



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 25 SEPTEMBER 2023 AT 2.00 PM

**NORTH CHAPEL - PORTCHESTER CREMATORIUM, PO16
8NE**

Telephone enquiries to John Haskell, Clerk to the Joint Committee
023 9222 0839

(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

Gosport Borough Council

Councillor June Cully
Councillor Alan Scard

Fareham Borough Council

Councillor Joanne Burton
Councillor Susan Walker

Havant Borough Council

Councillor Lulu Bowerman
Councillor Liz Fairhurst

Portsmouth City Council

Councillor Lee Hunt
Councillor Hugh Mason

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 2023/24 municipal year should therefore be appointed from one of Havant's representatives, and Councillor Lulu Bowerman has been nominated.

3 Declarations of Members' Interests

4 Minutes of the Meeting held on 26 June 2023 (Pages 5 - 8)

Attached.

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

6 Clerk's Items

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

7 Memorial Tree Fees and Charges (Pages 9 - 10)

The purpose of the attached report from the Manager and Registrar is to advise that the memorial tree has now been installed, and to recommend the proposed fees and charges for the sale of the memorial maple leaf plaques.

RECOMMENDED that the fees and charges as set out in Appendix A for the sale of maple leaf plaques on the memorial tree be approved.

8 Risk Management (Pages 11 - 18)

The Risk Management Framework and Policy Statement for Portchester Crematorium are subject to annual review. The purpose of the attached report from the Treasurer is to set out updated documents for approval by the Joint Committee.

RECOMMENDED

(1) That the Risk Management Strategic Framework and Policy as set out in Appendices A & B of the report be approved.

(2) That the Risk Management Progress report set out in Appendix C be noted as a source of evidence that the current Risk Management Policy is operating in practice.

9 Replacement of Cremators - Update Report (Pages 19 - 22)

The purpose of the attached report from the Property Manager is to inform members on progress with the project to replace the existing cremators at Portchester Crematorium.

RECOMMENDED

(1) that the Joint Committee notes the progress report for the period June to August 2023;

(2) that authority to settle and approve the terms and conditions of the contract(s) for the construction works to allow for the installation of new cremators and associated equipment be delegated to the Property Manager in consultation with the Treasurer and the Clerk and after consultation with the Chairman of the Joint Committee.

10 Building Repairs and Renewal Programme (Pages 23 - 24)

Report from the Property Manager attached.

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

11 Manager and Registrar's Report (Pages 25 - 26)

- (a) General Statistical Reports attached for June - August 2023**
- (b) Any other items of topical interest.**

12 Crematorium Grounds - General Update (Pages 27 - 28)

A report on Crematorium grounds maintenance generally is attached.

RECOMMENDED that the report be received and noted.

13 Contract Procedure Rules (Standing Orders) Review (Pages 29 - 40)

The purpose of the attached report from the Clerk to the Joint Committee is to submit for approval a review of the present contract standing orders together with recommendations for textual changes to reflect current best practice.

RECOMMENDED that the Portchester Crematorium Joint Committee Contract Procedure Rules (Standing Orders) revisions set out in Appendix A to the report be approved and adopted.

14 Date of Next Meeting

RECOMMENDED that the Joint Committee next meets at 2pm on Monday 11 December 2023 at Portchester Crematorium.

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Agenda Item 4

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A MEETING of the Joint Committee held in the North Chapel, Portchester Crematorium on Monday 26 June 2023 at 2.00 pm.

Present

Fareham Borough Council

Councillor Joanne Burton
Councillor Susan Walker

Gosport Borough Council

Councillor June Cully
Councillor Alan Scard

Havant Borough Council

Councillor Liz Fairhurst

Portsmouth City Council

Councillor Hugh Mason

Welcome and Introductions

New members were welcomed to the meeting and officers serving the Joint Committee and members were introduced.

Apologies for Absence – Councillor Lulu Bowerman (Havant BC), and Councillor Lee Hunt (Portsmouth CC).

984 Appointment of Chairman (AI 2)

AGREED that the appointment of Chairman for the municipal year 2023/24, being a member from Havant BC, be held over until the next meeting of the Joint Committee.

985 Appointment of Vice-Chairman (AI 3)

RESOLVED that Councillor June Cully (Gosport Borough Council) be appointed vice-chairman for the municipal year 2023/24.

(Councillor June Cully in the Chair)

986 Declarations of Members' Interests (AI 4) – None

987 Minutes of the Meeting held on 20 March 2023 (AI 5)

RESOLVED that the minutes of the meeting held on the 20 March 2023 be signed as a correct record.

988 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6)

(a) Minute 974 – Proposed crematorium development , Stubbington/Le-on-the-Solent

The Clerk reported that as requested he had written to the planning authority providing factual information regarding usage and operational arrangements at Portchester.

(b) Minute 975 – Recycling of Metals Charitable Scheme

It was reported that the nomination had been successful and the Rowans Hospice had received £12,000 from the scheme.

NOTED

989 Clerk's Items (AI 7) -

Fareham BC Health and Public Protection Scrutiny Panel

The Clerk reported that he and the Crematorium Manager attended a meeting of the Scrutiny Panel on 20 June at its request who had wished to examine and be assured of the ability of Portchester Crematorium to accommodate the needs of a growing population within Fareham and beyond.

The Panel had been given a presentation and background briefing paper, which illustrated clearly that Portchester Crematorium had the capacity and services to provide the reassurance sought.

