



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 16 MARCH 2015 AT 2.00 PM

THE COLLINGWOOD ROOM
CIVIC OFFICES
FAREHAM

Telephone enquiries to John Haskell, Clerk to the Joint Committee
01329822533

(NB This Agenda should be retained for future reference with the Minutes of this meeting.
The agenda, minutes and non-exempt reports are available to view on-line at www.portchestercrematorium.org)

Membership of the Joint Committee - 2014/15:

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs
Councillor David Guest

Fareham Borough Council

Councillor Keith Evans
Councillor Leslie Keeble (Chairman)

Portsmouth City Council

Councilor Ken Ellcome
Councillor Robert New

AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of Members' Interests**
- 3 **Minutes of the Meeting held on 15 December 2014 (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 - 16)

The Risk Management Framework and Policy Statements for Portchester Crematorium are subject to annual review.

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 Development Plan 2015-2020 (Pages 17 - 44)

The purpose of the attached report is to submit for the Joint Committee's approval a Development Plan for the period 2015 - 2020.

This Plan reviews and revisits the previous Development Plan approved in March 2013. The Joint Committee has previously agreed the Development Plan should be reviewed at 2 yearly intervals.

RECOMMENDED (1) that the Portchester Crematorium Joint Committee Development Plan 2015 - 2020 be approved and adopted;

(2) that the Development Plan be next reviewed in 2 year's time.

8 Engineer and Surveyor's Report - Planned Maintenance and Building Works Progress Report (Pages 45 - 48)

A report from the Engineer and Surveyor, dealing with progress being made on planned maintenance and building works, is attached.

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

9 South Chapel Refurbishment (Pages 49 - 50)

The purpose of the attached report from the Engineer and Surveyor is to

advise on progress with the South Chapel Refurbishment project.

RECOMMENDED that the progress with this project be noted and that approval be given for an additional £20,000 provision to the scheme budget from existing resources.

10 Horticultural Consultant's Report (Pages 51 - 52)

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

RECOMMENDED that the report be received and noted.

11 Manager and Registrar's Report (Pages 53 - 54)

(a) General Report attached

(b) Any other items of topical interest

12 Date of Next Meeting - Monday 15 June 2015 at 2pm in Gosport

JH/me
5 March 2015
106160315a

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 15 December 2014 at 2.00 pm.

Present

Fareham Borough Council

Councillor Leslie Keeble (Chairman)
Councillor Keith Evans

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

Councillor Tony Briggs

Portsmouth City Council

Councillor Ken Ellcome

Apologies for Absence (AI 1)

Councillor David Guest (Havant Borough Council), engaged on other council business, and Councillor Robert New (Portsmouth City Council).

606 Declarations of Members' Interests (AI 2) – None

607 Minutes of the Meeting held on 15 September 2014 (AI 3)

RESOLVED that the minutes of the meeting held on the 15 September 2014 be signed as a correct record.

608 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

609 Clerk's Items (AI 5)

Arising from minute 598, the Clerk was pleased to report receipt of a letter from Dr Duncan Walters, Deputy Medical Referee since November 1989 who had retired in August 2014, thanking members for his retirement certificate and expressing his pleasure at being able to serve the Joint Committee over so many years.

The Clerk also reported that he, together with the Treasurer and Manager & Registrar, had attended a meeting of Fareham Borough Council's Scrutiny Board on 20 November 2014, when the Board had been updated on the principal work of the Joint Committee and the Crematorium's operational activity.

RESOLVED that the Clerk's report be noted.

610 Portchester Crematorium Accounts Certification Work 2013/14 (AI 6)

(TAKE IN INTERNAL AUDIT REPORT 1026)

The Joint Committee was advised that the Internal Audit final report no. 1026 covered the findings arising from the work carried out to support the 2013/14 certificate.

RESOLVED that the report be received and the recommendations made and action taken be noted.

611 Portchester Crematorium Governance Audit 2014/15 (AI 7)

(TAKE IN INTERNAL AUDIT REPORT)

Members were advised that the report detailed the Internal Audit work carried out in 2014/15 of some of the governance controls in place for the Joint Committee. The internal audit had been undertaken in accordance with the 5 year plan of work approved by the Joint Committee in June 2013, and supplemented the certification audit work, reported under minute 610.

RESOLVED that the report be received and the recommendations made and action taken be noted.

612 External Audited Annual Return Year Ending 31 March 2014 – Issues Arising Report (AI 8)

(TAKE IN REPORT OF TREASURER)

Members were advised that BDO LLP, the external auditors for the Portchester Crematorium Joint Committee, had completed their work on the Annual Return for the financial year ended 31 March 2014, and had also provided an 'Issues Arising' report.

The Deputy Treasurer explained that the report sought acceptance and approval of the audited Annual Return; set out the matters raised within the Issues Arising report, and detailed the action taken with regard to them, and any future action required.

RESOLVED (1) that the audited Annual Return be accepted and approved;

(2) that the BDO LLP External Audit Issues Arising Report for the year ended 31 March 2014, attached as Appendix A to the Treasurer's report, be noted;

(3) that the actions taken and required with regard to Internal and External Audit recommendations be noted.

**613 Engineer and Surveyor's Report –
Planned Maintenance and Building Works Progress Report (AI 9)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

RESOLVED that the contents of the report be noted.

614 Crematorium South Chapel Refurbishment (AI 10)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In submitting his report the Engineer and Surveyor mentioned that RBA Architects were currently considering the design implications and detail of the proposed orientation of the wooden cladding.

As part of the overall scheme arrangements were also in hand for the appointment of a specialist lighting consultant.

Mention was also made that 3 quotations had been received for the role of the Construction (Design and Management) co-ordinator, and it was proposed to make an appointment.

RESOLVED that the progress with this project be noted.

615 Mercury Abatement Project (AI 11)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In submitting his report updating the Joint Committee on progress towards the noise reduction measures associated with the operation of the mercury abatement equipment, the Engineer and Surveyor reported that it was hoped the new sound acoustic grilles should be received from the manufacturer by the end of January 2015.

RESOLVED that the action taken be endorsed and the officers be authorised to continue to take any further action that may be necessary to achieve the satisfactory reduction in noise level.

616 Horticultural Consultant's Report (AI 12)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Arising from the report, the Chairman mentioned correspondence he had exchanged with a family regarding a replacement for a tree that it had been necessary to remove from the Crematorium grounds.

RESOLVED that the report be received and approved.

617 Manager and Registrar's Report (AI 13)

(a) General Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to questions arising from his report, the Manager and Registrar reported on the overall reduction in the likely number of cremations that would take place during the current calendar year.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest

- (i) Video Streaming of Services Through the Internet –** Sound cabling had been installed, and the full vision and sound service was now available.

RESOLVED that the report be received and noted.

618 Finance Strategy and Budget for 2015/16 (AI 14)

(TAKE IN REPORT OF THE TREASURER)

In considering the report, the Joint Committee was reminded that the Finance Strategy was last approved in December 2013 - it set out the principles on which the strategy had been compiled, together with risks and other aspects of the financial management framework that the Crematorium operated in.

The Treasurer's report included an updated Finance Strategy which provided added assurance to the Joint Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances.

RESOLVED (1) that the Finance Strategy 2015/16, attached as Appendix A to the Treasurer's report, be approved;

(2) that the Finance Strategy 2015/16 be sent to the four constituent authorities to note for their information.

619 Revenue Budget Report - 2015/16 (AI 15)

(TAKE IN REPORT OF THE TREASURER)

Members gave consideration to the Treasurer's report which set out the revenue budget and repairs and renewals programme for 2014/15 and 2015/16, together with a review of fees and charges. The revised capital works programme for 2014/15 and future years had also been included for consideration at Appendix E to the report.

The Deputy Treasurer reported that the figures included within the report had been prepared and presented based a continued decline in income equivalent to approximately 15% based on 10 year average cremation numbers.

Arising from discussion members agreed that it would be more prudent to anticipate a further reduction in cremation numbers to approximately 20% as The Oaks becomes more established. Members further agreed that the cremation fee should increase by £30, from £520 to £550, from the 1 April 2015. There would be no impact on the revenue budget figures presented for 2015/16.

RESOLVED (a) That expenditure of £137,250 in 2015/16 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 2015, except that the cremation fee be £550 from 1 April 2015;

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

(e) That the Treasurer writes to the Leader of each constituent authority to advise them of the reduction in the annual payment received from the Portchester Crematorium Joint Committee in 2015/16 and beyond.

