme  
Category : Low
8. The remaining risks are all ranked as Medium or Low, and will continue to be monitored by the assigned Risk Manager who will report to the Joint Committee on developments should the need arise.

**APPENDIX A**

**PORTCHESTER CREMATORIUM JOINT COMMITTEE  
SUMMARY OF RISK MANAGEMENT FRAMEWORK**

<b>Framework Element</b>	<b>Process agreed</b>
<b>Risk Management</b>	
Risk Management Policy/Strategy	<p>Figurehead - Clerk to the Joint Committee</p> <p>Responsibility - Treasurer to the Joint Committee</p> <p>Approved, and reviewed as appropriate by the Joint Committee</p> <p>Annual assessment of adequacy of risk management arrangements</p>
Strategic Risk Management	<p>Register Owner - Portchester Crematorium Joint Committee</p> <p>Strategic Risk Register to be reviewed annually by the Governance Assurance Group and approved by the Joint Committee.</p> <p>Risk assessments updated annually.</p> <p>Additional risks to be identified by officers and members as and when needed throughout the year.</p> <p>At minimum, 12 monthly progress review of control / mitigation actions to be completed by the Governance Assurance Group for reporting to the Joint Committee on an annual basis.</p>
Operational Risk Management	<p>Service and Employer registers maintained</p> <p>Service Risk Register Owner - James Clark Employer Risk Register Owner - John Haskell</p> <p>Service Risk Register to be reviewed annually by the Governance Assurance Group and approved by the Joint Committee. Employer Risk Register agreed in officers meetings.</p> <p>Risk Assessments updated annually.</p> <p>At minimum, 12 monthly progress review of control / mitigation actions to be completed by the Governance Assurance Group and officer meetings for reporting to the Joint Committee.</p>

## **RISK MANAGEMENT POLICY STATEMENT**

The Portchester Crematorium Joint Committee recognises that Risk Management is an intrinsic part of Corporate Governance. The Joint Committee accepts that some risks will always exist and will never be eliminated.

The Joint Committee recognises that it has a responsibility to manage risks and supports a structured and focused approach to managing them by developing a risk management strategy and taking actions to reduce or mitigate risks wherever possible.

In this way the Joint Committee will better achieve its corporate objectives and enhance the value of services it provides to the community.

The Joint Committee's risk management strategic objectives are to:

- ♦ Integrate risk management into the culture of the Joint Committee
- ♦ Manage risk in accordance with best practice
- ♦ Anticipate and respond to changing social, environmental, legislative, political, economic, technological, competitive and citizen requirements
- ♦ Prevent injury, damage and losses and reduce the cost of risk
- ♦ Raise awareness of the need for risk management by all those connected with the Committee's delivery of services.

These objectives will be achieved by:

- ♦ Establishing clear roles, responsibilities and reporting lines within the Joint Committee for risk management
- ♦ Offering a framework for identifying and prioritising risk areas
- ♦ Reinforcing the importance of effective risk management as part of the everyday work of employees
- ♦ Incorporating risk management considerations into all aspects of the Joint Committee's work.
- ♦ Monitoring arrangements on an on-going basis.

**The key components of the Risk Management Framework are:**

- **A Strategic risk register of risks to the partnership**
- **An operational risk register of risks to the service**
- **A set of Health and Safety hazard assessments**
- **Inclusion of risk information in decision making reports to the Joint Committee**
- **Risk assessments supporting any projects implemented at the Crematorium**

Andy Wannell CPFA  
Treasurer to the Joint Committee  
Civic Offices  
Fareham

For further information on this report please contact Kate Busby on 01329 824685.



## PCJC SERVICE SCORING CHART

		SCALE				
Value		1	2	3	4	5
Probability		Very Unlikely	Unlikely	May Happen	Likely	Almost Certain
		Very Low	Low	Medium	High	Very High
		SCALE				
Value		1	2	3	4	5
<b>Impact Measures</b>	FINANCIAL EFFECTS	Less Than £1,000	Between £1000 and £5000	Between £5000 and £10000	Between £10000 and £50000	More Than £50,000
	HEALTH AND SAFETY (PUBLIC AND CUSTOMERS)	No or minor injury	Lost time injury	Major injury	Single death	Multiple death
	NON-FINANCIAL EFFECTS SERVICE OBJECTIVES & PRIORITIES	No impact on objectives	Minimal impact on 1 or more service objectives	Some restriction on ability to achieve 1 or more service objectives	Severe restriction on ability to achieve 1 or more service objectives	Prevent the achievement of 1 or more service objectives
	SERVICE DELIVERY	No inconvenience to service	Minor inconvenience to service	Major inconvenience to customers	Cessation of part of Crem services	Cessation of all Crem services
	CUSTOMER SATISFACTION	Small increase customer complaints	Sig increase customer complaints	General loss of confidence in service	General loss of confidence in partnership	Removal of board members or govt intervention