NOTED

990 Annual Return for the Financial Year Ended 31 March 2023 (AI 8)

(TAKE IN REPORT OF THE TREASUER TO THE JOINT COMMITTEE)

The Deputy Treasurer highlighted key points within the report and arising from questions explained that financial estimates were based on estimates of the number of funeral services likely to take place, a number that had reduced following the rise in numbers during the pandemic.

RESOLVED that the Annual Return for the financial year ending 31 March 2023 be received and signed as appropriate, as follows -

- (a) Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved and signed;**

(b) Section 2 - Annual Governance Statement be approved and signed;

(c) That the Income and Expenditure Statement for the Year ended 31 March 2023 and Balance Sheet as at 31 March 2023 be noted.

**991 Portchester Crematorium Joint Committee –
Annual Report – 2022/23 (A9)**

(TAKE IN REPORT OF THE CLERK TO THE JOINT COMMITTEE)

RESOLVED that the annual report for the 2022/23 financial year be received and approved and it be sent for information to each constituent authority.

992 Building Repairs and Renewal Programme (AI 10)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting his report and in response to questions the Property Manager highlighted that some items of proposed work including the lighting upgrade were on hold whilst the cremator replacement scheme is developed to ensure that potentially abortive work and expense was not undertaken.

In respect of the scheme for the replacement of the water feature it was proposed to carry out a temporary upgrade of the area and it was envisaged this could be advance enabling work for the larger project being developed.

RESOLVED that the contents of the report be noted.

993 Replacement of Cremators – Update Report (AI 11)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

RESOLVED that the content of the report be noted

**994 Manager and Registrar's Report (AI 12) -
(a) General Statistical Report for March 2023 – May 2023**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting her report the Manager highlighted that in respect of the Obitus multimedia system it had recently been upgraded to enable those watching by webcast to see a full screen version of any personal tribute being shown within the chapel. A much valued addition to the service already appreciated by families and friends who were unable to attend a funeral in person.

(b) Other items of topical interest - None

RESOLVED that the report be received and noted.

995 Horticultural Consultant's Report (AI 13)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

The Horticultural Consultant mentioned that the South and South East Britain in Bloom judges would be visiting the crematorium during the coming week.

RESOLVED that the report be received and noted.

996 Feasibility Study into proposal for the Fountain Area including the Development of a Garden of Contemplation (AI 14)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

The Property Manager explained the results of the feasibility study into options to develop the existing fountain area, including proposals for a new Garden of Contemplation and related works. This would also include new exit arrangements for the South and North chapels. The scheme would give a significant improvement to the facilities provided at the crematorium for those attending services and for acts of remembrance.

Members were updated on the early costings that showed the scheme at between £1.5m and £3m at today's construction costs. There was currently insufficient funds within the capital budget for this scheme due to existing commitments including the cremator replacement programme. Details of an alternative option which would include removal of the fountain and replace with planting would significantly improve the appearance of the area in the short term, at an estimated cost of £75k.

RESOLVED (1) that the results of the feasibility study report be noted;

(2) that an alternative scheme for the removal of the existing concrete fountain, provision of planting and potentially a memorial as a short-term solution be added to the Capital Programme for 2023 / 2024;

(3) that the results of the feasibility study should be reviewed, and a rationalised scheme be prepared;

(4) that an update report be provided during 2025 on the review of proposals, with revised costs and an update on the funding.

997 Dates of Future Meetings (AI 15)

RESOLVED that the Joint Committee meets at 2pm on the following dates in 2023/24 at Portchester Crematorium –

**Monday 25 September 2023
Monday 18 March 2024**

**Monday 11 December 2023
Monday 24 June 2024**

The Meeting concluded at 2.45pm

Agenda Item 7

1



Report to Portchester Crematorium Joint Committee

Date: **25 September 2023**

Report of: **Manager and Registrar**

Subject: **Memorial Tree Fees and Charges**

SUMMARY

Following approval by the Joint Committee, at the meeting held on Monday 26 September 2022, for provision of a memorial tree in the area close to the Book of Remembrance, the tree has now been installed on site. To prepare for the sale of the memorials we have calculated fees/charges taking in to account supplier pricing and the leasing period for the product. The proposed fees chargeable for the remainder of the 2023/24 and 2024/25 financial year are set out in Appendix A to this report. These fees will subsequently be reviewed annually and any required changes reported to the Joint Committee for approval.

RECOMMENDATION

- (a) That the Joint Committee approve the fees/charges as set out in Appendix A for the sale of maple leaf plaques on the memorial tree.

APPENDIX A

Product Name	Product Description	PCJC Charge inc VAT
Memorial Tree Maple Leaf	Acrylic Maple Leaf Memorial Plaque, including 5 line inscription and 5 year lease period.	£300
Lease Renewal	Renewal of Lease, after 5 years, for a further 5-year period.	£174
Replacement Leaf	Ordering a replacement plaque when renewing the lease.	£126

Breakdown of Charges		Cost excl. VAT
Purchase of Plaque	The cost of purchasing and installing the memorial tree with 240 leaves.	£65
Inscription	The cost to engrave the acrylic leaf, including postage and packaging.	£40
Admin/Lease Fees	The cost to process the application, fixing of the leaf to the tree and leasing of a space for placement of a leaf plaque.	£145

Agenda Item 8



Report to Portchester Crematorium Joint Committee

Date: **25 September 2023**

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

Subject: **RISK MANAGEMENT**

SUMMARY

The Risk Management Framework and Policy Statement for Portchester Crematorium are subject to annual review. This report sets out the updated documents, which provide evidence that the Risk Management Policy is operating in practice, 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 Risk Management progress report set out in Appendix C be noted as a source of evidence that the current Risk Management Policy is operating in practice.