620 Portchester Crematorium Job Evaluation Review (Exempt Item) (AI 16)

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 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

The Clerk explained that the purpose of the attached report containing exempt information was to set out the results of a job evaluation review into the pay and grading of employee posts at Portchester Crematorium. The report was the result of a review requested by the Joint Committee in September 2012.

RESOLVED that the recommendations set out in the exempt report by Fareham Borough Council's Senior Personnel Officer be approved.

621 Date of Next Meeting (AI 17)

RESOLVED that it be noted that the next meeting of the Joint Committee will be at 2pm on Monday 16 March 2015 in the Civic Offices, Fareham.

The meeting concluded at 2.48 pm.

Chairman

JH/me
17 December 2014
1061215m.doc

Agenda Item 6

FAREHAM BOROUGH COUNCIL

Report to Portchester Crematorium Joint Committee

Date: **16 March 2015**

Report of: **Treasurer to the Joint Committee**

Subject: **RISK MANAGEMENT**

SUMMARY

The Risk Management Framework and Policy Statements for Portchester Crematorium 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 organisations 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 'Loss of customers due to increased local competition', along with one operational risk , being 'Major reduction in income collected'. It is felt that, at the current time, there is no evidence to suggest that the probability and impact assessment should be changed.
7. 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.

Andy Wannell CPFA
Treasurer to the Joint Committee
Civic Offices
Fareham

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

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

Framework Element	Process agreed
Risk Management	
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**

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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	
Impact Measures	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)

PORTCHESTER CREMATORIUM JOINT COMMITTEE

Strategic Risk Register

Risk No	Risk	Risk Manager	Probability	Impact					Score	Category
				Financial	H&S	Objectives & Priorities	Service Delivery	Customer Satisfaction		
1	Loss of customers due to increased local competition	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									

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	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 to 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 moitoring 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 to deliver agreed repairs and renewals programme and capital programme	Terry Garvey	3	4	1	3	3	3	42	MEDIUM
Control	Contract management - performance management / feedback / review meetings									

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Agenda Item 7

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
16 MARCH 2015**

REPORT BY: CLERK TO THE JOINT COMMITTEE

PORTCHESTER CREMATORIUM JOINT COMMITTEE DEVELOPMENT PLAN 2015 - 2020

Purpose

1. To submit for the Joint Committee's approval a development plan for the period 2015 – 2020.

RECOMMENDATIONS

- (1) That the Portchester Crematorium Joint Committee Development Plan 2015 – 2020 be approved and adopted;**
- (2) That the Development Plan be next reviewed in 2 years time.**

Background

2. The officers serving the Joint Committee have taken the opportunity to revisit and review the 2013 - 2018 development plan approved in March 2013. In undertaking this review attention has focussed on matters of an on-going nature as well as those to which the Joint Committee may need to give future consideration.
3. The officers have now prepared for the Joint Committee's approval and adoption the attached development plan. This plan seeks to look at medium term developments in the period up to 2020, and in the longer term beyond 2020. It also seeks to indicate the future intentions of the Joint Committee and thereby guide both the management of the crematorium function and future policy decisions that may be required.

John Haskell
Clerk to the Joint Committee

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

JH/me
2 March 2015

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Portchester Crematorium Joint Committee

Development Plan 2015–2020

City of Portsmouth

Borough of Gosport

Borough of Fareham

Borough of Havant

Portchester Crematorium Development Plan – 2015 to 2020

1.0 Introduction and Purpose of Plan

- 1.1 Portchester Crematorium was opened on 27 September 1958 and is now one of two crematoria in south east Hampshire. It is managed by a Joint Committee of 8 Councillors, 2 from each of the four constituent authorities of Fareham, Gosport, Havant and Portsmouth. This Plan revisits and reviews the previous Development Plan approved in March 2013. Earlier Development Plans have been produced and reviewed periodically since 1992.
- 1.2 The Plan seeks to look at medium term developments in the period up to 2020, and in the longer term beyond 2020, and to set out the Joint Committee's intended course of action. **Emboldened typeface** has been used throughout the text to indicate the future intentions of the Joint Committee.
- 1.3 The Plan has been prepared in the following sections –
2. Key Progress since the previous Development Plans.
 3. Local authorities' cremation responsibilities.
 4. The role of the private sector.
 5. Portchester Crematorium's Aims and Objectives.
 6. Standards of Service and Working Practices.
 7. Developments in Technology and Provision of Crematorium Web Site.
 8. Multi Cultural and Secular Services.
 9. Memorials Policy.
 10. Fees and Charges Policy.
 11. Financial Policies.
 12. Repairs and Maintenance
 13. Cremation Trends.
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 15. The Chapels.
 16. Environmental Issues.
 17. The Grounds and Long Term Strategy for the Disposal of Ashes.

2.0 Progress Since the Previous Development Plans

- 2.1 The current Development Plan covering the period to 2018 was approved by the Joint Committee in March 2013 and built upon previous approved Plans. The Joint Committee has agreed that the Development Plan should be reviewed every two years.
- 2.2 Some key features highlighted in previous plans since 1996 are –
- That cremations were averaging over 4,000 a year in 1996, and although at that time it was estimated this figure could well reach 4,500 a year by 2000 in the event cremations during the past 5 years have averaged around 4,000 per year.

- That even with population growth and a possible increase in cremations there is sufficient cremator capacity at Portchester for at least the next 10 years and probably much longer.
- The existing two chapels adequately serve on most occasions the requirements of funeral services and an extension to either could not be justified.
- The Joint Committee in June 2014 agreed to a major refurbishment of the South Chapel (which is covered in more detail in Section 15) and is due to be undertaken during 2015.
- The Joint Committee decided in 2001 to provide improved waiting room facilities. A separate building, comprising two discreet well furnished waiting areas for mourners, was built to the east of the Crematorium and linked to it by two covered ways (porte-cochere's). The new facilities came into use in the summer of 2004. This has provided much appreciated accommodation to allow mourners to wait a sufficient distance from the two chapels.
- The Federation of Burial and Cremation Authorities, in a report on the outcome of a visit in November 2009 commented in summary that the Crematorium is extremely well run and that its representatives who took part in the visit were impressed with the general standard of maintenance throughout. They were also impressed with the waiting rooms and porte-cochere's, and they complemented the Joint Committee on the level of investment within the service.
- Although land to the north had been identified in the past for a possible extension to the Crematorium grounds this was in private ownership. The Joint Committee was unable to acquire the land, which was subsequently laid out by a private company and opened in 2002 as the 'Portchester Memorial Gardens'.
- The provision of a garden of contemplation.
- The remodelling and refurbishment of the garden pond and waterfall.
- Difficulties that could arise with car parking in Upper Cornaway Lane when both the car park within the grounds and an overflow car park were full required management measures. The Joint Committee in 2004/2005 addressed the difficulties that had worsened since 1996 by building an extension to the overflow car park to provide an additional 43 car spaces.
- The existing six cremators were replaced and enhanced in 1998 to further comply with air quality emissions under the Environmental Protection Act 1990.

- The completion during 2012 of the extensive project to install mercury abatement equipment.
- 2.3 The key features of the 2013 Plan have again been included within this document and progress with initiatives is indicated within each of the relevant sections.

3.0 Local Authorities' Cremation Responsibilities

- 3.1 A local authority's powers to provide cremation facilities flow from the Cremation Acts 1902 and 1952, and Section 214 of the Local Government Act 1972.
- 3.2 Under the 1972 Act a local authority has power to provide cemeteries and crematoria within or outside its area.
- 3.3 In the case of Portchester, the Fareham, Gosport and Havant Borough Councils together with Portsmouth City Council decided in the 1950's to provide a crematorium. The authorities used powers in the Local Government Act 1933, now superseded by the 1972 Act.
- 3.4 The four local authorities entered into an agreement delegating their powers to a joint committee comprising councillors from each authority. That agreement has been revised and revisited over the years, most recently as a result of the Local Government Act 2000. The Local Authorities (Functions and Responsibilities) Regulations 2001 make the provision of crematoria an Executive function (applicable to Portsmouth, Havant and Fareham) except for an authority (Gosport Borough Council) operating "alternative arrangements". This means that except for Gosport the representatives from Portsmouth, Fareham and Havant on the joint committee must be Executive Members.
- 3.5 The Joint Committee decides the overall policy for the provision of Crematorium facilities, including approving capital and maintenance works programme, the consideration and approval of accounts, and setting the scale of fees and charges.
- 3.6 Crematorium staff are employees of the Joint Committee. They are responsible to the Manager and Registrar for the day-to-day running of all aspects of the Crematorium.
- 3.7 Although most of the cremations undertaken are in respect of those who lived in the area of the four local authorities, funerals also come from the immediate hinterland.

