



Portsmouth
CITY COUNCIL

NOTICE OF MEETING

**PORTCHESTER CREMATORIUM JOINT
COMMITTEE**

MONDAY 3 MARCH 2008 AT 2.00 PM

**THE COLLINGWOOD ROOM
CIVIC OFFICES,
FAREHAM**

Telephone enquiries to John Haskell, 023 9283 4055

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

Membership of the Joint Committee - 2007/08:

Gosport Borough Council

Councillor Peter Edgar
Councillor John Train
(Vice Chairman)

Havant Borough Council

Councillor Anthony Briggs
(Chairman)
Councillor Dave Collins

Fareham Borough Council

Councillor Brian Bayford
Councillor Mrs Connie Hockley

Portsmouth City Council

Councillor Jason Fazackarley
Councillor Paula Riches

AGENDA

- 1 Declarations of Members' Interests**
- 2 Apologies for Absence**
- 3 Minutes of the Meeting held on 3 December 2007**
- ... 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. Finance Strategy and Budget for 2008/09

... The purpose of the attached report by the Treasurer is to submit to the Joint Committee a draft Finance Strategy that can be used by each of the constituent authorities to note as part of the evidence for their 2008 "Use of Resources" assessment.

As part of the annual "Use of Resources" inspection process, local authorities are assessed against a series of criteria, and rated according to the level of compliance with each. This regime has been in place for a number of years, and each year the criteria become more stringent with a view to drive continuous improvement in Councils.

One of the criteria for 2008 recognises that partnerships (such as the Joint Committee) play a key role in delivering services that individual authorities have a responsibility for. Underpinning this relationship, it is felt necessary to be able to demonstrate that any financial or service policies of the Joint Committee work in harmony with equivalent policies of the individual authorities.

While the budget report previously approved by the Joint Committee sets out the principles on which it has been compiled, the Joint Committee does not have a formal over-arching Finance Strategy document which brings these principles and risks together with other aspects of the financial management framework that the Crematorium operates in.

Such a document would provide a clear overview of the Joint Committee's financial framework and provide added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances.

A draft Finance Strategy has been prepared, attached as appendix A to the report, for the Joint Committee's consideration. It is envisaged that the strategy will be reviewed annually and incorporated into the budget setting process for approval at the December cycle each year.

If approved, the Finance Strategy will be sent to the constituent authorities to note as evidence for their 2008 Use of Resources assessment. Any comments from the constituent authorities will be brought back to the joint committee and, if appropriate, incorporated into the Strategy when it is reviewed again, later this year.

RECOMMENDED (a) That the draft Finance Strategy 2008, attached as Appendix A to the report, be approved;

(b) That the Strategy be sent to the constituent authorities to note.

7 Risk Management

The Joint Committee introduced comprehensive risk arrangements in a formalised way in 2006. This included the publication of a set of strategic and operational risk registers and adoption of an action plan to mitigate the higher risks. The registers and action plans are periodically reviewed by Officers.

... The purpose of the attached report by the Treasurer and the Clerk is to provide Members with the opportunity to re-confirm the risk management framework in place, provide an update on progress against the agreed actions - many of which have been completed, and propose one new risk to be added to the register.

RECOMMENDED (i) That the risk management framework and policy statement as outlined in Appendices A and B of this report be confirmed;

(ii) That the progress against agreed actions as outlined in paragraph 10 be noted;

(iii) That the new risk outlined in paragraph 11, be accepted onto the strategic risk register.

(iv) That the policy statement mentioned in paragraph 10 and attached at Appendix D regarding a long term strategy for the disposal of remains be incorporated within the Development Plan.

8 Engineer and Surveyor's Report -

(i) Planned Maintenance Programme - Progress Report

(ii) Installation of Mercury Abatement Plant

... The attached reports of the Engineer and Surveyor deal with progress in respect of –

- the planned maintenance programme, and
- the scheme to install mercury abatement plant at the Crematorium.

RECOMMENDED that the Joint Committee notes the content of each of the reports.

9 Manager and Registrar's Report

- ... (a) General Report attached
- (b) Any other items of topical interest

10 Horticultural Consultant's Report

The Horticultural Consultant will report.

11 Date of Next Meeting

To note that the next meeting will be held on Monday 23 June 2008 at 2pm in Town Hall, Gosport.

JH/DMF
22 February 2008
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