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 approved by the Joint Committee.
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 responsibilities in relation to Risk Management for the Joint Committee are set out below :

A shared awareness and understanding within the Joint Committee of :

- Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making
- Implementing robust and integrated risk management arrangements and ensuring that they are working effectively
- Ensuring that responsibilities for managing individual risks are clearly allocated

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.

RISK MANAGEMENT PROGRESS REPORTS

5. Discussions have been held between the Manager and Registrar and the Officers to the Joint Committee to gather and report evidence that the Risk Management Policy continues to be implemented, detailed at Appendix C. In particular the policy is considered to be effective if they include:
 - What the top risks are and any new or changes in risks and opportunities that have occurred in the year
 - Actions that have been taken in the year to mitigate risks
 - Incidents that have occurred and actions taken to manage the incident and prevent a repeat
 - Risks and solutions shared with other experts in that subject, including Officers of the four constituent Council authorities

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	<p>Lead Officer – Clerk to the Joint Committee and 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>
Monitoring and Reporting to the Joint Committee	<p>Lead Officer – Clerk to the Joint Committee and Treasurer to the Joint Committee</p> <p>Discussions are held on an annual basis with Officers to the Joint Committee and the Manager and Registrar to gain assurance that the Risk Management principles are working at the crematorium. The discussion includes:-</p> <ol style="list-style-type: none"> 1. Perceptions of the current top risks 2. Any new or changes in risks / opportunities that have been identified 3. Any mitigating actions they have taken recently to strengthen risk management arrangements 4. Any incidents that have occurred and lessons learnt / actions taken as a consequence <p>Health and Safety Policy reviewed December 2022.</p> <p>Decision making reports to the Joint Committee include risk information to support recommendations</p>
Maintaining Risk information and assessments	<p>Desktop review of underlying risk registers of risks to the crematorium</p> <p>Risk assessments support any projects implemented at the Crematorium</p>

RISK MANAGEMENT POLICY STATEMENT

The Portchester Crematorium Joint Committee recognises that Risk Management is an intrinsic part of Corporate Governance, whilst not being a separate corporate process. Risk Management is an integral part of basic everyday management and decision making, involving foreseeing and averting problems and maximising opportunities. 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 implementing robust and integrated risk management, adopting and adhering to a number of key principles.

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 public health, 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 we provide.

These objectives will be achieved by adopting and adhering to the following key principles:

- ♦ Establishing clear roles, responsibilities and reporting lines within the Joint Committee for risk management
- ♦ Employ competent and responsible managers and employees
- ♦ Offering a framework for identifying and prioritising risk areas
- ♦ Reinforcing the importance of effective risk management as part of the everyday work of employees by having conversations and pulling in experts when required
- ♦ 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:

- **Monitoring and Reporting to provide assurance to the Joint Committee that the principles are working in the management of the crematorium**
- **Underlying risk registers of risks to the crematorium reviewed**
- **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**

**Governance Assurance Group
Annual Risk Management Update 2023/24**

A discussion was held with the Manager and Registrar, Property Services Manager and Deputy Treasurer along with input from the Clerk to the Joint Committee during August 2023. A summary of the evidence gathered from the discussions is set out below.

Risk or Opportunity	Actions being taken
<p>A new crematorium opens reducing our market share</p>	<p>Treasurer to the Joint Committee</p> <p>Where possible information is gathered and the potential impact on our ongoing operation and revenue streams are considered.</p> <p>Monitor the situation and continue to report to the Joint Committee.</p>
<p>Cremation Plant</p> <p>The crematorium site is of regional importance providing cremation services for a large geographical area.</p> <p>The existing cremators will shortly require replacement to ensure their continued reliable performance.</p>	<p>Manager and Registrar and Property Manager</p> <p>Maintenance contract in place with cremator manufacturers for cremators and associated equipment to ensure they are maintained in good order.</p> <p>Continuity of operations has been strengthened by the reline of two of the existing cremators, improving resilience through the forthcoming winter period and replacement programme.</p> <p>We have started the process to procure new cremators – CDS appointed consultation and design and procurement of these work. Work is in progress. Monthly officer meetings are scheduled to review progress to meet our requirements and timescales and update reports will be presented to each Joint Committee.</p> <p>Legislative change in terms of emissions will be taken into account as part of the replacement.</p> <p>Risk Register has been prepared. Monitored as part of the regular monthly meetings and will feed into the updated Business Continuity Plan. Design, procurement and implementation process.</p> <p>Clerk to Joint Committee</p> <p>Work has been completed to review the present Contract Standing Orders/rules to ensure they reflect current best practice, including oversight of the contractual risk element, and appointment arrangements, with presentation to the September 2023 Joint Committee for approval.</p>