4.0 The Role of the Private Sector

- 4.1. The private sector has a significant role in the disposal of the dead, whether it is directly in the provision of cemeteries and crematoria or through funeral directors. In addition there are ancillary services such as monumental masons, florists and other death related businesses.
- 4.2. At the present time a number of crematoria in the United Kingdom are privately owned and the services they provide vary little from that in the public sector. The only major difference is usually in the number and variation in the type of memorials offered post funeral.
- 4.3. The nearest crematoria to Portchester are The Oaks operated by Southern Co-operatives at Bartons Road, Havant (on the Havant/East Hampshire border) which opened in Autumn 2013; Southampton (local authority managed), Chichester (privately owned), and Wessex Vale at Hedge End (privately owned).
- 4.4. Portchester has a privately owned Memorial Garden located in its immediate vicinity. This private facility, whilst having very little effect on the day to day running of Portchester, does however offer bereaved families a greater choice in the way they dispose of cremated remains and how they are remembered by way of memorials. Although, inevitably there is a cost implication to this. Ideally, because of the lack of available ground within the Crematorium in which to bury ashes it would be desirable if greater numbers of remains were taken from the Crematorium for disposal elsewhere. The Memorial Gardens probably do not deal with as many disposals as could have been the case had the Joint Committee developed the land. Even so the trend to remove remains to scatter or bury elsewhere than at the Crematorium is still upwards, and this aspect is dealt with in more detail in Section 17. The Memorial Gardens have very little effect on any of the workings of Portchester Crematorium.
- 4.5. The relationship the Crematorium has with funeral directors and other 'bereavement services' is little different from any other local authority running commercial services. Virtually all of the ancillary services are in the private sector and consideration has to be given at all times to their commercial interests when considering the service that the Crematorium aims to provide.

5.0 Portchester Crematorium's Aims and Objectives

- 5.1. The Joint Committee is committed to the maintenance of high standards in relation both to staff performance and to the maintenance, repair and improvement of the fabric of the Crematorium and its assets.
- 5.2. **The Joint Committee will therefore continue and adhere to the following general policies:**
 - (a) Seek to maintain, and where possible, enhance the beauty of the grounds, as an area for quiet contemplation;

- (b) Keep the grounds open to the public subject only to such restrictions as may be necessary in the interests of security;
- (c) Seek to ensure that all works to the fabric are of high quality in keeping with an atmosphere of dignity and reverence appropriate to the purpose of the establishment;
- (d) Adhere to staff recruitment and training policies which will ensure that all members of staff reflect both in appearance and behaviour the high standards both express and implied in the Code of Cremation Practice of the Federation of Burial and Cremation Authorities, to which the Joint Committee is fully committed;
- (e) Seek to promote the practice of cremation as an alternative to burial by ensuring that the Crematorium is an open and welcoming place whose staff understand the needs of the bereaved.

6.0 Standards of Service and Working Practices

- 6.1 Historically Portchester has always strived to provide the best quality of service it can, both through its buildings and the quality of staff it employs. This has been made more apparent with the expansion of the cloister area, the provision of new waiting rooms, as well as updating existing areas including the refurbishment of the South Chapel during 2015. The “turnover” of staff has been extremely low in the last 20 years with staff generally leaving due to retirement. Retention of staff provides experience and competence in all areas of the day to day work. The staff work flexible hours which means the provision of the service can be maintained throughout the day with no breaks.
- 6.2 As a member of the Federation of Burial and Cremation Authorities, Portchester undertakes to abide by their Code of Practice (*a copy of which is attached at Appendix 1*).
- 6.3 Portchester Crematorium’s Manager and Registrar is a member of the Institute of Cemetery and Crematorium Management. Its ‘charter for the bereaved’ lays down minimum standards that the public are entitled to expect from any establishment dealing with the disposal of the dead. A copy of the charter is available to the public either through the office or on the ICCM web site at www.iccm-uk.com. Under this charter Portchester undertakes an annual best value assessment by way of a questionnaire on all areas of the charter, and is ranked alongside similar establishments.
- 6.4 **The Joint Committee will continue to ensure the Crematorium buildings are open for inspection by the public in addition to the more regular tours that may be conducted.**

7.0 Developments in Technology and Provision of Crematorium Web Site

- 7.1 Over the years technology has moved on and this has led to the provision of new equipment and audio players in order to maintain the standards expected for modern services, which is explained in more detail in paragraph 8.2 below. The Joint Committee has kept under review developments in technology and during 2014 secure video streaming of services through the internet was introduced, as an additional 'paid for' service.
- 7.2 The Crematorium website was established during 2005 and with the march of technology has become more of an integral part of the service that Portchester can offer. The web site is now in need of being 'refreshed'. Arrangements are also in hand to view the Books of Remembrance digitally through the internet. In addition to the general information that may be viewed on the website, hard copies of information leaflets and brochures are also available. A separate computer based system has operated for several years allowing funeral directors to book services 'on-line'.
- 7.3 **The Joint Committee will keep under review the way in which technology and the web site can be further developed in the interests of an efficient and effective, yet caring, service to the bereaved.**

8.0 Multi Cultural and Secular Services

- 8.1 Both chapels at the Crematorium are designated as non denominational although there is a removable cross in both reflecting the largely Christian nature of funerals. There is a greater trend for a less Christian type of service and more secular and humanist services. The cross in the chapel is easily removed for these services if requested. There are other Christian symbols on the building most notably on the stack and front and rear external walls of the South Chapel. These are part of the original structure and there has been no objection to these. **The Joint Committee will continue to keep under review the wishes of mourners.**
- 8.2 Secular services at present do not present a problem as the nature and style of the services conducted in the chapels is generally outside the direct control of the Crematorium staff and is more to do with officiants, family and funeral directors. Generally these services tend to take no longer than a "standard" Christian service but are generally more complex and personalised in nature. Currently the Crematorium has facilities for the playing of all forms of recorded media and these facilities have been expanded over the years by replacing equipment with the most modern available as and when it is perceived the need arises. With the trend continuing towards a more secular style of ceremony so the range and scope of equipment needed to cater for these has increased. Over the last few years slide projectors, screens, computers, recording equipment and other similar equipment have all been used. During 2014 video screens were provided in each chapel to enable personal tributes to be shown during services. **The range of provision and equipment will be kept under review.**

- 8.3 It has become noticeable over the last twenty years that the number of services held in church (prior to a short committal in the Crematorium chapel) has declined markedly. This trend is also a consideration with secular services as there is very little scope for any style of service to be held anywhere other than at the Crematorium. With the decline in the number of church committal services this is not anticipated to be a problem as the Crematorium is already managing this decline effectively. The opportunity has been taken to extend the length of some morning and afternoon services, thereby ensuring so far as possible that services where there are large groups of mourners do not adversely impact on following services.
- 8.4 **The style of service does not really affect the running of the Crematorium in any meaningful way. This will be kept under review by the Joint Committee to consider whether it may be necessary to provide extra services, although this has always been done over the years to reflect changes in technology and society.**
- 8.5 Whilst the Crematorium is available to serve the whole community and has a range of paper and web site publications to support the services its provides, **the Joint Committee will nevertheless carry out an equalities impact assessment of the Crematorium's activities and also use local citizens' panels or focus groups to check the Crematorium is being responsive to the needs of service users.**

9.0 **Memorials**

- 9.1 The Joint Committee has maintained a consistent policy against the provision of permanent memorials although these are sometimes desired by families at the time of bereavement. Although some private crematoria see the sale of such memorials as a valuable addition to their income the Joint Committee has taken a long term view not to sacrifice the simple beauty of the gardens for the sake of the increased income that would arise. **The Joint Committee will continue this policy unless and until there is sound evidence that it no longer represents the considered views of the wider community.** With the availability of the privately owned Portchester Memorial Gardens to the north of the Crematorium the bereaved have been encouraged to make use of these facilities. Funeral directors are asked to advise the bereaved that when a permanent memorial is desired it is more appropriate for cremated remains to be interred in that setting or a cemetery.
- 9.2 Invariably from time to time plaques, ornaments and other objects do tend to be left within the grounds. **The Joint Committee will continue the long established management policy that it should be left to the Manager and Registrar to decide when and for how long such personal objects should be allowed to remain within the grounds.** At present a certain amount of time is left before all of the grounds (usually 4-6 months) are cleared of such material. It is then kept for collection by families or disposed of dependent upon circumstances.

