



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 28 SEPTEMBER 2020 AT 2.00 PM

VIRTUAL REMOTE MEETING

Telephone enquiries to John Haskell, Clerk to the Joint Committee
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 - 2020/21:

Gosport Borough Council

Councillor June Cully
Councillor Kathleen Jones

Havant Borough Council

Councillor Leah Turner
One vacancy to be notified

Fareham Borough Council

Councillor Keith Evans
Councillor Simon Martin

Portsmouth City Council

Councillor Dave Ashmore
Councillor Lee Hunt

AGENDA

Welcome and Introductions

1 Apologies for Absence

2 Appointment of Chairman

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2020/21 municipal year should therefore be appointed from one of Gosport's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Portsmouth's representatives as it will be Portsmouth's turn to act as Chairman for the 2021/22 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 9 December 2019 (Pages 7 - 12)

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

7 Clerk's Items (Pages 13 - 20)

The Clerk to the Joint Committee will report on any matters requiring attention, including the following –

(a) Competition and Markets Authority Funerals Preliminary Decision Report

The CMA commenced its investigation into funeral directors and crematoria services during 2019. In mid-February the CMA published a number of working papers, in connection with its funeral directors and crematoria services market investigation. In mid-August the CMA published its Preliminary Decision Report, which runs to some 470 pages plus appendices. A summary prepared by the CMA of its report is attached for members' information.

(b) Portchester Crematorium – Lease extension

The Crematorium is built on land leased from Fareham BC. The current lease expires on the 31 December 2020 and Portsmouth's Legal & Estates Services have been appointed to deal with renewal of the lease on behalf of the Joint Committee.

(c) Any other matters

8 Portchester Crematorium Coronavirus Covid-19 Response & Revised Budget 2020/21 (Pages 21 - 30)

The purpose of the attached report from the Clerk, Treasurer and the Manager is to update members on the response of Portchester Crematorium to the Coronavirus Covid-19 Pandemic; advise on the financial implications and present a revised budget for the current financial year.

RECOMMENDED (1) that the grateful thanks of the Joint Committee be placed on record for the action taken by staff in responding to the Coronavirus Pandemic.

(2) that the proposed revised budget account estimates, set out in Appendix A to the report, be approved.

9 Provision of Multi Media System & Music Rooms Improvements (Pages 31 - 32)

During June 2020 members were consulted and agreed to proceed with the purchase of the Obitus Multi Media System.

Adequate monies are held within the capital works fund to meet the expenditure, with provision being made within the budget approved last December for the ongoing revenue cost.

The purpose of the attached report from the Property Manager and the Manager and Registrar is to update members on purchase of the system and work required for its installation.

RECOMMENDED that the Joint Committee notes the report.

10 Building Repairs and Renewal Programme (Pages 33 - 34)

Report from the Property Manager attached.

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

11 Manager and Registrar's Report (Pages 35 - 38)

(a) General Statistical Reports attached for -
(i) March – May 2020
(ii) June – August 2020

(b) Any other items of topical interest

12 Horticultural Consultant's Report (Pages 39 - 40)

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

RECOMMENDED that the report be received and noted.

13 Portchester Crematorium – Staffing and Job Evaluation Reviews

In March 2014 the Joint Committee agreed that a pay and grading review be undertaken for all Crematorium employees using a recognised analytical job evaluation scheme. The outcome of the review process was reported to and approved by the Joint Committee in December 2014, and subsequently implemented.

As part of the crematorium's operational arrangements it is recommended that, with the exception of the Manager and Registrar's post, the outcome of any further individual staffing and pay and grading reviews that are undertaken be dealt with under delegated authority by the Treasurer and the Clerk to the Joint Committee.

RECOMMENDED that, with the exception of the post of Manager and Registrar, the Treasurer and the Clerk to the Joint Committee be delegated authority to approve implementation or otherwise deal with any recommendation arising from staffing and pay and grading reviews.

14 Authority to deal with Urgent Joint Committee Business

Whilst the government has introduced temporary arrangements to enable virtual remote meetings to be held by teleconference, this has highlighted that there may be an occasion when an urgent decision is required on a matter that could not wait until the next scheduled Joint Committee meeting.

In the circumstances it is proposed that authority be delegated to the Treasurer and the Clerk, (or in their absence their respective deputies), to make such urgent decisions as they consider necessary on any matter not already delegated to an officer.

In each case members of the joint committee would be advised by email in advance of a proposed decision where circumstances allow, and any comments members may wish to make will be taken into account after which they will be advised of the outcome. The Crematorium Manager already has full authority to operate and manage the crematorium.

RECOMMENDED that the following delegation be approved – Decisions on any of the powers of the Joint Committee may be taken as a matter of urgency by the Clerk and Treasurer if they consider it necessary to do so in the interests of the efficient administration of the Joint Committee and its responsibilities;

Prior to exercising this provision the Clerk and Treasurer must, where circumstances allow, consult with and take into account the views of members of the joint committee;

In the absence of the Clerk or Treasurer their respective deputies may act.

15 Reports previously sent to members (Pages 41 - 64)

The following reports were sent to members during March, and June (in the absence of a meeting), and are re-circulated for information –

- (a) Annual Return for the Financial Year Ended 31 March 2020
- (b) Portchester Crematorium Joint Committee – Annual Report 2019/20
- (c) Report of the inspection by the Federation of Burial and Cremation Authorities (sent to members in March)

16 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on the following dates in 2020/21, at Portchester Crematorium or by Virtual Remote Meeting, as circumstances allow –

**Monday 14 December 2020
Monday 22 March 2021
Monday 21 June 2021
Monday 20 September 2021**

JH/me
17 September 2020
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