<p style="text-align: center;">Business Continuity – Operational and Staffing</p> <p>The Covid Pandemic led to the necessity to make various changes to the way in which cremation services were conducted; staffing and office resources deployed; and the use of IT and related equipment.</p>	<p>Manager and Registrar and Clerk to the Joint Committee</p> <p>The aim of the long standing operational Business Continuity Plan is to prepare an effective and timely restoration after a disruption or interruption in service, and identify actions required to continue cremations at Portchester.</p> <p>Review the BCP taking into account changing working practices identified through the Covid Pandemic and the BCP's relationship with the Pandemic Emergency Plan.</p> <p>Clerk and Treasurer to the Joint Committee Manager and Registrar</p> <p>Review Portchester Crematorium structure and whether the current employment model remains relevant and most appropriate for the staff employed there.</p> <p>The administration team has been expanded to improve cover and resilience and to facilitate provision of new services.</p> <p>ICT Upgrade has been completed with a move to the cloud and introduction of a new telephone system The upgrade of Epilogue is ongoing – this will introduce memorial sales and debtor management requirements further developing the skills within the administration team to deal with these additional duties.</p>
<p style="text-align: center;">Facilities and Arrangements</p> <p>The chapels and associated facilities have progressively been updated over the last few years. With the needs and expectations of our customers continuing to change we need to keep reviewing and improving our facilities.</p>	<p>Manager and Registrar and Property Manager</p> <p>Using customers feedback we will bring forward programmes of work to ensure we remain the Crematorium of choice within our area on a par or above our competitors with the facilities we provide.</p> <p>Waiting Rooms and Chapel Technology have been upgraded.</p> <p>A proposal on the removal of the water feature and an interim replacement design for the Garden of Contemplation area has been approved.</p> <p>Further site improvements have been presented but cannot commence before the replacement cremator programme is fully complete.</p>

<p>Climate Change Action Plan</p> <p>Develop an action plan to mitigate and adapt to impacts of climate change and reduce our carbon footprint</p>	<p>Manager and Registrar and Property Manager</p> <p>The Portchester Crematorium Carbon Reduction Plan 2022 was approved at the December 2022 meeting of the Joint Committee. This is monitored and actions that have been taken will be reported on a regular basis.</p> <p>Review of operations and mitigations will be ongoing, and we will continue to look for opportunities to help us achieve the objectives within the Plan.</p>
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Agenda Item 9



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
25 September 2023**

REPORT BY: PROPERTY MANAGER, IAN COUSINS

**REPLACEMENT OF CREMATORS –
UPDATE REPORT AND REQUEST FOR DELEGATED AUTHORITY**

1. Purpose

1.1 To inform members on progress and request delegated authority for the award of contracts for the construction works to allow for the installation of new cremators and associated equipment.

2. Progress

2.1 The details below cover the period June to August 2023.

2.2 The majority of surveys have now been completed with some information still being received by the design team.

2.3 Discussions with the potential supplier of cremator equipment have provided options to meet our operational requirements.

2.4 Works to develop a requirement for the building work have continued but have yet to be concluded whilst survey information is received and the options for cremator equipment are considered.

3. Scope of works

3.1 A new emissions limit for NO_x will be introduced in January 2027 and we have included additional equipment in our design to meet this requirement.

3.2 We have used space within the building to provide a new hold over facility to allow us to run the cremation equipment at maximum efficiency as part of plans to minimise carbon emissions and energy consumption. This facility will allow us to hold coffins on site prior to cremation for a period normally no longer than 48hours.

3.3 The layout changes proposed have allowed us to include a viewing room for those wishing to see the 'charging' of the cremator. This will allow us to improve our service and offer a dedicated private space.

3.4 The design now includes the facility for the future provision of waste heat energy recovery from the cremation process for both heating and hot water.

3.5 Investigation into the option to convert waste energy into electricity has shown that whilst this is technically feasible the equipment required could not be accommodated within the existing structure and would require an extension to the building. This would be operationally difficult but would also be impacted by the planning restriction on the site. Therefore, we have been unable to progress this option.

4. Programme

4.1 Design development continues as information is received. A key area has been the supply and installation method for the cremator equipment. Options proposed have shown the work being completed in a single programme of works or as a split programme with work in the spring, summer, and autumn of the next two years. Whilst this would increase the duration of the works it would allow near normal operation during the busy winter period.

4.2 A provisional programme of dates for the key activities is set out below.

Activities	Period
Procurement of cremators	September / October 2023
Procurement of building works	October to January 2023
Works to commence	March / April 2024
Target completion date	December 2024 or October 2025

5. Financial Update

5.1 At present our only financial commitment for this project is the agreed costs for our appointed consultants CDS, including the larger professional team and the additional building surveys required to complete the design work.

5.2 We are still targeting delivery of this project within the budget of £3 - £4.5m agreed at the Joint Committee meeting on the 20th March 2023. However, market conditions remain difficult with significant price increases being seen in both labour and materials costs.

6. Delegated Authority

6.1 At the meeting on the 20 March 2023 the Joint Committee considered a report and exempt appendix and gave authority to negotiate with the company mentioned to supply replacement cremators and associated equipment within the overall budgetary provision for this work.

6.2 The Joint Committee also resolved that authority to settle and approve the terms and conditions of the contract with the company be delegated to the Property Manager in consultation with the Treasurer and the Clerk, and after consultation with the Chairman of the Joint Committee.

6.3 Based on the current programme it is requested that a similar delegation to settle and approve terms be put in place for an award of contract for the construction works to allow for the installation of new cremators and associated equipment.

6.4 This request is made to ensure we meet timescales required, secure suppliers and service at appropriate times to deliver these works. The award of further contract(s) will be subject to the Joint Committee's procurement rules.

