



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 19 MARCH 2018 AT 2.00 PM

FAREHAM BOROUGH COUNCIL

Telephone enquiries to John Haskell, Clerk to the Joint Committee
Email: 023 9283 4057

(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 - 2017/18

Gosport Borough Council

Councillor Alan Scard
Councillor June Cully

Havant Borough Council

Councillor Tony Briggs
Councillor David Guest

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Portsmouth City Council

Councillor Frank Jonas
(chairman)
Councillor Hannah Hockaday

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Members' Interests**

3 Minutes of the Meeting held on 11 December 2017 (Pages 5 - 8)

Attached

4 Matters Arising from the Minutes not specifically referred to on the Agenda

5 Clerk's Items (Pages 9 - 22)

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

6 Risk Management Strategy (Pages 23 - 28)

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 form and presentation of the Strategic and Operational Risk Registers be reviewed, taking into account current good practice, and a further report be made to the Joint Committee on the outcome.

7 Building Works Programme (Pages 29 - 30)

Report from the Property Manager attached.

8 North Chapel Refurbishment (Pages 31 - 32)

Report from the Property Manager attached, outlining progress on the refurbishment scheme.

RECOMMENDED that the report be noted.

9 Manager and Registrar's Report (Pages 33 - 34)

Manager and Registrar's Report

(a) *General Report attached*

(b) *Public Comments Register*

The Manager and Registrar will update members on comments received.

(c) *Any other items of topical interest*

10 Horticultural Consultant's Report - Grounds Maintenance (Pages 35 - 36)

Report from the Horticultural Consultant on grounds maintenance attached.
RECOMMENDED that the report be received and noted.

11 Date of Next Meeting - Monday 25 June 2018 at 2pm in Gosport

Date Not Specified

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Agenda Item 3

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Portsmouth on Monday 11 December 2017 at 2.00 pm.

Present

Fareham Borough Council

Councillor Susan Bell
Councillor Keith Evans

Gosport Borough Council

Councillor June Cully

Havant Borough Council

Apologies received

Portsmouth City Council

Councillor Frank Jonas (Chairman)

Apologies for Absence (AI 1)

Councillor Alan Scard (Gosport BC); Councillors Tony Briggs and David Guest (Havant BC).

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

756 Minutes of the Meeting held on 18 September 2017 (AI 3)

RESOLVED that the minutes of the meeting held on the 18 September 2017 be signed as a correct record.

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

758 Clerk's Items (AI 5)

The Clerk reported that Councillor Hannah Hockaday (Portsmouth CC) had been appointed today to the Joint Committee (replacing Councillor Rob New), but was unable to be present as she was engaged on other council business.

759 Finance Strategy and Budget for 2018/19 (AI 6)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented and highlighted the key aspects within the report and in response to questions explained the implications for the budget if the proposed modest cremation fee increase was not implemented.

RESOLVED (1) that the Finance Strategy 2018/19, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2018/19 be sent to the four constituent authorities to note for their information.

760 Revenue Budget Report - 2018/19 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented and highlighted the key aspects within the report and in response to questions explained the rationale behind not proposing an increase in the cost of 'walk through' funerals.

RESOLVED (a) That the capital works programme as detailed in Appendix D be approved;

(b) That the Joint Committee approves the proposed cremation fees and other charges as set out in Appendices B & C from 1 April 2018;

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

(d) That the Joint Committee writes to the Leader of each constituent authority to advise them of the annual payment to be received from the Portchester Crematorium Joint Committee in 2017/18 and 2018/19.

761 Building Works Programme (AI 8)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

RESOLVED that the contents of the report be noted.

762 North Chapel Refurbishment (AI 9)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

The Property Manager presented and amplified the key points of the report including procurement arrangements and an example of suitable linked individual chairs. In response to questions, including suitability of the chair for persons with disabilities, members were advised that the example shown (which was also available for inspection at the crematorium) was very robust and durable. The comments made by members would be considered by officers in progressing a recommendation on the precise type of chair to be purchased.