10.0 Fees & Charges Policy

- 10.1 The Joint Committee sets the level of fees that are charged. The present policy requires a fee to be charged for all cremations where the deceased is over the age of 16.
- 10.2 The fee that is charged covers use of the chapel irrespective of whether a funeral service takes place in the chapel. In any event, for practical purposes all cremations that are to take place are received into the Crematorium through one of the chapels. The main reason for this is that if a separate charge was made for provision of a chapel there would be nothing to stop families and funeral directors asking and expecting a double slot or greater to be granted. At present the provision of a double time slot is left to the discretion of the Manager and Registrar, who takes into account all reasons why the request has been made and whether to grant such times. The primary reason for this is that during busy times the allowance of double time slots may cause inconvenience and distress to other families wishing to arrange funerals. **The Joint Committee will continue with this policy.**
- 10.3 Medical Referees fees are included in the cremation fee, and unless and until there are legal changes involving the role of medical referees this arrangement will continue.
- 10.4 The cremation fees set (usually annually) by the Joint Committee have no provision for variation to meet, for example, specific circumstances, and there are no plans to alter this. **However, the Joint Committee will keep this arrangement under review because in coming years it may be desirable to have some variance in the way fees and charges are levied.**
- 10.5 Whilst at present it is considered unnecessary to contemplate most of these, circumstances in coming years may make it necessary to consider some or all of the above suggestions.
- 10.6 Charges are also made for entries into the Book of Remembrance, organist and use of organ, viewing of funeral service over the internet, and burying of remains from other crematoria. **The Joint Committee will continue to review all of its charges on no less than an annual basis.**

11.0 Financial Policies

- 11.1 The Joint Committee is in a strong financial position and able to meet all planned expenditure from income. Since the 1996 Development Plan the Joint Committee has been in a position to make an annual surplus which has been distributed to each of the constituent authorities. This surplus is effectively recognition of the significant original investment by each of the authorities in the Crematorium. The payment to each of the authorities also assists them indirectly to support their own cemeteries and bereavement services.

- 11.2 A comprehensive Finance Strategy is in place which provides a clear overview of the Joint Committee's financial framework and is aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. **The Finance Strategy will be reviewed by the Joint Committee each December for incorporation into the budget setting process.**
- 11.3 A Capital Works Fund has been set up to fund future major works including works to the fabric of the building. The 6 year capital programme from 2014/15 to 2019/20 totals £2,960,000. The programme is set out as being fully funded from the existing Capital Works Fund balance of £830,000 plus annual contributions over the life of the programme totalling £1,910,000. This demonstrates that the programme is heavily reliant on continued revenue contributions to the Capital Works Fund so that the programme of work can be fulfilled.
- 11.4 A forecast of income and expenditure, extracted from the approved revenue budget, is attached (*see Appendix 2*).
- 11.5 **The Joint Committee re-affirms the following long standing policies:-**
1. Sufficient reserves and provisions will continue to be made to ensure that:
 - (a) no precept will be required from the constituent authorities within the foreseeable future and;
 - (b) all anticipated capital works can be funded from revenue income.
 2. that an optimum annual surplus be available for re-distribution to each of the constituent authorities.

12.0 Repairs and Maintenance

- 12.1 As a result of the ongoing maintenance programme, the buildings are in good condition and no exceptional requirements are foreseen at the present time, other than those outlined in the maintenance programme. **The Joint Committee will continue to receive regular reports on all aspects of capital and revenue works.**

13.0 Cremation Trends

- 13.1 Since the opening of the Crematorium in 1958 the number of cremations performed annually has grown steadily, from under 2,000 per year to over 4,000 in the 2013 calendar year. The operational capacity of the cremator installation, working within existing limits, is 5 - 6,000 per annum.

- 13.2 There are an average of 17 funerals each day. Generally funerals do not normally have to be booked more than one week in advance. Timing adjustments could create further spare capacity though depending on its extent, this could have some adverse effects on the standard of service provided.
- 13.3 With the opening of a new Oaks Crematorium Havant at the end of 2013 the number of funerals taking place at Portchester has decreased. It is not possible at this stage to estimate the long term impact of the new facility. However, during 2014 the number of cremations at Portchester was 3356, a reduction of 684 over the previous 10 year average. Considered reductions in revenue were allowed for in the budget for 2014/15, based on a 30% annual reduction to 2,856. However, in the first half of 2014/15 the reduction against the 10 year average figure has been approximately 15%, although it is likely that this figure will increase over time as the new crematorium becomes more established. **The Joint Committee will keep under review the number of cremations being undertaken.**
- 13.4 The table set out at *Appendix 3* shows the trends in cremation from 1960 - 2013, indicating the national percentage of cremation to burials for those years and various other cremation comparisons. These show the national rate is now fairly constant at around 73%.
- 13.5 Locally the table below gives a comparison of the burials in the 4 local authority areas covered by the Joint Committee and the percentage relationship of cremation at Portchester to burial. These figures are a guide only as they do not take into account funerals that may be undertaken from outside of the 4 areas, nor the number of cremations at The Oaks.

	Cremations at Portchester		Burials Portsmouth, Havant, Gosport, Fareham Local authority cemeteries	
2001	4,211	(82%)	931	(18%)
2002	4,248	(83%)	854	(17%)
2003	4,372	(83%)	870	(17%)
2004	4,134	(83%)	877	(17%)
2005	3,987	(84%)	798	(16%)
2006	3,993	(84%)	758	(16%)
2007	4,000	(85%)	699	(15%)
2008	4,117	(85%)	711	(15%)
2009	4,087	(86%)	671	(14%)
2010	3,851	(83%)	816	(17%)
2011	4,015	(84%)	761	(16%)
2012	3,975	(83%)	819	(17%)
2013	4,248	(85%)	752	(15%)
2014	3,356	(82%)	723	(18%)

13.6 Following the opening of the Oaks Crematorium at Havant, the number of cremations in future years at Portchester is hard to predict, as explained in paragraph 13.3 above. Although factors such as weather conditions and flu epidemics can affect numbers there is no sign of a marked and permanent increase. The growth in our catchment area may help in maintaining the number of funerals at Portchester.

14.0 Population Trends

14.1 Set out in *Appendix 4* are estimates of population projection and age profile for the period up to 2023. This indicates that in respect of the four local authority areas –

(a) The population is projected to increase from the 2011 figure of 520,816, as follows –

2013	–	527,128 (+1.2%)
2015	–	533,165 (+1.1%)
2017	-	539,203 (+1.1%)
2019	–	545,074 (+1.1%)
2021	-	550,754 (+1.1%)
2023	-	556,675 (+1.1%)

(b) The population profile in the period to 2023 is projected to increase by 5,547 in the upper age range (85+) – a slight decrease over the figure of 5,973 reported in the 2013 Development Plan.

14.2 The death projections (*set out in Appendix 5*) for each local area show the following actual and projected deaths (rounded to the nearest 100) for the four local authority areas –

2012	4,830 (actual)
2013	5,126 (actual)
2015	4,600
2017	4,600
2019	4,700
2021	4,800
2022	4,800

14.3 On the assumption that average national trends both in respect of cremation and burial continue to apply in the Joint Committee's area, and given the provision of the new crematorium in Havant, the conclusion is that there will be sufficient cremator capacity at Portchester for at least the next 15 years.

15.0 The Chapels

- 15.1 The south chapel has a seating capacity of about 80, but with standing can accommodate well over 100 persons. The smaller north chapel has seating for about 40. Both are served with well appointed waiting rooms, incorporating toilet provision in a separate building linked to the chapels by a covered walkway. The capacity of the Chapels is in line with the Department of the Environment Guidance Notes on the Siting and Planning of Crematoria issued in April 1978. Sometimes overflows occur in the south chapel but this happens infrequently. Funeral directors are usually aware when a high attendance is likely and will then suggest to the bereaved that a church service should be held before the committal. Any chapel extension could result in a loss of intimacy which would arguably outweigh any gain.
- 15.2 Occasionally the number of mourners attending a funeral exceeds the sitting and standing capacity within the South Chapel. Since the opening of both chapels the availability of continuous fixed pews, rather than individual chairs, has provided maximum seating flexibility. It also means that following a service seat rows do not have to be 'straightened' thereby possibly delaying the start of the following service. Demountable external loudspeakers to relay the service can now be installed outside the South Chapel on those limited occasions when the number of mourners exceeds capacity.
- 15.3 In September 2013 the Joint Committee approved a report detailing measures to develop and enhance the services provided at Portchester. This included proposals for improving the design and décor of the South Chapel through a scheme of refurbishment. Detailed design plans for this work were approved by the Joint Committee in June 2014, which is due to be undertaken during the summer of 2015.