6.5 Members of the Joint Committee will be advised periodically between meetings of any significant matters upon which delegated approval is due to be taken.

7. Conclusions and Recommendations

7.1 Investigations have shown that works to install the new equipment may take longer than the original projections and so options for programming the works are being considered.

7.2 Delegated authority is requested for an award of contracts on this project to allow us to maintain the programme and ensure we obtain commitment from suppliers and contractors to deliver this requirement.

RECOMMENDED (1) that the progress report for the period June to August 2023 be noted;

(2) that authority to settle and approve the terms and conditions of the contract for the construction works to allow for the installation of new cremators and associated equipment be delegated to the Property Manager in consultation with the Treasurer and the Clerk, and after consultation with the Chairman of the Joint Committee.

Ian Cousins
Property Manager
September 2023

**Background List of Documents –
Section 100D of the Local Government Act 1972:**

Nil

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Agenda Item 10

Report to: Portchester Crematorium Joint Committee

Date: 25 September 2023

Report of: Ian Cousins, Property Manager

Subject: Repairs and Renewal Programme



Ref	Item Description	Cost £	Commentary
2006	Water Feature Feasibility	8,750	Complete
2106	Staff Area Improvements	10,000	Works on hold whilst Cremator Replacement scheme is developed.
2107	Waiting Room Refurbishment	51,600	Works complete. Additional works and final account agreed.
2108	Signage	20,000	Development is on-going with this requirement
2113	Roof Repairs / Improvements	25,000	Quotations requested.
2114	Chapel Entrance Resurfacing	30,000	Works instructed but material supply issues delaying works.
2115	External Redecoration	25,000	Quotations to be obtained
2116	Lighting Upgrade	75,000	Works on hold whilst Cremator Replacement scheme is developed.
2117	Bulk Store for Grounds Maintenance	15,000	Works now complete but awaiting final account.
2118	Garden Shelter Maintenance	10,000	Programmed for 2023 / 2024
2119	Garden Memorial Installation	50,000	Works in progress
2120	Fountain Removal	75,000	Development of requirement
2121	Cremator Replacement	3,000,000	See Cremator Replacement Report – for an update on progress

Note – This report provides details on the significant projects being undertaken at the Crematorium with any day to day or completed projects omitted.

Recommendation - That the report be noted

Ian Cousins
Property Manager

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Agenda Item 11



REPORT TO: PORTCHESTER CREMATORIUM JOINT
COMMITTEE – 25th SEPTEMBER 2023

REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
JUN	295	216	240	242
JUL	209	204	229	222
AUG	214	239	252	237

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END AUGUST</u>
2020	3478	2564
2021	3264	2178
2022	3118	2078
2023	-	2109

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	78
i) Total disposals within grounds.....	184
ii) Remains removed from crematorium.....	477
iii) Retained.....	40
	TOTAL 701
Scattered 28%	Removed 72%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....	52910
Total cremations.....	701
Average gas consumption (cu.m.).....	75

5. OBITUS

	Webcast	Visual Tributes
JUN - 94% (228) used Obitus services	28% (67)	64% (154)
JUL - 88% (195) used Obitus services	26% (58)	61% (136)
AUG - 95% (225) used Obitus services	25% (60)	63% (149)

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Agenda Item 12



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
Monday 25 September 2023**

CREMATORIUM GROUNDS – GENERAL UPDATE

The team from Brighstone continues to offer a first-class service and have delivered a steady approach to all operational requirements ensuring tasks are undertaken in a professional manner.

Weekly schedules are completed on time allowing the team to also focus on pruning within the internment and non-internment areas which has afforded them the time to open up some of the spaces around the Crematorium. This really has made a difference and looks great!

Barhill Plant Ltd has now completed the subbase and shuttering works for the Baby memorial ready for the Fawn Sculpture to be erected by Chris Baines the Tree Sculptor. Once finished this will allow the team from Brighstone to price up and schedule in the planting of shrubs which will be undertaken during the winter months.

In summary a brief overview of operations for this reporting period; the grounds are looking superb, and I would like to offer my thanks to the Grounds Staff for their continued performance ensuring the Crematorium grounds remain to the standard it is currently.

Lisa Grinter

West & Education Manager - Portsmouth City Council

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

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Agenda Item 13



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
25 SEPTEMBER 2023**

REPORT BY: CLERK TO THE JOINT COMMITTEE

**PORTCHESTER CREMATORIUM JOINT COMMITTEE
CONTRACT STANDING ORDERS REVIEW**

Purpose

1. To submit for the Joint Committee's approval a review of the present contract standing orders together with recommendations for textual changes to reflect current best practice.

RECOMMENDED That the Portchester Crematorium Joint Committee Contract Procedure Rules (Standing Orders) revisions set out in Appendix A be approved and adopted.

Background

2. The officers serving the Joint Committee have taken the opportunity to revisit and review the standing orders which govern the arrangements for the Joint Committee to carry out procurement and implementation of contracts. The existing contract standing orders, which have been revised periodically over the years, were last amended in March 2010.
3. In undertaking this review account has been taken of current best practice and reflects particularly technological changes that have taken place in recent years.
4. The key changes that have been identified include –
 - (a) Amending procurement rules to provide for advertising and inviting tenders using the local authority business and tender portal (which is familiar to and well used by contractors) rather than newspaper advertising;
 - (b) Amending the arrangements for the return and processing of tenders sent electronically;
 - (c) Revising financial levels to reflect changes that have occurred over the years;
 - (d) A provision that should any matter arise in dealing with a proposed tender or contract that has not been covered by the rules, then the Responsible Officer after consulting Clerk and the Treasurer be authorised to have regard to the relevant local authority's contract procedure rules.