The Property Manager also mentioned the procurement timetable and that the procurement process would be managed by Portsmouth City Council.

RESOLVED (1) that the report be noted.

(2) that the Property Manager be authorised to finalise in consultation with Portsmouth City Council a select list of contractors from whom tenders be invited to undertake this project.

763 Manager and Registrar's Report (AI 10)

(a) General Statistical Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be received and noted.

(b) Any other items of topical interest – public comments register

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

RESOLVED that the report be noted with interest

764 Horticultural Consultant's Report (AI 11)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant drew particular attention to the new contract with Brighstone Landscapes and that the company was well underway with mobilisation ready for the contract to start in January 2018.

RESOLVED that the report be received and approved.

765 Retirement of Engineer and Surveyor & Deputy Engineer and Surveyor to the Joint Committee (AI 12)

Following the decision under minute 752, the Chairman presented to Mr Terry Garvey and Mr Mark Pam certificates marking their retirement after 34 years and 7½ years respectively, and recording the appreciation of the Joint Committee for their service. In particular the Chairman drew attention to the many projects which Terry had overseen during his employment as Engineer and Surveyor.

766 Date of Next Meeting (AI 13)

RESOLVED that the next meeting be held at 2pm on Monday 19 March 2018 in Fareham

The meeting concluded at 2.30 pm.

Chairman

JH/me
11 December 2017
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FAREHAM
BOROUGH COUNCIL



**INTERNAL AUDIT
FINAL REPORT No. 1110 (Reduced Version)**

Responsible Service: Portchester Crematorium Joint
Committee

Lead Auditors: Jenny Moses and Clare
Rogers (FBC)

Date of Report: February 2018

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1 BACKGROUND

This report covers the Internal Audit work carried out in 2016/17 in accordance with the 5 year plan approved by the Joint Committee.

Service Information

Portchester Crematorium was set up in 1957 by 4 neighbouring Councils who form the Joint Committee (PCJC) overseeing the operation of the facility. Fareham Borough Council is appointed to lead on the financial administration of the Crematorium.

The Crematorium carries out approximately 3,400 cremations a year generating a surplus which is divided amongst the funding Councils.

Cremation fees are still by far the largest income source generating £1,893,440 which was approximately 93 % of all income in 2016/17.

Year	2014/15	2015/16	2016/17
Cremations	3,411	3,240	3,424
Income	1,927,087	1,767,700	1,893,440

2 SUMMARY OF FINDINGS

Overall, for the areas audited, we found that adequate controls are in place, which are working effectively.

2.1 Strengths and Improvements

Key controls and strengths noted as a result of the audit and sample testing were:

- Income Collection

There is a strong audit trail of income collected to income banked and no issues were found with the fees levied and income collected in the samples tested. All takings sampled were traced to the bank account and general ledger. VAT had been accounted for. All bankings were prompt and in accordance with the Financial Regulations.

- Banking

Bank Reconciliations are undertaken on a weekly basis and any imbalances are addressed promptly.

- Payments Made

All expenditure tested was deemed appropriate for the Crematorium and supported by a valid invoice. All payments were correctly authorised.

- General Ledger

All sample transactions from the income and expenditure tests had been accurately posted to the general ledger for the Crematorium.

- VAT

The four quarterly VAT returns for 2016/17 had been completed and submitted within the required timescale as prescribed by HM Revenues and Customs. In addition, the VAT return for quarter 2 was verified to the Deputy Treasurer's working papers.

- Year-end Procedures

The year-end procedures were clearly documented. There was a strong audit trail from the underlying financial records to the crematorium accounts. The transactions recorded in the Deputy Treasurer's working papers, were traced through the system and confirmed as correct in the Ledger and the report to the Portchester Cremation Joint Committee.

- Governance

There are clear roles and responsibilities for officers and members. The Joint Committee met the required number of times and there was a clear audit trail from decision making to payout of the profit share.