16.0 Environmental Issues

- 16.1 As a matter of principle the Joint Committee seeks to minimise the environmental consequences of its operation commensurate with the need of providing a facility sensitive to the needs of its clients. The buildings have been developed at different stages but always in a manner sympathetic to the original design. It is considered important that any future works abide by this principle and that they are considered acceptable to the public. Environmental considerations can be very complex and in this development plan it is only considered practicable to outline in the broadest terms the environmental issues that the Joint Committee can reasonably influence.
- 16.2 The crematorium is a major consumer of both gas and electricity and during the life of this development plan the spending on these commodities is estimated at £124,500 in 2014/15 and £124,500 in 2015/16.

- 16.3 Most of the energy consumed is in relation to the prime purpose of the crematorium i.e. the cremation process, and the energy used is largely determined by the regulatory requirements that govern this. The Manager and Registrar routinely monitors and reports to the Joint Committee on gas consumption.
- 16.4 The Joint Committee successfully completed the installation of equipment to remove mercury from the flue gasses. One of the issues associated with mercury removal is the regulation of flue gas temperatures. At an early stage in the research process for the project it was thought an opportunity may exist to utilise waste heat in the heating of the buildings thus minimising the overall consumption of gas. **It is anticipated that part of the heating of the Crematorium buildings will be achieved through the process of utilising waste heat, at an appropriate time.**
- 16.5 In respect of the flue gasses the Joint Committee has provided high quality computer controlled cremation and monitoring equipment to ensure that it fully meets the requirement of the Environmental Protection Act. To ensure that the equipment is maintained to a high standard the principle has been adopted of engaging the original suppliers on a long-term rolling contract. Flue gas emissions are determined by a number of factors. This includes the "what goes in must come out" principle and this is an area that is largely outside the direct control of the Joint Committee.
- 16.6 The buildings are heated by a combination of systems largely brought about by the incremental development of the buildings. **When suitable opportunities arise consideration will continue to be given by the Joint Committee to issues of sustainability and possible rationalisation of these systems to achieve both environmental and cost benefits.** The buildings are largely insulated to accord with modern requirements and whenever appropriate the opportunity is being taken to upgrade the building's insulation.
- 16.7 The crematorium does have large roof areas that could be used to trap the sun's energy and convert this to useful energy. This is a field that has developed considerably in recent years and shows possible potential for energy savings. This is an option that has been examined in the past and will continue to be kept under review. **Within the timescale of this development plan it is proposed to consider investigating the possibilities for utilising "alternative" technologies to generate electricity on the site. The Joint Committee will continue to review environmental aspects of the Crematorium's operations.**

17.0 The Grounds and Long Term Strategy for the Disposal of Remains

- 17.1 At the present time an average of 60% of ashes are removed from the crematorium for scattering elsewhere. This is a trend that appears to be on the rise not only locally but nationally. This means that the remaining 40% are scattered within the grounds. The current risk assessment is in place to ensure that the grounds are able to take the number of scatterings that the Crematorium requires without causing detrimental effects on the soil structure.
- 17.2 The remaining 40% (some 1,600 cremations) are scattered within the grounds by placing them beneath the surface and into the soil directly. Taking a snapshot of the current diary, most of these scatterings are in existing locations with other family members and as such would always have to be scattered within the current layout of the garden. Approximately 20% of the 1,600 scatterings per annum are what would be termed new locations. This equates to fewer than 400 scatterings. At the present time there are areas of the garden that are able to take these scatterings and are relatively under-utilised.
- 17.3 In the opinion of the Manager and Registrar any extension to the existing grounds at the present time is not necessary as the majority of disposals have to take place within the existing layout. He believes that the trend for removals coupled with the ever increasing demand for repeat scatterings means that the demand for 'new' positions will continue to diminish and as such would render any extensions under-utilised. **The Joint Committee will keep under review the level of remains that are so removed.**
- 17.4 The disposal of cremated remains is carried out within the shrub borders. This does have a cumulative adverse effect on the condition of the soil (by increasing the alkalinity of the soil) and plants grow less well. The effect can be to some extent ameliorated by the use of pine bark mulch and top dressing (this is acidic so can help to redress the soil PH). This problem was recognised by the Joint Committee in earlier Development Plans and as a result, steps were taken to acquire an extension to the grounds to increase the area available for the disposal of cremated remains. With the number of disposals being on average 35 per week this is a reduction from previous levels.
- 17.5 Over the last 10 years the shrub beds have been mulched with bark; the new bark now being placed on a quarter of the shrub beds annually, thus allowing access to visitors throughout the year. The mulch has improved the aesthetic appearance of the borders and also conserves moisture, to the benefit of shrubs and trees.
- 17.6 The ground maintenance regime has a greater emphasis on shrub pruning, which is allowing more room around plants for remains to be placed. However, there will come a time, possibly in the next 6 to 10 years, when the remains will become an unacceptably dominant part of the soil structure. In the medium term this could be helped by the creation of new shrub beds. For example, the area in the lawn around the large Poplar *Trichocarpa* tree could

be the preferred option. The tree has canker which slowly kills the branches and if at some future stage it has to be felled consideration could be given to the site being cultivated and a new shrub bed created, subject to the ground conditions being suitable. This area becomes extremely wet during the winter months and drainage would need to be provided **The Joint Committee will keep under review the need to maintain good soil conditions both for the disposal of remains and for the requirements of the planting and will take appropriate measures to ensure a balance is maintained.**

- 17.7 The Joint Committee has in recent years reviewed its car parking facilities and this has included consideration of parking provision for cars and other means of transport. Car parking is provided, both within the Grounds (capacity for 68 cars) and an overflow car park in Upper Cornaway Lane (capacity 73). Car parking for the disabled has been provided in the Grounds. **Whilst it is appropriate to consider cars as the primary means of transport to the Crematorium the need to provide space for alternative and more environmentally friendly means of transport will be kept under review by the Joint Committee.**
- 17.8 The Manager and Registrar will consider staff transportation during the lifetime of this development plan with the objective of minimising the environmental impact of the travel to work journey.
- 17.9 **The Joint Committee will periodically monitor car parking arrangements to ensure that it is being managed in the most efficient and effective way.**

Appendices

1. Federation of British Cremation Authorities Code of Practice
2. Annual Estimates of Expenditure & Income for 2014/15 and 2015/16
3. Cremation Trends 1960 – 2013
4. Population projection and age profile
5. Actual and projected deaths in south east Hampshire

JH/me
March 2015

**THE FEDERATION OF BRITISH CREMATION AUTHORITIES
CODE OF CREMATION PRACTICE**

1. CONDUCT

The cremation of a human body is a highly emotional occasion for those taking part in the service. This must never be forgotten by the staff of the Crematorium, who must combine to create and maintain an atmosphere of reverence and respect throughout the entire proceedings.

2. STAFF

The greatest care must be taken in the appointment of members of the Crematorium staff, any one of whom may, by conduct or demeanour, detract from the atmosphere of reverence which it is endeavoured to create. All staff employed in the operation of cremators must be suitably trained in the technical and ethical procedures and certificated as specified in the Secretary of State's Guidance Notes of the Environmental Protection Act 1990 or any subsequent legislation made thereunder.

3. AFTER COMMITTAL

(a) A body shall not be removed from the Crematorium after the Service of Committal except for a lawful purpose.

(b) Subject to receiving the necessary Authority to Cremate, the coffin and its contents shall be put into the cremator, as soon as practicable, exactly as they have been received on the catafalque. A body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and in circumstances deemed necessary by the Cremation Authority, including impacts on the environment. All bodies retained at the crematorium will be accommodated in secure and sanitary conditions within the building.

(c) Once a coffin with its contents has been placed in the cremator, it shall not be touched or interfered with until the process of cremation is completed. On completion the whole of the Cremated Remains shall be collected and shall be disposed of in accordance with the instruction received.