5. Set out in Appendix A is a table showing the existing contract standing orders and the proposed revisions that are recommended for approval. It is also recommended that for the future the revised document be known as 'The Portchester Crematorium Joint Committee Contract Procedure Rules', which reflects modern best practice.

John Haskell
Clerk to the Joint Committee

*Background List of Documents –
Section 100D of the Local Government Act 1972 –*

*Portsmouth City Council and Fareham Borough Council Procurement and Contract
Procedure Rules*

JH/me
September 2023

**Portchester Crematorium Joint Committee – Contract Procedure Rules
(Standing Orders) Review**

Existing Provision	Proposed Revision
<p>1. <u>Definitions</u></p> <p>The following terms used in these Standing Orders shall have the meanings (unless otherwise stated) given to them below:</p> <p>(a) "The Committee" shall mean the Portchester Crematorium Joint Committee.</p> <p>(b) "Contract" shall include any expenditure on goods services or works incurred for or on behalf of the Committee.</p> <p>(c) "Responsible Officer" shall mean the Officer to the Committee responsible for the particular area of expenditure concerned or any other Officer nominated by the Committee to act on his behalf.</p> <p>(d) "Chairman or Vice Chairman" shall mean the Chairman or Vice Chairman of the Committee.</p> <p>(e) "Clerk" shall mean the Clerk to the Committee.</p> <p>(f) "Supervising Officer" means any Committee Officer or other person authorised by the contract between the Committee and the contractor to nominate sub-contractors or suppliers.</p>	<p>Add new (g) –</p> <p>“Relevant local authority business portal” means the business portal and electronic tendering of whichever of the constituent authorities is selected by the Responsible Officer.</p>