Risk score is calculated by multiplying the sum of all impact scores (where Very Low = 1 & Very High = 5) by the score for the probability (where Very Low = 1 and Very High = 5). (e.g. 5\*(2+3+4+3+2)).

The thresholds for the risk category have been set as:

- below 40 (Low)
- 40-59 (medium)
- more than 60 (high)

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## PORTCHESTER CREMATORIUM JOINT COMMITTEE

Strategic Risk Register

Risk No	Risk	Risk Manager	Probability	Impact					Score	Category
				1	2	3	4	5		
				Financial	H&S	Objectives & Priorities	Service Delivery	Customer Satisfaction		
1	Another Crematorium built within the Joint Committee's area removes customers	John Haskell	5	5	1	3	1	2	60	HIGH
Control	Formal regular monitoring, continued good communication with each LA, implement initiatives approved by JC for developing and enhancing existing and new services									
2	Benefits, objectives and targets for Joint Committee are not clear nor monitored nor delivered (including surplus levels not achieved)	John Haskell	1	1	2	3	2	2	10	LOW
Control	Monitor regularly, Annual Report / Development Plan, Member representatives from each Local Authority									
3	Control assurance, financial management and governance framework not clear	Andy Wannell	2	1	2	1	1	1	12	LOW
Control	Members from each LA actively involved in managing PCJC, Ext and Int Audit review/advice feeds into work and Governance arrangement, Treasurer & Dep Treasurer with professional backgrounds advising PCJC are employees of FBC, Financial Regulations introduced									
4	Inappropriate or inadequate Memorandum of Agreement	John Haskell	2	1	1	3	2	2	18	LOW
Control	Monitor regularly									
5	Joint Committee member responsibilities not understood nor complied with	John Haskell	2	1	1	2	2	2	16	LOW
Control	Member induction following appointment									
6	Lack of agreed clear exit strategy (including handover of records to allow continued running)	John Haskell	2	1	1	3	2	2	18	LOW
Control	Monitor regularly									
7	National cultural changes significantly affect service required (e.g. religious, government)	James Clark	1	4	1	1	1	4	11	LOW
Control	Bi-annual review of Development Plan to incorporate a review of national cultural changes									
8	Objective assessments are not made or reported about the true effectiveness of service delivery and Joint Committee arrangements	John Haskell	1	1	1	3	2	2	9	LOW
Control	Monitor regularly, Annual Report, Review and updating of Crematorium Development									
9	Standard of service provision does not meet customer expectations	James Clark	3	2	1	2	2	4	33	LOW
Control	Formalisation of Funeral Directors feedback system, satisfaction questionnaire, complaints system involves Clerk									