4. CORRECT IDENTITY

(a) No coffin shall be accepted at any Crematorium unless it bears adequate particulars of the identity of the deceased person contained therein. If a coffin is encased, the cover and the coffin must bear adequate identity of the deceased person.

(b) Every care must be taken to ensure correct identification throughout the whole proceedings from the moment the coffin is received on to the catafalque until the final disposal of the Cremated Remains.

5. SEPARATELY CREMATED

Each coffin given to the care of the Cremation Authority shall be cremated separately.

6. COFFIN COVERS

When a re-useable cover is used to encase a coffin, signed authority must be given by the Applicant for the cremation authorising its use and consenting to its subsequent removal from the Crematorium.

7. METAL RESIDUES

Any metal found amongst the Cremated Remains shall be disposed of in accordance with the directions of the Cremation Authority or Higher Authority.

8. CREMATED REMAINS

The utmost care shall be taken to ensure that the Cremated Remains, following their removal from the cremator, shall be kept separate and suitably identified. The Cremated Remains shall be placed in a separate container awaiting final disposal. If the Cremated Remains are to be disposed of in a Garden of Remembrance, this shall be conducted with reverence and respect. Cremated Remains to be conveyed by a carrier service should be placed in a suitably labelled robust container and dealt with according to recommendations laid down by the Federation of British Cremation Authorities.

9. CREMATORS AND ANCILLARY EQUIPMENT

Cremators and all other ancillary equipment used in the Crematorium shall be kept in good repair and maintained in accordance with manufacturers' recommendations, and the requirements of the current guidance Notes issued under the Environmental Protection Act 1990 or subsequent legislation.

10. STATUTORY REGULATIONS

All cremations shall be carried out according to the provisions of the Cremations Acts and the Regulations made thereunder, and any subsequent legislation.

Issued May 2005

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APPENDIX 2

REVENUE ACCOUNT FOR THE YEAR ENDING 31 MARCH 2015

	Actual 2013/14 £	Base Estimate 2014/15 £	Revised Estimate 2014/15 £	Base Estimate 2015/16 £
EMPLOYEES				
Salaries-Full Time Officers	181,728.23	178,500	181,000	182,200
Salaries-Part Time Officers		8,300	9,000	9,000
Salaries-Overtime	4,168.01	5,000	5,000	5,000
National Insurance	10,930.36	12,100	11,400	12,000
Superannuation	32,751.26	35,000	33,600	35,000
First Aid Allowances	342.71	400	400	400
Training Expenses	475.00	0	0	0
Staff Advertising	0.00	0	0	0
TOTAL EMPLOYEES	230,395.57	239,300	240,400	243,600
PREMISES				
- Buildings	30,099.39	20,000	20,000	20,000
- Plant and Cremators	75,635.31	60,000	75,000	75,000
RR/CW financed from revenue	74,403.99	71,500	146,100	137,300
- Repairs & Maintenance - Grounds	72,763.24	70,000	70,000	70,000
- Garden Improvement Scheme - PCC	1,576.00	1,500	1,500	1,500
Electricity	32,867.68	30,000	34,500	34,500
Gas	94,609.95	95,000	90,000	90,000
Rent payable-Premises	10,684.75	11,000	11,500	11,500
NNDR	128,583.00	133,000	132,000	132,000
Water Charges - Portsmouth Water Co	0.00	2,000	1,500	2,000
Sewerage & Env Services (SWS)	121.44	500	500	500
Cleaning Materials	350.41	400	400	400
Toilet Requisites	4,665.68	4,000	5,000	5,000
Removals of Wreaths	5,911.05	10,000	7,000	8,000
TOTAL PREMISES	532,271.89	508,900	594,500	587,700
SUPPLIES AND SERVICES				
Furniture and Equipment - Purchase	13,530.62	3,000	3,000	3,000
Materials (Operational)	0.00	100	100	100
Floral Decorations	500.00	0	0	0
Furniture and Equipment - Maintenance	2,155.11	6,000	3,000	3,000
Protective Clothing and Uniforms	1,254.58	1,600	1,600	1,600
Laundry	41.25	500	300	500
Books and Publications	998.60	1,200	1,000	1,000
External Printing	3,601.38	4,000	3,500	3,500
Stationery	2,482.23	2,500	2,500	2,500
Inscriptions - Book of Remembrance	19,626.95	20,000	20,000	20,000
Inscriptions - Memorial Cards	4,565.79	5,000	5,000	5,000
Legal fees – PCC	0	0	1,600	0
Consultants fees HCC/other	1,390.00	1,500	1,500	1,500
Administrative Expenses - Fareham	12,525.80	10,000	20,000	20,000
Consultants fee - Gosport	26,654.86	15,000	0	0
Administrative Expenses - Portsmouth	9,540.00	9,500	9,500	9,500
Medical Referees Fees	71,280.00	51,400	57,400	57,400
Organists Fees	18,755.10	17,000	17,000	17,000
Audit Fees	2,430.00	4,000	2,400	2,400
Pest Control	419.44	0	0	0

Postages	1,343.12	1,200	1,200	1,200
Telephones	2,063.29	1,700	1,700	1,700
Computer Software	2,247.75	3,000	2,500	3,000
Travel/Subsistence Expenses - Officers	778.15	700	700	700
Conference Expenses - Officers	260.00	500	500	500
Subscriptions	3,255.59	3,500	3,500	3,500
Miscellaneous Insurances	24,383.78	21,000	24,000	24,000
Advertising	707.13	1,000	1,000	1,000
Non Reclaimable VAT	62,390.87	40,000	50,000	50,000
Bank Charges	1,174.82	1,200	1,200	1,200
Special Expenditure	696.52	0	0	0
TOTAL SUPPLIES AND SERVICES	291,052.73	226,100	235,700	234,800
CAPITAL FINANCING COSTS				
Depreciation	313,915.00	250,000	310,000	310,000
TOTAL CAPITAL FINANCING COSTS	313,915.00	250,000	310,000	310,000
SPECIAL EXPENDITURE				
Contributions to Capital Works Fund	470,908.15	0	180,000	330,000
Pension interest cost and return assets	92,000.00	110,000	110,000	110,000
Contributions to R & R Fund	111,029.37	80,000	100,000	80,000
Contribution to Constituent Authorities	600,000.00	600,000	600,000	500,000
TOTAL SPECIAL EXPENDITURE	1,273,937.52	790,000	990,000	1,020,000
GROSS EXPENDITURE	2,641,572.71	2,014,300.00	2,370,600	2,396,050
INCOME				
Contribution from Garden Imp. Fund	-1,576.00	-1,500	-1,500	-1,500
Memorial Cards	-6,590.00	-8,000	-8,000	-8,000
Cremation Fees No's	-2,045,160.00	-1,485,200	-1,697,800	-1,730,500
Book of Remembrance	-60,744.17	-42,000	-50,000	-53,600
Organists Fees	-50,341.49	-42,000	-42,000	-40,000
Other	-4,656.00	-5,000	-5,000	-5,000
Bank Investment Account	-181.50	-100	-200	-200
Asset Rental Recharge	-313,915.00	-250,000	-310,000	-310,000
Contribution from reserves to RR/CW Fund	-74,403.99	-71,500	-146,100	-137,300
Return on pension fund asset	-51,000.00	-50,000	-50,000	-50,000
Movement on Pension reserve	-41,000.00	-60,000	-60,000	-60,000
GROSS INCOME	-2,649,568.15	-2,015,300	-2,370,600	-2,396,050
NET EXPENDITURE	-7,995.44	-1,000	0	0

FACTS AND FIGURES 1960-2013

Year	Operating Crematoria	New Crematoria	Deaths**	Cremations	Percentage
1960	148	17	588,032	204,019	34.70
1970	206	2	638,834	353,957	55.41
1980	220	1	644,684	420,717	65.26
1990	225	0	629,629	438,066	69.58
1991	225	0	634,339	441,108	69.54
1992	226	1	622,410	437,000	70.21
1993	227	1	646,477	453,045	70.08
1994	228	1	616,719	434,223	70.41
1995	229	3*	649,635	445,574	68.59
1996	230	1	640,081	445,934	69.67
1997	234	4	633,635	446,305	70.44
1998	238	4	633,062	439,145	69.37
1999	240 ⁽¹⁾	3	635,785	444,169	69.86
2000	242	2	611,960	437,609	71.51
2001	242	0	605,835	428,383	70.71
2002	243	1	609,943	437,124	71.67
2003	244	1	615,177	442,538	71.94
2004	245	1	588,753	424,835	72.16
2005	248	3	586,829	424,684	72.37
2006	250	2	576,211	416,881	72.35
2007	253	3	578,716	417,920	72.22
2008	253	0	583,754	422,853	72.44
2009	256	3	563,741	413,870	73.41
2010	260	5*	565,776	413,780	73.13
2011	265	5	556,434	413,845	74.37
2012	266	1	572,962	425,784	74.31
2013	270	5*	580,582*	436,280	75.15*

* Includes replacement of existing crematorium.