2.2 Issues or Weaknesses

Issues or control weaknesses found during the audit were:

- Inventory Checks

Although there are inventory lists for various areas within the Crematorium there are no annual inventory checks undertaken. Also, there was no inventory for the Remembrance Hall, however the books of remembrance that are in there are insured for £1.1m and are transported back and fore to the inscribers.

- Business Continuity

A Continuity Plan is in place that is regularly reviewed and updated. However, the plan has never been tested. Without testing of the Continuity Plan there is no assurance it is adequate or everything is in place should an unexpected event happen. It is recommended that the testing includes requesting a back up restore from ROCC.

- Security of Passwords

Although all passwords have been changed to the FBC standard, as previously recommended, it was found that the office team have all written their passwords down and use each other's passwords when needing to log onto other computers. There is a risk therefore that the sharing and documenting of individual passwords could lead to the loss of integrity of the passwords and inappropriate access may be gained to the computers and the system.

- Market Testing of Expenditure

Payments over £10k to suppliers were tested and two supplier payments (Veolia and Viewpoint digitisation) were found not to comply with financial regulations for obtaining quotes to ensure best value is achieved. Another supplier where payments made were over £10,000, was in respect of Facultatieve Technologies, for the maintenance and relining of the Cremators. Although Financial Regulations had been followed the 5 year contract ends in 2018 and therefore the contract is due to be retendered.

During the invoicing test, it was found that the charges for BT supply of telecommunications was very high for the minimal usage of calls the Crematorium office makes. This is a long-standing contract that should be reviewed for best value for money.

- Employee Performance Management

The previous audit undertaken in 2016/17 identified that there was no official system of staff appraisals within the team at the Crematorium and a recommendation was raised. This recommendation remains outstanding, however, the Registrar agreed the importance of such things but explained as his is such a small team if he had anything to say he would say it there and then. He agreed that if this was brought in as a requirement he would comply. Discussions are ongoing and all future controls of the crematorium have yet to be agreed.

2.3 Assurances

Recommendations have been raised across the scope areas covered as summarised below:

Areas of Scope	Adequacy and Effectiveness of Controls		New Recommendations Raised			Previous Rec Implementation			
			Essential (🚨)	Important (▲)	Advisory (ℹ)	Implemented	Partly Implemented	Cancelled	Not Implemented
Expenditure			-	2	-	-	-	-	-
Income			-	-	-	-	-	-	-
Banking			-	-	-	-	-	-	-
Book-Keeping			-	-	-	-	-	-	-
Year End Procedures			-	-	-	-	-	-	-
Assets			-	2	-	-	-	-	-
Governance			-	1	-	-	-	-	-
Follow up – Operational			-	1	-	2	-	1	-
Follow up – Building Security			-	-	-	1	-	-	-
Follow up – Employee Performance Management			-	-	-	-	-	-	1
Follow up – Metal recycling			-	-	-	1	-	-	-

3 RECOMMENDATIONS AND MANAGEMENT ACTION PLAN

New Important Recommendations

1. Telecoms Contract

Recommendation	Rationale
The telecommunications supply is reviewed to see if a better deal can be achieved for the small call usage the Crematorium makes.	Without reviewing the market for the best services and prices the Crematorium may not be receiving the best deal for its telecommunications provision.
Agreed Action	Responsibility
A review of telecommunications providers for services and prices is undertaken.	<i>Manager and Registrar (JC)</i>

2. Market Testing for spend over £10k

Recommendation	Rationale
Three quotes should be obtained for Contracts/or purchases likely to exceed £10k over a 3 year period.	Where contracts are not regularly reviewed, there is no assurance that value for money is being obtained. Also notice is raised regarding the very high value contract for the maintenance of the cremators due for renewal 2018.
Agreed Action	Responsibility
Three quotes (based on the crematoriums actual requirements) are obtained for the provision of the books of remembrance and digitising service. (This supercedes previous recommendation 1083/4)	<i>Manager and Registrar (JC)</i>
Three quotes are obtained for the supply of the skips and compactors for the waste flower/wreath displays.	<i>Manager and Registrar (JC)</i>