<p>2. <u>General</u></p> <p>(i) Every contract by or on behalf of the Portchester Crematorium Joint Committee ("the Committee") shall be in writing and shall comply with these Standing Orders. The Committee may nevertheless by a simple majority at any time suspend the operation of any or all of these Standing Orders in relation to a particular contract.</p> <p>(ii) Where an emergency makes compliance with the standing orders impossible or would severely affect the Committee's performance or services, then the relevant Responsible Officer -</p> <p>(a) may (after consultation with the Chairman, the Clerk and the Treasurer to the Joint Committee wherever the nature of the emergency allows such consultation) take such steps as s/he considers appropriate without compliance with any standing order;</p> <p>(b) must subsequently submit a report to the Committee describing the emergency and the extent of the non-compliance.</p> <p>(iii) Every contract must require that all goods and materials be at least in accordance with -</p> <p>(a) any appropriate British Standard Specification, or</p> <p>(b) any appropriate British Standard Code of Practice issued by the British Standards Institution or European equivalent.</p> <p>(iv) In a contract for any work or for the supply of goods or materials, the contractor shall be required to</p> <p>(a) indemnify the Committee against any claims for - personal injury, damage to property;</p>	
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<p>(b) have suitable insurance cover to support the indemnity, in a sum determined from time to time by the Treasurer to the Joint Committee in respect of any one incident:</p> <p>(c) produce satisfactory evidence that s/he is so insured.</p> <p>(v) Wherever it appears likely that during the course of a scheme the contract sum will be exceeded the Responsible Officer must submit to the Joint Committee at the earliest opportunity an estimate and full details of the probable excess.</p>	<p>Add new (vi) –</p> <p>Where the Committee or Responsible Officer decides the route to market needs to be advertised the opportunities should be advertised on the relevant local authority Business Portal to seek expressions of interest from suitably qualified suppliers. An opportunity which is advertised where the purchase value is expected to be £25k or more must also be advertised on the government’s Contract Finder site. Regard should also be given to advertisement of the opportunity within the trade journals and other publications as appropriate.</p> <p>Add new (vii) –</p> <p>If any matter should arise in respect of a proposed tender or contract not otherwise provided for within these rules the Responsible Officer may, after consulting the Clerk and the Treasurer, have regard to the relevant local authority’s contract procedure rules.</p>
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<p>3. <u>Quotations and Tenders</u></p> <p>(i) Where the estimated value or amount of a proposed contract -</p> <p>(a) does not exceed £10,000, the Responsible Officer may enter into such a contract with any person that s/he considers competent for the purpose. Verbal quotations must be confirmed in writing.</p> <p>(b) exceeds £10,000 but does not exceed £100,000 the Responsible Officer must whenever practicable seek at least three quotations. In cases where it is impracticable to seek at least 3 quotations the Responsible Officer must record the reasons. All quotations must be in writing. Alternatively, the Responsible Officer may seek tenders.</p> <p>(c) exceeds £50,000, the Responsible Officer shall seek not less than three tenders. In cases where it is impracticable to seek three tenders the Responsible Officer concerned may proceed without doing so after consultation with the Treasurer to the Joint Committee, and must record the reasons.</p> <p>(ii) If more than one quotation or tender is received the following procedure will apply -</p> <p>(a) The Responsible Officer may accept the lowest (if payment is to be made by the Committee) or highest (if payment is to be made to the Committee). In either case this will take account of any negotiations with contractors or suppliers.</p>	<p>Insert new replacement paragraphs as follows -</p> <p>(a) Does not exceed £10,000, the Responsible Officer may enter into such contract with any person considered competent for the purpose and must ensure that an audit trail is maintained and recorded on file. Verbal quotations must be confirmed in writing.</p> <p>(b) Exceeds £10,000 but does not exceed £100,000 the Responsible Officer must wherever practicable seek at least three quotations. In cases where it is impracticable to seek at least 3 quotations the Responsible Officer concerned may proceed without doing so after consultation with the Treasurer to the Joint Committee and must ensure that an audit trail is maintained and that the reasons are recorded on file. All quotations must be in writing preferably using the Responsible Officer's Business Portal. Alternatively, the Responsible Officer may seek tenders.</p> <p>(c) Exceeds £100,000 the Responsible Officer shall seek not less than three tenders. In cases where it is impracticable to seek at least 3 tenders the Responsible Officer concerned may proceed without doing so after consultation with the Treasurer to the Joint Committee and must ensure that an audit trail is maintained and that the reasons are recorded on file. All tenders must be in writing using the Responsible Officer's Business Portal.</p>
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<p>(b) If in the Responsible Officer's opinion there are grounds for believing that another quotation or tender offers better value for money, taking into account all relevant considerations this may be accepted. In the case of a tender over £100,000, the Responsible Officer must consult with the Chairman and Vice Chairman and the Treasurer to the Joint Committee.</p> <p>(c) Where the quotation or tender has an estimated value not exceeding £100,000 the Responsible Officer may accept the tender provided that it does not exceed 10% of the estimate following consultation with the Treasurer. Where the estimated value exceeds £100,000 the tender may be accepted provided it does not exceed 10% or £20,000 (whichever is the lesser) following consultation with the Treasurer, Chairman or Vice-Chairman.</p> <p>(iii) Quotations in writing sought by a Responsible Officer or written confirmation of verbal quotations must be returned to that Responsible Officer.</p> <p>(iv) Tenders must be returned to the Committee in accordance with Standing Order 4.</p> <p>(v) The sums referred to in this Standing Order will be adjusted by the Treasurer to the Joint Committee annually in accordance with a suitable index of inflation. They may be rounded up to the nearest of £1,000 or such figure as s/he thinks appropriate.</p>	<p>Insert replacement paragraph (b) –</p> <p>If in the Responsible Officer's opinion there are grounds for believing that another quotation or tender offers better value for money, taking in to account all relevant considerations this may be accepted after consultation with a local authority procurement professional. In the case of a tender over £100,000 the Responsible Officer must also consult with the Chairman and Vice Chairman and the Treasurer to the Joint Committee.</p> <p>Insert new (ii) (d) –</p> <p>Contracts must be awarded to the supplier who can be proven to offer the best value over the whole term of the agreement and the necessary quality.</p> <p>Replace (iii) as follows –</p> <p>Quotations in writing sought by a Responsible Officer or written confirmation of verbal quotations must be returned to that Responsible Officer or via the Responsible Officer's Business Portal.</p> <p>Add new (vi) –</p> <p>In seeking tenders the Responsible Officer must ensure that an audit trail is maintained and recorded on file. Tenders must be sought and managed via the relevant local authority business portal.</p>
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<p>4. <u>Public Invitation to Tender</u></p> <p>(i) Where a Responsible Officer seeks tenders, public notice must be given -</p> <ul style="list-style-type: none"> (a) in at least one local newspaper, or (b) in at least one appropriate trade journal, and (c) any additional publication as required by law, including the Official Journal of the European Community <p>(ii) Every invitation to tender must -</p> <ul style="list-style-type: none"> (a) Explain the nature and purpose of the contract. (b) Invite tenders to undertake the contract. (c) State where tender documents may be obtained. (d) State either the last date and time when tenders will be received, or the last date when applications for tender documents will be accepted. (e) State the person and address to which any tender should be sent. <p>(iii) All tender documents shall state that:-</p> <ul style="list-style-type: none"> (a) No tender will be considered unless received in a plain sealed envelope which must bear the word "Tender" followed by the subject to which it relates. (b) tenders will be retained in the Responsible Officer's custody and opened at one time, after the closing date and time for their receipt. (c) A tender envelope must not bear any name or mark indicating the sender. (d) The Committee reserves the right to accept a tender other than the lowest, or to accept no tender at all. (e) No tenders received after the fixed date and time shall be considered. 	<p>Replace (i) with the following –</p> <p>Where the Responsible Officer seeks tenders these should be advertised on the relevant local authority's business portal and any additional publication as required by law including the requirements of the EU procurement regulations.</p> <p>Replace (iii) (a) – (e) with the following –</p> <ul style="list-style-type: none"> (a) All invitations to tender must specify requirements for their submission. Such requirements should include a time by which tenders must be received by the Joint Committee. Any decisions to change the tender deadline must be agreed by a local authority procurement professional and recorded on file. (b) All tenders should be managed through the Responsible Officer's local authority business portal and electronic tendering. Support should be sought from the local authority procurement professional to assist suppliers requesting help with electronic tendering. (c) All procurement submissions that have used the tender route should be electronically unsealed by a member of the local authority procurement team after the tender deadline date. (d) No tenders received after the fixed date and time shall be considered.
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<p>5. <u>Selective Tenders Public Notice</u></p> <p>(i) This Standing Order applies where the Committee or Responsible Officer to the extent of delegated authority has decided to obtain tenders for contracts over £100,000 and has decided that invitation to tender for a contract is to be limited to persons who reply to a public notice.</p> <p>(ii) Public notice must be given -</p> <p>(a) in at least one local newspaper, and</p> <p>(b) in one or more newspapers or journals circulating among persons undertaking such contracts, and</p> <p>(c) in any additional publication as required by law, including the requirements of the European Procurement Regulations.</p> <p>The notice must set out particulars of the proposed contract and invite persons interested to apply, within a specified period, being not less than 10 days.</p> <p>(iii) After the end of the public notice invitation period the Responsible Officer in consultation with the Treasurer to the Joint Committee may select not less than 4 persons who applied for permission to tender. This may be either generally or in relation to a particular contract or category of contracts. Invitations to tender for the contract must be sent to those persons selected. If fewer than 4 persons applied (and are considered suitable) they must all be sent invitations to tender.</p>	<p>In (i) replace the word ‘persons’ with ‘applicants’</p> <p>Replace paragraph (ii) as follows –</p> <p>Public Notice should be advertised on the relevant local authority’s business portal and any additional publication as required by law including the requirements of the EU procurement regulations. The notice must set out particulars of the proposed contract and invite applicants interested to apply, within a specified period, being not less than 10 days.</p> <p>Replace paragraph (iii) as follows –</p> <p>After the end of the public notice invitation period the Responsible Officer in consultation with an appropriate local authority procurement professional and the Treasurer to the Joint Committee may select not less than 4 applicants who applied for permission to tender. Regard shall be had to any Supplier Selection Questionnaire completed by applicants. This may be either generally or in relation to a particular contract or category of contracts. Invitations to tender for the contract must be sent to those applicants selected. If fewer than 4 applicants applied (and are considered suitable) they must all be sent invitations to tender.</p>
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<p>6. <u>Procedure on Receipt of Tenders</u></p> <p>(a) Tenders shall remain in the custody of the Responsible Officer until the time appointed for their opening.</p> <p>(b) All tenders shall be opened at one time in the presence of the Responsible Officer or his representative.</p> <p>(c) Any tenders not complying with Standing Order 4 (above) shall be disqualified.</p>	<p>Replace 6 (a) – (c) with the following –</p> <p>(a) All tenders should be managed through the Responsible Officer’s local authority business portal and electronic tendering.</p> <p>(b) All procurement submissions that have used the tender route should be electronically unsealed by a member of the local authority procurement team after the tender deadline date.</p> <p>(c) No tenders received after the fixed date and time shall be considered.</p>
	<p>Insert new –</p> <p>6A <u>Tender Evaluation and Selection</u></p> <p>(a) An evaluation matrix should be prepared (including the appropriate weightings against Cost/Service/Quality elements) as part of the initial tender documentation.</p> <p>(b) A completed evaluation/scoring matrix must be produced to support the selection decision in a level of detail that will allow meaningful feedback to bidders.</p>
<p>7. <u>Nominated Sub-Contractors and Suppliers</u></p> <p>(i) Where a contract provides for the nomination by the Supervising Officer of a subcontractor or supplier for undertaking work or supplying goods or materials then the provisions of Standing Order 3 will apply.</p> <p>(ii) An invitation to tender must comply with the requirements of Standing Order 4(ii) and the tender documents with the requirements of Standing Order 4(iii), except that Tenders must be addressed to the Supervising Officer, and will remain in his/her custody until the time appointed for their opening.</p> <p>(iii) Tenders must be opened at one time in the presence of two officers designated by the Supervising Officer.</p>	