** Source: Office for National Statistics. Crown copyright material is reproduced with the permission of the Controller of HMSO and the Queen's Printer for Scotland.

+ Provisional figures as at 6th May 2014

(1) Arnos Vale crematorium closed in 1998

CREMATION COMPARISONS

CREMATORIA carrying out the HIGHEST NUMBER OF cremations in 2013

PORTCHESTER	4,248
ELTHAM	3,938
MIDDLESBROUGH	3,693
BOURNEMOUTH	3,354
LEICESTER	3,283
AMERSHAM (Chilterns)	3,114
RUISLIP	3,111
BIRKENHEAD	3,103
BRAMCOTE	3,063
SOUTH ESSEX	3,056

CREMATORIA having the highest percentage INCREASES on previous full year*

BRIGHTON (The Downs)	45.25%
SITTINGBOURNE	24.50%
IPSWICH	23.99%
KINGSTON-UPON-THAMES	21.20%
SWANSEA	19.15%
BARRY (Cardiff & Glamorgan)	18.71%
DUDLEY	17.57%
WEAR VALLEY	17.41%
TYNEMOUTH	16.80%
STOURPORT (Wyre Forest)	16.30%

COUNTIES carrying out the HIGHEST NUMBER of cremations in 2013

SCOTLAND	(27 crematoria)	36,000
LONDON	(24 crematoria)	35,321
WALES	(14 crematoria)	21,506
WEST MIDLANDS	(12 crematoria)	20,842
GREATER MANCHESTER	(14 crematoria)	19,175
ESSEX	(10 crematoria)	16,777
YORKSHIRE (West)	(11 crematoria)	15,909
KENT	(8 crematoria)	13,272
MERSEYSIDE	(6 crematoria)	12,828
HAMPSHIRE	(6 crematoria)	11,842

CREMATORIA which have carried out MOST cremations since date of opening.

GOLDERS GREEN (1902)	329,298
LONDON (City of) (1904)	261,453
MANCHESTER (Chorlton-cum-Hardy) (1892)	248,405
NEWCASTLE UPON TYNE (1934)	244,083
ENFIELD (1938)	239,055
BOURNEMOUTH (1938)	236,469
EDINBURGH (Warriston) (1929)	232,785
NOTTINGHAM (1931)	219,700
RUISLIP (1958)	218,850
ELTHAM (1956)	217,348

*In some cases figures may not reflect a genuine increase in cremation numbers. Increases may have been experienced as a result of the closure or restricted operations of neighbouring crematoria whilst abatement and/or refurbishment works were carried out. Figures may also merely reflect a return to normal levels of operation following completion of similar works.

CREMATORIA carrying out the MOST (recorded) CATHOLIC CREMATIONS in 2013

ST HELENS	700	MANCHESTER (Chorlton-cum-Hardy)	317
THORNTON (Crosby)	561	PRESTON	308
BIRKENHEAD	424	GLASGOW (Craigton)	305
WARRINGTON	355	LONDON (City of)	294
GLASGOW (Maryhill)	318	ELTHAM	289

List of the first ten and the last ten CREMATORIA to be opened in Great Britain

WOKING, Surrey	1885	BARRY (Cardiff & Glamorgan Memorial Park), Wales	October 2011
MANCHESTER (Chorlton-cum-Hardy)	1892	MELROSE (Borders), Scotland	December 2011
GLASGOW (Maryhill) Scotland	1895	STOURPORT (Wyre Forest), Worcestershire	December 2011
LIVERPOOL (Anfield) Merseyside	1896	BRENTWOOD (Bentley), Essex	August 2012
HULL, East Yorkshire (replaced in 1961)	1901	LINCHFIELD, Staffordshire	March 2013
DARLINGTON, Durham (replaced in 1959)	1901	SEDGEMOORE, Somerset	October 2013
LEICESTER, Leics.	1902	SURFLEET, Lincolnshire	November 2013
GOLDERS GREEN, London	1902	HAVANT, Hampshire	December 2013
BIRMINGHAM (Perry Barr) West Mids.	1903	KIRKBY (Perry Barr) Birmingham Memorial Park & Crematorium	January 2014
LONDON (City of) (replaced in 1974)	1904	RUGBY (Rainsbrook Cemetery & Crematorium) Warwickshire	April 2014

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Population projections for SE Hampshire, 2013 - 2023

Portsmouth	0 - 4	5 - 15	16 - 29	30 - 44	45 - 64	65 - 74	75 - 84	85+	All ages
2013	13,547	24,554	54,560	41,142	45,678	15,234	9,451	4,315	208,480
2015	13,439	25,238	54,867	41,348	46,705	15,911	9,561	4,448	211,517
2017	13,470	26,026	55,036	41,299	48,036	16,270	9,704	4,568	214,409
2019	13,630	26,908	54,694	41,733	48,687	16,586	10,099	4,701	217,039
2021	13,703	27,454	54,074	42,770	48,897	16,765	10,725	4,944	219,333
2023	13,729	27,734	54,099	43,836	48,618	16,706	11,902	5,232	221,857
Fareham	0 - 4	5 - 15	16 - 29	30 - 44	45 - 64	65 - 74	75 - 84	85+	All ages
2013	5,791	13,659	17,073	20,271	31,851	13,328	8,300	3,265	113,538
2015	5,972	13,455	17,497	19,658	32,294	13,985	8,574	3,637	115,073
2017	6,023	13,604	17,571	19,209	32,884	14,474	8,834	3,990	116,588
2019	6,119	13,950	17,276	19,274	33,123	14,477	9,556	4,328	118,104
2021	6,186	14,214	17,074	19,688	32,923	14,549	10,312	4,705	119,652
2023	6,224	14,485	16,913	20,278	32,444	14,190	11,558	5,103	121,196
Gosport	0 - 4	5 - 15	16 - 29	30 - 44	45 - 64	65 - 74	75 - 84	85+	All ages
2013	5,288	10,874	14,311	15,929	21,794	8,096	5,157	2,069	83,518
2015	5,177	10,956	14,227	15,498	22,038	8,735	5,263	2,230	84,124
2017	5,109	10,980	14,255	15,003	22,593	9,158	5,243	2,466	84,807
2019	5,084	11,159	13,988	14,880	22,836	9,402	5,558	2,625	85,533
2021	5,051	11,227	13,802	14,979	22,828	9,579	6,000	2,823	86,288
2023	5,012	11,184	13,757	15,180	22,501	9,546	6,799	3,061	87,042
Havant	0 - 4	5 - 15	16 - 29	30 - 44	45 - 64	65 - 74	75 - 84	85+	All ages
2013	6,794	14,958	19,339	20,200	33,059	14,190	9,312	3,740	121,592
2015	6,788	14,909	19,392	19,588	33,376	14,725	9,533	4,140	122,452
2017	6,773	15,127	19,163	19,257	33,827	15,186	9,501	4,564	123,398
2019	6,794	15,493	18,774	19,282	33,826	15,311	10,046	4,872	124,398
2021	6,783	15,723	18,441	19,776	33,488	15,325	10,760	5,185	125,481
2023	6,751	15,866	18,293	20,279	32,933	15,060	11,860	5,539	126,581
Area Total	0 - 4	5 - 15	16 - 29	30 - 44	45 - 64	65 - 74	75 - 84	85+	All ages
2013	31,420	64,045	105,282	97,542	132,382	50,848	32,221	13,389	527,128
2015	31,376	64,559	105,982	96,091	134,412	53,357	32,932	14,456	533,165
2017	31,375	65,737	106,024	94,768	137,340	55,089	33,281	15,588	539,203
2019	31,628	67,510	104,733	95,170	138,472	55,777	35,259	16,525	545,074
2021	31,723	68,619	103,391	97,213	138,135	56,218	37,796	17,658	550,754
2023	31,717	69,269	103,062	99,573	136,496	55,502	42,120	18,936	556,675