<p>The preparation for retendering of the cremator maintenance contract is commenced. (The Property Manager is unaware of where the responsibility for this lies and will seek advice at the next committee meeting)</p>	<p><i>Manager and Registrar (JC), and The Property Manager (IC)</i></p>
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3. Inventory checks

Recommendation	Rationale
<p>Annual Inventory checks should be undertaken</p>	<p>Where no inventory checks are undertaken, missing items are not highlighted and additional items may not be covered by adequate insurance.</p>
Agreed Action	Responsibility
<p>An annual inventory check will be undertaken and records updated where appropriate</p>	<p><i>Manager and Registrar (JC)</i></p>

4. Inventory for the Remembrance Hall

Recommendation	Rationale
<p>An inventory list for the Remembrance Hall should be introduced to include the very valuable books held there.</p>	<p>Without a record of the movement of the Books of Remembrance there is a risk that the exact location of any one of the books may not be known by all members of staff at a given time.</p>
Agreed Action	Responsibility
<p>A document that records the movement of the Books of Remembrance will be introduced.</p>	<p><i>Manager and Registrar (JC)</i></p>

5. Business Continuity

Recommendation	Rationale
The Continuity Plan should be tested. This should include request a back-up file from ROCC and testing that it is loadable and useable on an FBC PC.	Without testing the continuity plan there is no assurance that it is adequate or that everything is in place should an unexpected event happen.
Agreed Action	Responsibility
Arrangements will be made to test the continuity plan in the near future.	<i>The Clerk to the Committee (JH)</i>

6. Records of Passwords

Recommendation	Rationale
The passwords to the office computers and Epilog system should not be written down or shared.	The sharing and documenting of individual passwords could lead to the loss of integrity of the passwords and inappropriate access may be gained to the computers and system.
Agreed Action	Responsibility
The existing passwords will be changed and not written down or shared with other members of staff.	<i>Manager and Registrar (JC)</i>

Appendix A - Best Practice / Advisory Issues

Recommendation	Rationale
Invoices should be date stamped on receipt at the Crematorium.	Without a date received it is difficult to establish the exact timescale between receipt and posting of the invoice to Efinancials.

Appendix B - Follow up of Recommendations

Reference (Year)	Priority	Action Required	Audit Findings
990/2 2013/14	Important	Building Security: The alarm system and CCTV should be fixed.	Status: Complete Evidence of Alarm maintenance invoices seen therefore can assume the alarm is fixed. And seen CCTV working in the small office room.
1083/1 2016/17	Important	Operational: The computer passwords will be changed as per the Fareham Borough Council computer password protocol (sent to JC 03/08/16).	Status: Complete (with new important recommendation 6) Although all passwords have been changed to the FBC standard It was found that the office team have all written their passwords down and use each other's passwords when needing to log onto other computers.
1083/2 2016/17	Important	Employee Performance Management: The responsibility of the HR arrangements of the Crematorium is with Portsmouth City Council. Due to recent restructures and reorganisations this arrangement will need to be reviewed and appropriate practices, such as performance management systems, implemented at the Crematorium.	Status: In Progress The Registrar agreed the importance of such things but explained as his is such a small team if he had anything to say he would say it there and then. He agreed that if this was brought in as a requirement he would comply. Discussions are ongoing and all future controls of the crematorium have yet to be agreed.
1083/3 2016/17	Important	Operational: All complaints are recorded and monitored and reported to the JCC.	Status: Complete The Registrar includes any notes of complaint or praise within his quarterly report to committee. Evidenced in 2016/17 Committee meetings.

