

Report to: **Mansfield and District Joint Crematorium Committee**

Date: Monday 22 September 2025 (15:00 hours)

Director Lead: Mansfield District Council, Ady Selby, Assistant Director Neighbourhood Services, 01623 463036

Lead Officer: Mansfield District Council, Nada Colclough, Crematorium and Cemeteries Manager and Registrar, 01623 463882

Report Summary	
Type of report	Open Report with Exempt Appendix
Report Title	Crematorium Development Report
Purpose of Report	This report provides an update to Members on the refurbishment project of the crematorium
Recommendations	That Members note the report.

The Exempt Appendix to this report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) which is a category of exempt information under Schedule 12A of the Local Government Act 1972, Paragraph 3 under which the Committee has the power to exclude the press and public if it so wishes.

It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because of potential to prejudice the commercial interests of the contractor, if the financial details were to be put into the public domain thereby becoming available to competitors.

1.0 Background

- 1.1 During the JCC meeting in May 2025 a project timeline and the arrangements for the project monitoring of the crematorium refurbishment were presented. This report provides members with an update on progress against the project timeline.

2.0 Proposal/Options Considered and Reasons for Recommendation

2.1 External Project Management

- 2.2 MDC Design Services team have been working with Nottinghamshire County Council who have been managing the procurement of an external project manager.

- 2.3 Collaboratively, Design Services, the crematorium manager and director for neighbourhood services contributed to the decision making around the weighting of the quality questions for the tender process and given the risks associated with the need for specialist experience the heavily weighted quality questions were around the bidders demonstrating the following:
- 2.3.1 Experience of crematorium, cemetery, or highly sensitive civic projects, where they have previously acted as Employer's Agent or PM.
 - 2.3.2 Experience of ensuring service continuity, health and safety, and dignity of operation during construction in a live crematorium environment.
approach to the procurement and technical integration of specialist cremator equipment, including early supplier engagement and later novation
 - 2.3.3 Describing their approach to the procurement and technical integration of specialist cremator equipment, including early supplier engagement and later novation
- 2.4 In line with the project plan that can be seen in appendix a, the tender period was due to close at the end of July. Due to several requests to visit the site the tender period was extended by a week to accommodate all of these.
- 2.5 A moderation meeting for the evaluated tenders took place on 11 September. With evaluation of the costs submitted now being carried out by Mansfield's design services team.
- 2.6 Five out of seven tender submissions received were proceedable to the evaluation process.
- 2.7 **Project Monitoring**
- 2.8 Considering the length of the procurement process for the external project manager, the first working party meeting took place on 11th September. With the agenda for the first meeting being the following:
- 2.8.1 Appointment of the PM
 - 2.8.2 Financing updates including the current position with the VAT liability on the project
 - 2.8.3 Communication strategy
- 2.9 Member representative from each of the authority areas are scheduled to meet monthly from the 12th September which will provide members with monthly updates following the appointment of the external project manager.
- 2.10 This report will be updated with progression from both the working party meeting and the member update meeting for the final report's submission
- 2.11 **Next Steps**
- 2.12 Following contract award the appointed project manager will take over the development and inception of the project timeline, with an immediate focus on the following:

- 2.12.1 Procurement of the structural survey
- 2.12.2 Procurement and appointment of the design team
- 2.12.3 Investigation and planning of business continuation

3.0 Implications

In writing this report and in putting forward recommendations' officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Appendix 1 – Crematorium Development Project Plan