Source: 2012-based Subnational Population Projections, Office for National Statistics

Change									
2013 - 2023	0 - 4	5 - 15	16 - 29	30 - 44	45 - 64	65 - 74	75 - 84	85+	All ages
Portsmouth	182	3,180	-460	2,694	2,940	1,473	2,451	918	13,377
Fareham	433	826	-160	7	593	862	3,258	1,839	7,658
Gosport	-275	310	-553	-749	708	1,449	1,642	992	3,524
Havant	-42	908	-1,046	79	-127	871	2,548	1,799	4,989
Area Total	297	5,224	-2,220	2,031	4,114	4,655	9,898	5,547	29,547
% Change									
2013 - 2023	0 - 4	5 - 15	16 - 29	30 - 44	45 - 64	65 - 74	75 - 84	85+	All ages
Portsmouth	1.3	13.0	-0.8	6.5	6.4	9.7	25.9	21.3	6.4
Fareham	7.5	6.0	-0.9	0.0	1.9	6.5	39.3	56.3	6.7
Gosport	-5.2	2.9	-3.9	-4.7	3.2	17.9	31.8	47.9	4.2
Havant	-0.6	6.1	-5.4	0.4	-0.4	6.1	27.4	48.1	4.1
Area Total	0.9	8.2	-2.1	2.1	3.1	9.2	30.7	41.4	5.6

Source: 2012-based Subnational Population Projections, Office for National Statistics

Actual deaths

Deaths	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Portsmouth UA	2213	2056	2210	2138	2204	2113	2152	2045	1961	1940	2002	1839	1738	1750	1706	1675	1612	1604	1706	1621	1728
Fareham	1025	1037	1034	945	1019	1085	1065	1030	1050	1062	1026	980	979	1000	964	1011	1083	1076	1091	1107	1196
Gosport	763	785	789	831	858	786	793	732	803	775	816	776	817	769	802	706	777	789	766	819	843
Havant	1248	1208	1304	1303	1251	1219	1263	1185	1277	1259	1291	1221	1219	1203	1221	1233	1219	1248	1258	1283	1359
Total	5249	5086	5337	5217	5332	5203	5273	4992	5091	5036	5135	4816	4753	4722	4693	4625	4691	4717	4821	4830	5126

Sources: Vital Statistics (1991 - 2009) and Death Registrations Summary Tables England & Wales (2010 - 2013) - Office for National Statistics

Projected deaths

Figures in thousands (to one decimal place)

Deaths	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Portsmouth	1.6	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Fareham	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.2	1.2
Gosport	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Havant	1.3	1.2	1.2	1.2	1.2	1.2	1.3	1.3	1.3	1.3
Total	4.8	4.6	4.6	4.6	4.6	4.6	4.7	4.7	4.8	4.8

Source: 2012-based Subnational Population Projections, Office for National Statistics

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REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE

ON: 16 MARCH 2015

REPORT OF: THE ENGINEER AND SURVEYOR

SUBJECT: BUILDING WORKS REPORT – 2014/5

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1501	South Chapel – Minor redecoration	Completed	2,900	2,900	Nil	This work was completed over the Easter period as part of the budget for item 1505
1502	South Chapel – refurbishment	Design stage	175,000	175,000	Nil	See separate report to this meeting
1503	South Chapel – air conditioning	Design stage	10,000	10,000	Nil	Installation to be incorporated into the South Chapel refurbishment scheme
1504	Internal redecoration – rolling programme	Assessing requirements	5,000	5,000	Nil	Works deferred until 2015/16 programme to enable economies of scale
1505	Steam cleaning paving – rolling programme	Assessing requirements	3,000	3,000	Nil	Works deferred until 2015/16 programme to enable economies of scale
1506	Fence and gate works	Completed	500	400	100	Minor cost variation due to change in scope of works

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1507	Waiting room toilet facilities	Works being specified	8,800	8,800	Nil	Works deferred until 2015/16 programme
1508	Water feature	Assessing requirements	3,000	3,000	Nil	There is a need to re-evaluate the working of the water feature and this will be the subject of a future report of the Joint Committee. Interim measures introduced to facilitate the features operation
1009	Works to Mess Room	Works being specified	2,600	2,600	Nil	Works to incorporate safety railing deferred until 2015/16 programme and these will be undertaken in the first quarter of the 2015/16 financial year.
1510	Crematory/Committal areas	Assessing requirements	9,000	9,000	Nil	Works deferred until 2015/16 programme to enable economies of scale
1511	Mercury abatement project – sound attenuation	Implementation	9,500	9,500	Nil	Acoustic grills delivered and detailed fixing arrangements being designed.
1512	Legionella risk assessment report	Completed	300	300	Nil	Minor items of work have been recommended and these will be undertaken in the first quarter of the 2015/16 financial year.
1513	Asbestos register	Completed	500	500	Nil	No actions requiring immediate attention were identified but a minor item of work will be undertaken in the first quarter of the 2015/16 financial year.

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1514	Fire risk assessment and register	Completed	600	600	Nil	No comment

Terry Garvey
Engineer and Surveyor

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

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Agenda Item 9

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
16 MARCH 2015**

REPORT OF: THE ENGINEER AND SURVEYOR

SUBJECT: SOUTH CHAPEL REFURBISHMENT

1.0 Purpose of this Report

1.1 To advise on the progress of the South Chapel Refurbishment project.

2.0 Introduction

2.1 At the meeting in December 2014 the Joint Committee was advised that the works would be likely to commence at the end of March 2015. This date will not be met and this report updates the programme and advises on other salient issues.

3.0 Design Issues

3.1 It has been confirmed by the architects that there are no concerns about the detailing of the vertical wooden cladding to the walls and this change, from the horizontal, is now incorporated into the scheme.

3.2 One of the most important aspects of the refurbishment scheme is the lighting and our architects have used the services of a specialist lighting consultant. The lighting consultant's proposals have indicated that an additional £20,000 needs to be made to the budget in order to ensure that the maximum improvements can be achieved. This has been discussed by your officers who advise that the additional expenditure can be met from existing resources and recommend that approval is given to increasing the budget. Discussions have been held with our architects who advise that they do not foresee any further cost aspects of the scheme increasing significantly.

3.3 The scope of the lighting scheme requires careful consideration to be given to the routing of cabling and this is still to be finalised by our architects

4.0 Scope of the works

4.1 Approval was given at the last meeting to incorporate air conditioning to the chapel. Quotations have been obtained within the agreed budget.

5.0 Project Programme

5.1 Our architects now anticipate tendering the works in March with these being returned in April. This will enable the works to take place during the summer months which has the advantage of maximising the scope for daylight working outside of the normal operating hours at the Crematorium.

6.0 Recommendation

6.1 That the report is noted and that approval is given for an additional £20,000 provision to the scheme budget.

Terry Garvey
Engineer and Surveyor

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

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Agenda Item 10

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 16 March 2015**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

It has been a quiet time in the grounds, apart from a brief spell of snow, the maintenance has been confined to mostly day to day tasks with the exceptions being the bark mulching of shrub beds.

I also took the opportunity to mulch the waiting room shrub bed with granite chippings. It looks good and will conserve moisture and prevent weed growth.

I have ordered shrubs to replace various plants lost during the year. Some replacements were at the request of relatives but the majority are to fill gaps where trees have been removed or to replace old shrubs that are past their best.

The garden of contemplation will have Wisteria planted as an enhancement to the existing planting. Wires have been installed to train them along and it should look stunning in a few years.

The bulbs in the grounds are now flowering - crocus and snowdrops in February, with the daffodils and tulips following in March and April.

Grass cutting will resume in March.

Our contractor – Brighstones continue to perform well and I am pleased with their work.

Ashley Humphrey
Horticultural Consultant

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

AH/jh
25 February 2015

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Agenda Item 11

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
16th MARCH 2015**

REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
DEC	320	322	269	-
JAN	366	468	357	343
FEB	323	391	290	336

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END FEBRUARY</u>
2012	3975	689
2013	4248	859
2014	3356	647
2015	-	679

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	24
i) Total disposals within grounds.....	336
ii) Remains removed from crematorium.....	556
iii) Retained.....	56
TOTAL	

Scattered 38% Removed 62%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	71908
Total cremations.....	916
Average gas consumption (cu.m.).....	78

JAMES CLARK
MANAGER & REGISTRAR
26th February 2015

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