Reference (Year)	Priority	Action Required	Audit Findings
1083/4 2016/17	Important	Operational: Market testing by way of obtaining comparable quotes should be regularly carried out. The quotes should reflect the actual work required by the Crematorium for the Books of Remembrance. (New wording)	Status: Superseded (with new recommendation made) Although price lists had been obtained (not all of them current), they did not reflect comparable quotations for the actual work the crematorium requires for the Books of Remembrance.
1050/6 2015/16	Important	Metal Recycling: Information about the metal recycling scheme should be published on the Crematorium's website.	Status: Complete Scheme is included on the website

Appendix C - Elements of Audit Scope Covered this Audit

System of Control	Year Last Audited*	Covered This Year
CERTIFICATION WORK		
A. Book Keeping	2012/13	YES
B. Expenditure	2015/16	YES
C. Risk Management	2013/14	
D. Financial Management	2014/15	
E. Income	2015/16	YES
F. Petty Cash	2015/16	
G. Payroll	2015/16	
H. Assets	2012/13	YES
I. Banking	2012/13	YES
J. Year End Procedures	2012/13	YES
OTHER OPERATIONAL CONTROLS		
K. Maintenance of Registers	2015/16	
L. Organists	2015/16	
M. Medical referees	2015/16	
N. Garden Improvement Fund	2013/14	
O. ICT Controls	2015/16	
P. Other	2013/14	
RECOMMENDATION FOLLOW UP	2015/16	YES
GOVERNANCE CONTROLS		
Q. Partnership Arrangements	2014/15	
R. Roles, Responsibilities & Accountabilities	2014/15	YES
S. Corporate Governance Framework	2014/15	
T. Performance Management	2015/16	
U. Human Resources Management	2009/10	
V. Health and Safety	No audit	
W. Sustainability	1999/00	
X. Counter Fraud	No audit	
Y. Business Continuity	2012/13 part	YES
Z. Legal and Regulatory Compliance	No audit	
AA. Treasury Management	2014/15	

*N.B. This is the year of the relevant certification. The audit work will have been carried out early on in the following year.

Appendix D - Staff Interviewed or Contacted

- Kate Busby Deputy Treasurer
- James Clark Manager and Registrar
- Ian Cousins Property Manager
- John Haskell Clerk to the Committee

A planning meeting was held to agree the Terms of Reference with the Deputy Treasurer on 26th July, 2017.

An exit meeting was held on 7th August, 2017 with the Manager and Registrar.

Agenda Item 6



Report to Portchester Crematorium Joint Committee

Date: 19 March 2018

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 form and presentation of the Strategic and Operational Risk Registers be reviewed, taking into account current good practice, and a further report be made to the Joint Committee on the outcome.

RISK MANAGEMENT

1. Risk Management is an area that is subject to internal 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. The Joint Committee has adopted a Risk Management Framework and Risk Management Policy Statement. These two documents are subject to annual review and subject to some minor textual amendments 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 Appendices 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. As part of the annual review of the above documents it is felt that the Strategic and Operational Risk registers, which are assessed on an impact matrix basis, need to be reviewed and simplified, with risks being managed as an integral part of everyday management and decision making and not just by a separate process of maintaining lists of risks and assessments. The Governance Assurance Group agreed it would be helpful to learn from the experience of other authorities in adopting this approach, and a further discussion will be held with the Head of Internal Audit at Fareham Borough Council to take this review forward.

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>Lead Officer - 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>Risks and Assessments reviewed 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>Register Owner – Manager & Registrar</p> <p>Operational Risk Register to be reviewed annually by the Governance Assurance Group and approved by the Joint Committee.</p> <p>Risks and Assessments reviewed 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>

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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**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
19 MARCH 2018**

REPORT OF: IAN COUSINS, PROPERTY MANAGER

SUBJECT: BUILDING WORKS REPORT



2015/16

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1510	Crematory/Committal areas	Works commenced	9,000	1,300	-7,700	Works changed from replacing the floor to repairs only. Additional works to provide edge protection.

2016/7

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1705	Internal Redecoration – Charge & Cremation Room	Works commenced	3,000	2,200	-800	Works completed.