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## PORTCHESTER CREMATORIUM JOINT COMMITTEE

## Operational Risk Register - Assessment

Risk No	Risk	Risk Manager	Probability	Impact					Score	Category
				Financial	H&S	Objectives & Priorities	Service Delivery	Customer Satisfaction		
1	Major reduction in income collected compared to budget	Andy Wannell	5	5	1	3	1	2	60	HIGH
Control	Monitor regularly, Good communication with each LA re financial impact, JC to consider initiatives for developing and enhancing existing and new services									
2	Adverse external audit opinion and report on Annual Return	Andy Wannell	2	2	1	1	1	1	12	LOW
Control	High level of expertise advising the PCJC, FBC Internal Audit would identify fundamental weaknesses									
3	Contractor failure deliver the required service	Terry Garvey	1	4	1	3	2	2	12	LOW
Control	Contractors monitored and supervised on a regular basis									
4	Crematorium is not competitive compared with neighbouring crematoriums	James Clark	2	4	1	2	3	4	28	LOW
Control	Formalisation of Funeral Directors feedback system, satisfaction questionnaire									
5	Crematorium premises and land not at an appropriate level of presentation (grounds, building)	Ashley Humphrey	3	1	2	2	2	2	27	LOW
Control	Contract management - performance management / feedback / review meetings									
6	Cremators cease to function (breakdown, served with H&S Executive notice)	Terry Garvey	2	4	2	4	4	4	36	LOW
Control	Cremators serviced and maintained by original manufacturer									
7	Cremation registers lost or inadequate	James Clark	2	1	1	3	2	1	16	LOW
Control	Data backed up daily, new computers to backup to remote servers									
8	Environmental damage to building and grounds	Terry Garvey	1	3	1	2	2	1	9	LOW
Control	Routine inspections are carried out of environmental protections									
9	Fire breaks out during a services	James Clark	2	4	3	3	3	3	32	LOW
Control	Fire procedures in place									
10	Funeral service requested not delivered	James Clark	3	1	1	3	3	2	30	LOW
Control	Checking procedures in place after service details entered									
11	Inadequate insurance cover or compliance problems	Andy Wannell	2	5	1	3	1	1	22	LOW
Control	PCJC is in Hampshire Insurance Forum framework, site to be included at renewal, annual review of level of cover subject to technical input to ensure that increases in cover remain adequate									
12	Insufficient car parking for attendees	James Clark	3	1	1	1	2	2	21	LOW
Control	Usage monitored, car park extended beyond recommended limits to cover majority of services									
13	Key legislation or code of practice for cremation not complied with	James Clark	1	5	2	4	4	4	19	LOW
Control	Review of publications for changes + monitoring of websites, notifications by Ministry of Justice									
14	Loss of online booking system (funeral directors)	James Clark	2	1	1	1	2	1	12	LOW
Control	New system internet based, covered under software agreements									
15	Loss of PC functionality and data stored	James Clark	2	1	1	3	2	2	18	LOW
Control	Data backed up maintenance agreements in place									
16	Loss of web based information on the crematorium	James Clark	1	1	1	1	1	1	5	LOW
Control	information backed up									
17	Malicious damage to the building and grounds	Terry Garvey	2	2	2	1	2	1	16	LOW
Control	Good working relationship with local Community Support Officers									
18	Medium term loss of energy supplies	Terry Garvey	1	2	1	1	2	2	8	LOW
Control	Energy suppliers aware of sensitivity of crematoria, supply sourced via Government framework arrangement									
19	Member of the public exposed to Health and Safety hazard	James Clark	2	3	2	1	2	2	20	LOW
Control	Ensure hazardous chemicals not used by landscaping contractor									
20	Member of the public has an accident on crematorium premises during the operational week	James Clark	3	3	3	1	2	1	30	LOW
Control	Trained first aider, H&S check, insurance in place									
21	Member of the public has an accident on crematorium premises outside the operational week	James Clark	3	3	3	1	2	1	30	LOW
Control	Legal position on signage									
22	New, or amendments to, legislation relating to the crematorium not identified or acted upon, including equality and inclusion	James Clark	1	3	1	3	5	5	17	LOW
Control	Checking of relevant web sites, publications									
23	Non-compliant with disability discrimination act in relation to the public	Terry Garvey	1	1	1	3	1	2	8	LOW
Control	Requirements of DDA discussed with FBC access officer, checking of relevant web sites, publications									
24	Non-specialist Contractors go into liquidation (e.g. maintenance and capital works)	Terry Garvey	2	4	1	2	2	2	22	LOW
Control	Financial checks to be completed prior to engagement									
25	Size of coffin is too large in relation to size of the cremator	James Clark	2	1	1	3	2	2	18	LOW
Control	Funeral directors informed of max size of coffin in writing									
26	Unexpected exceptional expenditure (e.g. utilities price increases, medical referees expenses)	Andy Wannell	2	4	1	1	1	1	16	LOW
Control	High level of expertise advising the PCJC of any anticipated large future costs, FBC manage energy procurement process, monthly monitoring arrangements, revenue reserve established									
27	Unsuitable contractors engaged (not best value, unable to deliver required services)	Terry Garvey	1	4	1	2	2	2	11	LOW
Control	Financial checks and references to be completed prior to engagement									
28	Insufficient chapel space	James Clark	3	1	1	3	2	1	24	LOW
Control	Provision of foyer speaker and external relay speaker									
29	Appointed planned maintenance consultants unable to deliver agreed repairs and renewals programme and capital programme	Terry Garvey	4	1	2	2	2	2	11	LOW
Control	Contract management - performance management / feedback / review meetings									

