

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
13 SEPTEMBER 2010**

REPORT BY: CLERK TO THE JOINT COMMITTEE

**PORTCHESTER CREMATORIUM JOINT COMMITTEE –
ANNUAL REPORT – 2009/10**

1. Purpose

1.1 The purpose of this report is to place on record and inform members of the principal work of the Joint Committee during the 2009/10 financial year.

2. Recommended that this Annual Report for the 2009/10 financial year be noted and received and that it be sent for information to each constituent authority.

3. Background

3.1 The Joint Committee operates under a Memorandum of Agreement between Fareham Borough Council, Portsmouth City Council, Gosport Borough Council and Havant Borough Council. Two members from each of the constituent authorities make up the 8 person Joint Committee. The constituent councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the crematorium.

3.2 The agreement sets out the constitution of the Joint Committee; the objectives of the crematorium and relationships between the constituent authorities. The agreement also sets out the minimum number of meetings (three) to be held annually for the general business of the Joint Committee, although in practice to meet various statutory reporting deadlines four meetings are held.

3.3 The membership of the Committee in the 2009/10 financial year was –

Councillor Hugh Mason (Portsmouth CC)	Chairman
Councillor Connie Hockley (Fareham BC)	Vice-Chairman
Councillor Keith Evans (Fareham BC)	
Councillor Anthony Briggs (Havant BC)	
Councillor Dave Collins (Havant BC)	
Councillor Peter Edgar (Gosport BC)	
Councillor Dennis Wright (Gosport BC) ¹	
Councillor Eleanor Scott (Portsmouth CC)	

The chair and vice-chairmanship rotates between authorities annually.

¹ Councillor Dennis Wright chaired the Joint Committee during the 2008/09 municipal year

3.4 The Joint Committee met on 4 occasions during the 2009/10 financial year:

22 June 2009
28 September 2009
14 December 2009
1 March 2010

Minutes of each of these meetings and the reports considered are available for viewing on the Portchester Crematorium Web Site, which has a direct link to the Portsmouth City Council website where the documents are stored.

3.5 The meetings of the Joint Committee have been supported by the Clerk (John Haskell), Treasurer (Andy Wannell), Engineer and Surveyor (Terry Garvey), and their respective deputies, together with the Horticultural Consultant (Roger Young), and the Manager and Registrar (James Clark). They report to the committee on financial and procedural matters including the operation of the crematorium and the quality of the service provided, which includes the grounds and buildings and plant to ensure the highest standards continue to be maintained.

3.6 Meetings are held on a rotational basis at each of the authorities principal offices, with full public notice of and access to these meetings.

4. The Joint Committee's Role and Responsibilities

4.1 The Joint Committee decides the overall policies to be adopted including approving a capital and maintenance works programme, consideration of and approval of accounts, and setting the scale of fees and charges. These could effectively be described as the Joint Committee's core functions.

5. Crematorium Development Plan 2008-2014

5.1 The purpose of the Development Plan is to look at medium term developments in the period to 2014, and in the longer term beyond 2014, and to set out the Joint Committee's intended course of action. The plan seeks to cover the principal strategic and operational issues relating to the crematorium's functions. The Development Plan is reviewed biennially. The current plan was approved in September 2008 and will next be reviewed during 2010/11.

6. Activities in respect of the Joint Committee's Core functions

6.1 Action taken in respect of each of the core functions can be briefly summarised as follows:

(a) Financial Policies including Fees and Charges

The Joint Committee, at its meeting on the 1 March 2010, approved a comprehensive Finance Strategy for 2010/11, providing a clear overview of the Joint Committee's financial framework. It also 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. This strategy built on similar strategies approved by the Joint Committee in both March 2008 and March 2009. The new strategy document was sent to each authority to note as evidence for their 2010 'Use of Resources' assessment. No comments of substance were received from any of the authorities. The strategy will be reviewed by the Joint Committee each December for incorporation into the budget setting process.

The Joint Committee at its December 2009 meeting approved the revenue budget, a revised capital works programme, and the repairs and renewals programme for 2009/10 & 2010/11. In approving the budget, the Joint Committee also set the levels of fees and charges operable from the 1 April 2010.

The Committee's actual revenue expenditure (for the financial year ending 31 March 2009) was reviewed and noted by the Joint Committee at its meeting on the 22 June 2009.

(b) Risk Management

The Joint Committee introduced comprehensive risk management 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 the action plan are periodically reviewed by the officers. The Joint Committee in December 2009 also approved a risk management strategy for 2010.

(c) Annual Governance Statement (AGS)

The Annual Governance Statement (AGS) was approved by the Joint Committee at its meeting on the 28 September 2009. In summary the purpose of this document is to set out the Joint Committee's responsibilities and explain the system of governance that exists for the effective exercise of the committee's functions, including management of risk and the arrangements for review.

Arising from preparation of the Annual Governance Statement a number of matters were identified for further action to enhance the governance arrangements. During the course of the year action has therefore been taken in respect of –

- The preparation of a protocol for staff on gifts and hospitality.

