

**ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD**

Please use this form to record any Executive Decision taken by a Cabinet Member or Chief Officer.

TO BE COMPLETED BY THE DECISION TAKER:	
<b>1.</b>	<p><b>Title / Subject Matter:</b> Please give a brief summary of what the decision was about. A short title for future reference would also be helpful.</p> <p><b>MANSFIELD CREMATORIUM – INTERIM ARRANGEMENTS DURING THE CORONAVIRUS PANDEMIC</b></p>
<b>2.</b>	<p><b>Is this a Key Decision:</b> A Key Decision is one that is likely to:</p> <p>(a) Result in the Council spending or making savings of over <b>£50,000 revenue</b> or <b>£1m capital</b>, or;</p> <p>(b) Have a significant impact on <b>two</b> or more Wards, or electoral divisions in the Council’s area.</p> <p><b>No</b></p>
<b>3.</b>	<p><b>Decision Taken:</b> Briefly summarise what you have decided to do. For instance, to purchase a specific piece of equipment for a specific cost. Don’t include any information in your summary that you would not want to be published.</p> <ol style="list-style-type: none"> <li><b>1. To temporarily amend the Executive Scheme of Delegation such that urgent decisions relating to the Mansfield Crematorium, currently delegated to the Mansfield and District Crematorium Joint Committee, are taken by the Leader during the coronavirus (COVID-19) pandemic;</b></li> <li><b>2. To offer direct cremation at a cost of £490 after 4pm for up to 6 months;</b></li> <li><b>3. To remove the current £108 surcharge for funerals held on Saturdays (revised fee being £778) and to extend the number of service times available on Saturdays from 8 to 14, by extending operating times on Saturdays to 3.15pm for up to 6 months.</b></li> </ol>
<b>4.</b>	<p><b>Reasons for the Decision:</b> Again, briefly explain why you thought this was the right decision.</p> <p>During the current coronavirus (COVID-19) pandemic, the volume of cremations is expected to be higher than usual. The Nottinghamshire Local Resilience Forum, which is the multi-agency group responsible for co-ordinating the response to this major incident, has requested that the crematorium increases its capacity. The proposals will enable the Mansfield Crematorium to fulfil its responsibilities.</p>

**5. Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision:**

Please attach the relevant Report or Briefing Note. Unless classified as exempt, this information will be included with the Decision Record and published on the Council's website.

Attached

**6. Was the Decision classed as exempt? If so, what were the reasons for this:**

Please refer to the Constitution which explains the legal grounds for exempting from publication information used to make a decision.

No

**7. Alternative Options Considered / Rejected:**

Briefly summarise what other options, if any, you considered and explain why you rejected them.

None due to the urgency of the decisions and the need to fulfil the requirements to be placed upon the Crematorium during the COVID19 pandemic.

**8. Declarations of Interest and Dispensations – if applicable:**

Any Declarations of Interest relating to this decision and subsequent dispensations should be listed.

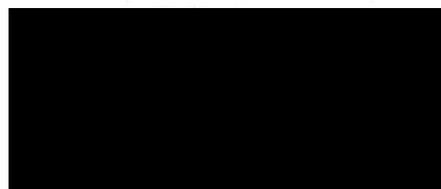
N/A

**9. Name / Title of the relevant lead Cabinet Member(s) consulted (if appropriate):**

Councillors Helen-Ann Smith, Tom Hollis and David Martin – Members of the Joint Crematorium Committee

**10. Name / Title of the decision taker:**

(a) Cabinet Member **The LEADER OF THE COUNCIL, COUNCILLOR JASON ZADROZNY**



Date: 17 April 2020
TO BE COMPLETED BY DEMOCRATIC SERVICES
<b>1. Date that the decision was notified to members:</b>  Not applicable
<b>2. Date and time when the Call-In period for this decision ends:</b>  
<b>3. Date when the decision can be implemented (five working days following publication):</b>  
<b>4. Decision Reference Number:</b>  

The completed form should be emailed to the Democratic Services Team:

[democratic.services@ashfield.gov.uk](mailto:democratic.services@ashfield.gov.uk)

They will arrange for it to be published on the Council's web site.

**EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION:**

Use this section to share any confidential information. **This will not be published or placed on the Council's web site.** It will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) [r.dennis@ashfield.gov.uk](mailto:r.dennis@ashfield.gov.uk) or any member of the Democratic Services Team.

<b>Report To:</b>	<b>LEADER OF THE COUNCIL</b>	<b>Date:</b>	<b>17 APRIL 2020</b>
<b>Heading:</b>	<b>MANSFIELD CREMATORIUM – INTERIM ARRANGEMENTS DURING THE CORONAVIRUS PANDEMIC</b>		
<b>Portfolio Holder:</b>	<b>LEADER OF THE COUNCIL, COUNCILLOR JASON ZADROZNY</b>		
<b>Ward/s:</b>	<b>N/A</b>		
<b>Key Decision:</b>	<b>NO</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

### **Purpose of Report**

To put in place interim arrangements at the Mansfield Crematorium in response to the coronavirus (COVID-19) pandemic.