2017/18

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1802	North Chapel refurbishment	Design	205,000	205,000	0	See North Chapel Refurbishment report.
1803	Office refurbishment	Design	4,000	15,000	11,000	Revised requirements to improve the office area.
1804	Roofing Programme	Works identified	500	0	-500	No works required.

1806	Paving Works cleaning and repointing	Ongoing programme	2,000	150	-1,850	Continuation from 2016/7. No major works this year.
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2018/19

Ref	Item Description	Status	Budget £	Anticipated Cost £	Variation £	Commentary
1901	Glazing Repairs	Feasibility	25,000	25,000	Nil	
1902	Vestry Refurbishment	Feasibility	6,000	6,000	Nil	
1903	Paving and Stonework Cleaning	Feasibility	5,000	5,000	Nil	
1904	Surfacing and Paving Repairs	Feasibility	6,000	6,000	Nil	
1905	Fencing Repairs	Feasibility	5,000	5,000	Nil	
1906	External Redecoration	Feasibility	3,000	3,000	Nil	
1907	Fire Precautions Upgrade	Feasibility	5,000	5,000	Nil	
		Total	55,000	55,000	Nil	

Note - Items previous reported as completed are not shown

Recommendation - That the report be noted

Ian Cousins
Property Manager

Agenda Item 8



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
19 MARCH 2018**

REPORT OF: IAN COUSINS, PROPERTY MANAGER

SUBJECT: NORTH CHAPEL REFURBISHMENT

1.0 Purpose of this Report

1.1 To update the Committee on the progress of the North Chapel Refurbishment scheme.

2.0 Introduction

2.1 At the meeting of the Joint Committee on 26 June 2017 a report was received setting out a preliminary design concept and advising on logistical issues to enable the project to proceed. This included the appointment of RBA Architects Ltd, (RBA), to head a design team together with other appropriate professional support.

3.0 Scheme progress

3.1 The RBA appointment has now been extended to include the role of Principal Designer as required under the requirements of the Construction (Design & Management) Regulations 2015.

3.2 RBA continue to work to develop a design ready for tendering of the works. The procurement process will be managed by Portsmouth City Council with the plan to commence the works in the summer of 2018.

3.3 The seating will be of a type that allows flexible and fixed seating arrangements.

4.0 Recommendation

4.1 That the report be noted.

Ian Cousins
Property Manager

*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 – 19 MARCH 2018



REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
DEC	261	288	259	-
JAN	343	304	340	355
FEB	336	302	297	348

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END FEBRUARY</u>
2015	3329	679
2016	3355	606
2017	3334	637
2018	-	703

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	33
i) Total disposals within grounds.....	299
ii) Remains removed from crematorium.....	602
iii) Retained.....	61
TOTAL	962

Scattered 33% Removed 67%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	71972
Total cremations.....	962
Average gas consumption (cu.m.).....	75

JAMES CLARK
MANAGER & REGISTRAR
2nd MARCH 2018

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Agenda Item 10



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 19th March 2018**

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

I am very pleased with the condition of the grounds at the moment especially when you consider the weather we have experienced.

Brighstone coped very well with the snow and ice ensuring that paths and roadways were treated so that service users and staff could access the facilities safely.

The annual bark mulching of one third of the shrub beds has been completed, along with the shelters, bins and seats annual maintenance.

An area of the new garden shrubbery has been replanted and various replacement shrubs have been planted around the site.

I met with Ian Cousins on site in February as there are some issues with the perimeter fences - they are leaning in places and hopefully can be repaired fairly easily. There was also a minor path repair required and some rotten wood that needs replacing in the car park shelter.

The crocuses in the lawns are starting to show some colour and the daffodils will be blooming in a few weeks.

Our contractor Brighstone has performed very well in extremely difficult weather conditions and I am very pleased with all they have achieved.

Ashley Humphrey
Horticultural Consultant

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Section 100D of the Local Government Act 1972 - None*

AH/jh
2 March 2018

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