(d) Partnership Governance

At the meeting on 1 March 2010 the Joint Committee considered a report following a periodic review by Fareham BC of its governance arrangements with partnership organisations. The report explained that the Joint Committee could take substantial assurance that the controls that were already in place were effective, equating to Fareham BC's overall audit grade of Very Good.

(e) Annual Audit and Inspection Letter to Members

The Joint Committee is advised each December that the accounts for the preceding financial year have been audited. At the December 2009 meeting members received the Statement of Accounts in a report from the Treasurer. This was accompanied by the annual audit and inspection letter from the Joint Committee's external auditors (the Audit Commission) in which it was concluded that in all significant respects the Joint Committee had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2009.

The Audit Commission had earlier submitted to the Joint Committee at the meeting in September 2009 its 'report to those charged with governance', which the Joint Committee was asked to note. There were no matters which the auditors needed to draw to the Joint Committee's attention.

Previously, in June 2009 the Joint Committee had approved and published its annual statement of accounts for 2008/09 which it then submitted to its external auditors.

(f) Mercury Abatement

At its meeting on the 29 September 2008 the Joint Committee received and approved a comprehensive report on the project for the installation of mercury abatement equipment on all cremators at the Crematorium. The Joint Committee's decisions include –

- Authorising the project to proceed at an indicative cost of up to £2million in accordance with a project brief approved by the Joint Committee;
- Approving funding arrangements;
- Establishing a project board to oversee and control the project.

The decision to proceed with the project was taken in the knowledge of a government requirement that the overall level of mercury emitted from crematoria, taken as a whole, should be reduced by 50% by the end of December 2012. If this target is not met the government has indicated that it would legislate to compel a number of crematoria to meet the criteria. Given that Portchester is one of the largest crematoria in the country, the Joint Committee considers it prudent to proceed with the works required. The anticipated level of expenditure is such that it represents one of the largest capital projects undertaken at the Crematorium.

The chairman of the Project Board is Councillor Hugh Mason. Progress reports from the Project Board are submitted to the Joint Committee at each meeting.

During 2009, following competitive tender, the Joint Committee appointed a firm of consultants (Gardiner & Theobald) to assist in making consultancy appointments in respect of –

- The mercury abatement project; and
- On-going maintenance

Separate tenders were invited and received in respect of each element. These were evaluated during February/March 2010. The Project Board approved the conclusions of the evaluation process which recommended for both consultancies the appointment of Parker Torrington on the basis that this consultant's tender provided the best proposals in terms of both quality and price. Parker Torrington took up their appointments from the 1 April 2010.

Tenders in respect of the mercury abatement project are expected to be sought from a select list of specialist companies by the end of September 2010.

The timetable for this project now envisages that commissioning of the completed works is likely to take place in early 2012.

(g) Repairs and Renewals Programme

An extensive programme of works was undertaken during the year, and this included –

- Installation of portico to vestry door;
- Internal decoration;
- Anti vandalism precautionary works;
- Renewing of crematory suspended ceiling tiles;
- Steam cleaning paving;
- Refurbishment of intruder alarm system.

(h) Monitoring the Levels of Service

The Joint Committee continued to receive at each meeting relevant reports from the officers on their specific areas of responsibility thus enabling members to monitor and discuss as appropriate with officers any particular aspects of the crematorium's operations. The reports included a monitoring statement from the Manager and Registrar on the levels of cremation and other statistical information for the preceding period, which showed at the end of the financial year a total of 3950 registered cremations.

(i) The Crematorium Grounds

The annual horticultural maintenance programme continued to be implemented and this included –

- Shrub and bulb planting including the replacement of dead or dying plants;
- Tree pruning, including felling where appropriate;
- Shrub pruning;
- Maintaining the magnificent floral displays and the lawns.

In addition, the Joint Committee approved works for the re-construction and re-modelling of the pond and rock garden, which have now been completed.

7. Visit by the Federation of Burial and Cremation Authorities (FBCA)

7.1 On the 3 November 2009 representatives of the FBCA visited the Crematorium and carried a full inspection of the facilities and practices. In a report on the outcome of the visit, the FBCA 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 newly built waiting rooms and porte-cochere's, and they complemented the Joint Committee on the level of investment within the service.

7.2 The FBCA had carried out a wide ranging inspection, during which some 'housekeeping' type issues were identified, and these were immediately addressed. The FBCA had also commented with regard to the CAMEO (Crematoria Abatement Mercury Emissions Organisation) scheme, of which Portchester Crematorium is a member, recommending that the cremation fees should show a separate surcharge whether or not a crematorium was fitting mercury abatement equipment. In this respect, the Joint Committee has been making financial provision over several years to fit the abatement equipment, and for other general works. Such capital and running costs are part of the overall fee set each year. The Joint Committee decided it was not necessary to change the current practice.

8. Conclusion

8.1 It will be seen from this report that the Joint Committee continues to function effectively through the members appointed to serve on it by their respective authorities. Much of the Joint Committee's work continues to be of a recurring but important nature. However, during the year the Joint Committee continued to progress the initial stages of the project for the installation of mercury abatement equipment. This large capital project will run until early 2012 and monitoring reports on progress will continue to be submitted to each Joint Committee meeting.

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John Haskell
Clerk to the Joint Committee

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

JH/me
28 August 2010