### **Recommendation(s)**

- 1. To temporarily amend the Executive Scheme of Delegation such that urgent decisions relating to the Mansfield Crematorium, currently delegated to the Mansfield and District Crematorium Joint Committee, are taken by the Leader during the coronavirus (COVID-19) pandemic;**
- 2. To offer direct cremation at a cost of £490 after 4pm for up to 6 months;**
- 3. To remove the current £108 surcharge for funerals held on Saturdays (revised fee being £778) and to extend the number of service times available on Saturdays from 8 to 14, by extending operating times on Saturdays to 3.15pm for up to 6 months.**

### **Reasons for Recommendation(s)**

During the current coronavirus (COVID-19) pandemic, the volume of cremations is expected to be higher than usual. The Nottinghamshire Local Resilience Forum, which is the multi-agency group responsible for co-ordinating the response to this major incident, has requested that the crematorium increases its capacity. The proposals will enable the Mansfield Crematorium to fulfil its responsibilities.

### **Alternative Options Considered**

*(with reasons why not adopted)*

None considered due to the urgency of the situation.

### **Detailed Information**

Mansfield Crematorium is seeking to fulfil its responsibilities in response to the COVID-19 crisis, and increase capacity. A decision on revised opening hours and charging arrangements is required urgently and it would cause unacceptable delay to convene a remote meeting of the Joint Crematorium Committee.

Ashfield District Council, Mansfield District Council, and Newark & Sherwood District Council have constituted the Joint Crematorium Committee to exercise their respective powers for the provision, running, maintenance and management of Mansfield Crematorium. Section 101(4) of the Local Government Act 1972 says that this arrangement does not prevent the Council from exercising these functions itself. It is acknowledged that the three Authorities will need to make a unanimous decision in order for it to be implemented.

Under the existing Executive Scheme of Delegation, the Leader of the Council has delegated decisions relating to the Joint Crematorium Committee pursuant to The Local Authorities (Arrangement for Discharge of Functions) (England) Regulations 2012, Regulations 4, 9 and 11. The Leader is personally responsible for the discharge of all Executive Functions and may take any decision in relation to any such function. In order to ensure a decision can be taken as a matter of urgency in respect of the Mansfield Crematorium, the Leader has decided to temporarily amend the Executive Scheme of Delegation such that urgent decisions relating to the Mansfield Crematorium, currently delegated to the Mansfield and District Crematorium Joint Committee, are taken by the Leader during the coronavirus (COVID-19) pandemic.

The Councils' representatives on the Joint Committee (Councillors, Helen-Ann Smith, Tom Hollis and David Martin) have all been consulted and are in favour of the recommendations.

The Crematorium currently offers direct cremation at £490 prior to 10am in the morning – during the pandemic period the Crematorium proposes to offer that facility after 4pm. This would mean that the Crematorium has a concentration of coffins coming in at a time it can cope with storage and also still allow families to have a normal service during the day. The Crematorium is currently booking direct cremations in at 15 minute slots to increase its capacity.

The Crematorium currently has a surcharge of £108 in place for Saturday funerals – it is not currently receiving any requests for Saturday funerals and this may be partially due to the surcharge. The Crematorium proposes to remove the surcharge and offer the same price as during the week (£778), and extend the number of service times available on Saturdays from 8 to 14, extending operating times on Saturdays to 3.15pm. This would help with downtime of machinery as the cremators do not like to become really cold as it affects the brickwork and this would aid start up times on a Monday. It is suggested that these decisions are reviewed in 6 months time.

### **Implications**

#### **Corporate Plan:**

There are no specific Corporate Plan issues relating to these recommendations.

**Legal:**

Constitutional and legal issues are set out in the report.

**Finance:**

Budget Area	Implication
General Fund – Revenue Budget	This temporary change is likely to lead to a short term net increase in income.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

**Risk:**

Risk	Mitigation
If the revised arrangements are not approved, the Mansfield Crematorium may be unable to fulfil its responsibilities in response to the COVID-19 crisis, and increase capacity.	To approve the temporary changes as recommended in the report.

**Human Resources:**

There are no direct HR issues.

**Environmental/Sustainability**

There are no significant Environmental/Sustainability issues.

**Equalities:**

There are no equalities issues.

**Other Implications:**

None

**Reason(s) for Urgency**

In accordance with Part 4 of the Constitution, Overview and Scrutiny Rules of Procedure, Rule 13, where a decision needs to be implemented urgently call in does not apply. The amendments to the arrangements at the Crematorium need to be implemented without delay due to the needs placed upon in during the coronavirus pandemic.

**Reason(s) for Exemption**

N/A

**Background Papers**

None.

**Report Author and Contact Officer**

Ruth Dennis

DIRECTOR OF LEGAL AND GOVERNANCE

[r.dennis@ashfield.gov.uk](mailto:r.dennis@ashfield.gov.uk)

01623 457009