

Name of meeting: **Cabinet**
 Date: **20th October 2015**

Title of report: **Bereavement Service - Capital Plan 2015/16 & 2016/17**

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes Affects all wards
Is it in the Council's Forward Plan ?	Yes
Is it eligible for "call in" by Scrutiny ?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman - 08.10.15
Is it signed off by the Director of Resources?	David Smith - 28.09.15
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft - 08.10.15
Cabinet member portfolio	Housing and the Relief of Poverty - - Cllr Cathy Scott

Electoral [wards](#) affected: **All wards**
 Ward councillors consulted: **N/A**

Public or private: **Public**

1. Purpose of report

- 1.1. Cabinet is requested to approve the Bereavement Services Capital Plan investment programme for 2015/16 and 2016/17.
- 1.2. To seek approval by Cabinet for delegated authority to an Assistant Director - Place Directorate to manage the programme.

2. Key points

- 2.1. The Bereavement Service Capital Plan 2015/2016 and 2016/17 is a continuation of planned improvements to the service infrastructure, aimed at improving the facilities, standards and customer experience within cemeteries and crematoria.
- 2.2. On 21st November 2011, Kirklees Council's Cabinet approved expenditure of £1.72m for programme of works to cemeteries and crematoria across Kirklees.
- 2.3. Improvements since this date have included:

- 2.3.1. Major upgrade of cremators at both Huddersfield and Dewsbury Moor Crematoria. These works include adaptations to remove mercury from crematorium emissions at both crematoria, ensuring Kirklees Council meets the changes in the Environmental Protection Act (1990). Heat exchange equipment has also been installed to enable a reduction in the temperature of flue gases, supplement the heating system in the crematoria and reduce the carbon emissions.
- 2.3.2. Installation of new music and media systems at both Huddersfield and Dewsbury Moor Crematoria. New systems offer extensive on-line library of music, enabling funeral directors to select specific music tracks and artists remotely. New systems also enable in-service electronic media presentations and external web-casts of funeral services.
- 2.3.3. Internal and external improvements at Dewsbury Moor Crematorium, including porte cochere improvements and extension (front canopy where hearse and funeral cars stop at front of chapel), installation of canopy and covered walkway to flower terrace (to enable mourners to reflect after the funeral service, whatever the weather), car park improvements, central heating system replacement, interior redecoration, and replacement of Book of Remembrance cabinet.
- 2.3.4. Development of new cemetery at Hey Lane, Huddersfield, which opened in Autumn 2013, providing new multi-faith burial ground and Garden of Rest (interment of cremated remains).
- 2.3.5. Improvements and extensions to pathways and driveways in a number of cemeteries, enabling improved customer and operational access.
- 2.3.6. All improvements at cemetery and crematoria sites have been completed to improve the customer experience, to meet the needs of customers, partners and the Council's legal obligations and to deliver a modernised bereavement service.

2.4 Bereavement Service capital budget allocation for 2015/16 and 2016/17 is £175k per annum. The proposed programme of improvements primarily consists of the following categories of work:

- Measures to improve safety and efficiency of cremation operations,
- Improvements to public areas at both crematoria,
- Improvements to pathways and driveways at cemeteries and crematoria across Kirklees,
- Development of green burial space within existing cemeteries, and
- Measures to maximise income generation and retain existing levels of service.

2.5 The intention is to keep corporate prudential borrowing to a minimum, investing only where tangible benefits to the customer experience and safe environments can be demonstrated.

Financial delegations

2.6 In order to aid the speedy implementation of works, particularly as year - end approaches, Cabinet is requested to delegate authority, in accordance with the Council's Financial Procedure Rules 3.12 to 3.14 dated April 2015, to an Assistant Director (Place) to manage the implementation of the identified works within the respective agreed total programme budgets.

2.7 Delegated authority would include the authority to:

- Transfer resources within a programme area without restrictions;
- Add new urgent projects under £250k to the programmes without prior Cabinet approval providing that the total cost of the programmes remain within the approved capital allocations set by Council (All new works above £250k would require the approval of a business case by Cabinet before being added to a programme);
- Slip or delete projects during the course of the financial year to enable effective management of the programmes concerned;
- Such decisions will be taken as appropriate and recorded in accordance with Standing Orders as well as Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

All variations, additions and deletions would be reported retrospectively to Cabinet in accordance with Financial Procedure Rule 3.15.

3. Implications for the Council

The Capital Programme can be delivered, within existing legal, financial, human resources and information technology framework.

The capital investment of £175k per annum is to be funded from prudential borrowing. The average revenue cost of financing this level of borrowing is 6.7% per annum, which equates to £11.7k per annum.

4. Consultees and their opinions

Strategic Finance, the Capital Delivery Board and Assistant Director's Group have been consulted and are in agreement with the contents of this report.

5. Next steps

Subject to approval of the proposed projects, officers will ensure the 2015/2016/2017 capital plan is updated and the projects outlined are developed, designed, procured and implemented, in line with Kirklees Council procedures.

6. Officer recommendations and reasons

It is recommended that Cabinet:

- a) Approves the schemes outlined in Appendix A, enabling further improvements to the facilities, standards and customer experience provided within the Council's cemeteries and crematoria.
- b) Consider and approve the proposed delegated powers as outlined in paragraphs 2.6 and 2.7 of this report.

7. Cabinet portfolio holder recommendation

The portfolio holder, Councillor Cathy Scott, is in agreement with the officer recommendations detailed at 6 (a) and (b), listed above and for the report to proceed to Cabinet on the 20 October 2015.

8. Contact officer and relevant papers

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9. Assistant Director responsible

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10. Attachments

Appendix A: 2015/16/17 Capital Budget Allocation - Bereavement Services.

APPENDIX A**Streetscene – Bereavement Services****Capital Plan Allocation 2015/16/17**

Total allocation £175k per annum

Programme area	Allocation	Scheme / Location	Notes	Year
Measures to improve safety and efficiency of cremation operations	£15k	Dewsbury Moor Crematoria	Works to include work stations, office within crematoria building.	2015/16
	To be confirmed	Huddersfield & Dewsbury Moor Crematoria	Ongoing improvements to cremators	2016/17
Improvements to public areas at both crematoria	£25k (to be confirmed)	Huddersfield Crematoria	To aid ventilation, security and access for disabled visitors	2015/16 2016/17
	£20k	Dewsbury Moor Crematoria		2016/17
Improvements to pathways and driveways at cemeteries and crematoria across Kirklees	£45k per annum	Cemeteries in North and South Kirklees		2015/16 2016/17
Development of green burial space within existing cemeteries	£25k	Liversedge cemetery	New service offer	2015/16
CityFibre developments	£20k (to be confirmed)	Dewsbury Moor Crematoria		2015/16
	£40k	Huddersfield Crematoria		2016/17
Crematorium and cemetery improvements	£45k	Kirklees-wide	Service investment and growth	2015/16
	£70k	Kirklees-wide		2016/17