<p>(iv) The provisions of this Standing Order will not apply:-</p> <p>(a) to goods or materials to be purchased or supplied under a trade name or description; or</p> <p>(b) where the Supervising Officer considers that it would not be in the interests of the Committee, and in accordance with the practice prevailing in the profession, to invite tenders before nominating a sub-contractor or supplier.</p>	
<p>8. <u>Liquidated Damages and Security for Performance</u> Every contract which exceeds £50,000 must include provision for liquidated damages to be paid by the contractor in the event of the contract not being performed by him/her. The Responsible Officer may dispense with this requirement with the agreement of the Treasurer to the Joint Committee.</p>	
<p>9. <u>Monitoring of Contracts</u> The Responsible Officer shall monitor the expenditure, standards, quality and performance of any contract for which s/he is responsible, and submit to the Joint Committee a report in respect of any matter that may require attention, or as otherwise directed by the Committee.</p>	
<p>(The Clerk currently has delegated authority to prepare and execute documents in pursuance of Committee or delegated decisions, and to nominate an Officer to act during any absence of the Clerk)</p>	<p>Insert New 10 - <u>Signing of Contracts</u></p> <p>(a) The Clerk is authorised to sign contracts on behalf of the Joint Committee. (b) The Clerk may delegate responsibility for signing contracts to other officers subject to such conditions as are considered appropriate.</p>
	<p>Insert New 11 – <u>Contract Records</u></p> <p>(a) All original and signed copies of a contract must be held in a secure location for the term of the contract (including any agreed extension periods) plus the statutory limitation period. (b) The Responsible Officer for a contract will be responsible for keeping and ensuring safety of the contract documentation.</p>