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**TO THE MEETING OF: THE PORTCHESTER CREMATORIUM JOINT COMMITTEE**

**ON: 10<sup>TH</sup> MARCH 2014**

**REPORT OF: ENGINEER AND SURVEYOR**

**1.0 MAINTENANCE - PROGRESS REPORT**

**1.1 PROGRESS AND FINANCIAL STATEMENT**

Ref	Schemes	Progress Stage	Original Budget £	Revised Budget £	Actual Cost £	Budget/Actual Variation Note +/- 20%
1.11.14	Fire Precautions Installation Work	Fire Safety Risk Assessments prepared	10,000		3,500	
1.12.01	North Chapel New Curtains	Work Complete	5,000		1,015	
1.12.02	South Chapel Carpet Replacement	Work Complete	9,000		9,495	
1.12.03	Office Carpet Replacement	Work complete (in conjunction with 1.13.06)	1,500		1,500	
1.12.04	Internal Redecoration (Rolling Programme)	Work Complete	5,000		4,030	
1.12.05	Repairs to Paving/Steam Cleaning	Work Complete	2,500		2,258	
1.12.06	Treatment of North and West Boundary Fences	Work Complete	4,500		3,245	
1.12.07	Replacement Compactor	Work Complete	16,500		16,050	
1.12.08	Replacement Computers for Cremation Control	Work Complete	5,000		4,752	
1.12.09	Replacement WCs in Public Toilets	Work Complete	7,000		7,975	

Ref	Schemes	Progress Stage	Original Budget £	Revised Budget £	Actual Cost £	Budget/Actual Variation Note +/- 20%
1.12.11	Renewable Energy Consultant	Work Complete	10,000		4,320	
2.12.01	Mercury Abatement EPA Phase 2	Scheme Complete	2,392,000		2,263,070	
2.12.02	Cremator Furnace Relining	Work Complete	35,000		35,474	
2.12.03	Analyser Renewal to Cremators Nos 1 to 6	Work Complete	98,000		93,769	
1.13.01	CCTV Camera Replacement (Rolling Programme)	Work Complete	6,000	-	5,509	
1.13.02	Internal Redecorations (Rolling Programme)	Work Complete	5,000	-	4,390	
1.13.03	Steam Cleaning Paving (Rolling Programme)	Work Complete	3,000	-	1,804	
1.13.04	Replacement Door Locks	Work on site	5,000	-	6,056	
1.13.05	Memorial Storage Room/Workshop Refurbishment	Work Complete	5,500	-	5,747	
1.13.06	Reception/Office Area Refurbishment	Reception-order issued (Office Complete)	13,000	-	16,043	
1.13.07	External Lighting Improvements	Work Complete	£4,500	-	4,231	
1.13.08	South Chapel Redecoration	Scheme Deferred	£25,000			
1.13.09	Garden of Contemplation Seating Improvements	Work Complete	4,500	-	4,045	
2.13.01	Mercury Abatement EPA Phase 2	Retention Release	90,000			
2.13.02	Cremator Furnace Relining	Work Complete (Nrs 2, 5 & 6 remain)	120,000		35,500	
2.13.03	Waste Heat Recovery	Tenders returned. Scheme on hold	28,500			



Ref	Schemes	Progress Stage	Original Budget £	Revised Budget £	Actual Cost £	Budget/Actual Variation Note +/- 20%
1.14.01	CCTV camera replacement (rolling programme)	Assessing Requirement	14,000			
1.14.02	Internal redecoration (rolling programme)	Assessing Requirement	5,000			
1.14.03	Steam cleaning paving (rolling programme)	Assessing Requirement	3,000			
1.14.04	Hard-wired alarm system	Assessing Requirement	12,500			
1.14.05	Fence and gate works and car parking	Assessing Requirement	8,100			
1.14.06	Waiting rooms and toilet refurbishment	Assessing Requirement	8,800			
1.14.07	The water feature	Assessing Requirement	3,000			
1.14.08	Book of Remembrance Room Stone Work	Assessing Requirement	5,500			
1.14.09	Works to Mess Room	Assessing Requirement	2,600			
1.14.10	Works within the Crematory/Committal Rooms	Assessing Requirement	9,000			

Note

Actual cost excludes standard VAT or unreclaimable VAT.

## 1.2 RECOMMENDATION

The Committee is recommended to note the contents of this report.

## 1.3 BACKGROUND PAPERS

Nil

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# Agenda Item 8

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE**  
**Monday 10 March 2014**

**REPORT BY: THE HORTICULTURAL CONSULTANT**

## **CREMATORIUM GROUNDS – GENERAL UPDATE**

Once again, the main challenge for us has been the weather - the exceptional and seemingly relentless storms, wind and rain have caused lots of damage. We have lost and have had to fell a number trees weakened by the weather, however only one tree actually blew down in the wind. We have such a large number of trees on the site that their loss hasn't significantly affected the appearance of the site.

The contractors Brighstone and ISS have worked well together reacting promptly and reducing the impact of the damage to crematorium visitors.

The heather bed on the North entrance has been extended by the removal of poor quality old plantings at the end of their life and has been restocked with heathers. This feature is now complete and much improved.

The bedding plants continue to provide an excellent display and the spring bulbs are emerging and flowering.

Shrub planting is being undertaken at the moment as is the replacement of dead shrubs or those that are past their best.

I will update the committee on progress with the contract negotiations at the meeting.

The grounds maintenance contractor Brighstone continues to provide a very good service and I am pleased with their standard of work.

*Ashley Humphrey*  
Horticultural Consultant

*Background List of Documents –  
Section 100D of the Local Government Act 1972 - None*

AH/jh  
27 February 2014

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# Agenda Item 9

(a) General Report

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
10<sup>th</sup> MARCH 2014**

**REPORT BY: MANAGER AND REGISTRAR**

## STATISTICS

### 1. MONTHLY COMPARISON

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
DEC	318	320	322	-
JAN	391	366	468	357
FEB	359	323	391	290

### 2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END FEBRUARY</u>
2011	4015	750
2012	3975	689
2013	4248	859
2014	-	647

### 3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	18
i) Total disposals within grounds.....	352
ii) Remains removed from crematorium.....	535
iii) Retained.....	41
<b>TOTAL</b>	<b>928*</b>

Scattered 40%                      Removed 60%

### 4. GAS CONSUMPTION

Total gas consumption (cu.m.).....56473

Total cremations.....893

Average gas consumption(cu.m.).....63\*\*

\* To end 25<sup>th</sup> February

\*\* To end 21<sup>st</sup> February

**JAMES CLARK**  
**MANAGER & REGISTRAR**

24<sup>TH</sup> FEBRUARY 2014

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# Agenda Item 10

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –  
10 MARCH 2014**

**REPORT BY: CLERK TO THE JOINT COMMITTEE**

## **PORTCHESTER CREMATORIUM – SALARY REVIEW**

### **1. Purpose**

- 1.1 To advise on arrangements to undertake the salary review requested by the Joint Committee under minute 489.

### **2. Recommendation**

**That the Job Evaluation scheme operated by Fareham Borough Council since 2008 be adopted in respect of the review of crematorium staff salaries, and that the Clerk and Treasurer be authorised to make all necessary arrangements for the review to be undertaken.**

### **3. Introduction**

- 3.1 The Joint Committee at the meeting on 24 September 2012, under minute 489 considered a report on a request from the technical staff for a review of the grading of their posts.
- 3.2 The Joint Committee, whilst accepting the HR personnel consultant's views contained within his report also agreed that a general review be undertaken of the salaries of all staff employed by the Joint Committee.

### **4. Arrangements for Review**

- 4.1 Since the Joint Committee's decision consideration has been given to the preferred way forward to undertake this review. Discussion has taken place with Fareham Borough Council with the intention of its HR staff carrying out a job evaluation (JE) exercise in respect of all crematorium employees.
- 4.2 Fareham BC has adopted and operated a Job Evaluation scheme since 2008; a scheme which Fareham BC's personnel staff are trained to implement. In order to progress the salary review requested by the Joint Committee it is recommended that the job evaluation scheme operated by Fareham BC be adopted.

*John Haskell*  
Clerk to the Joint Committee

JH/me  
25 February 2014

*Background Documents - Nil*

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