



Wednesday, 16 October 2024

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 24 October 2024 in the Bramcote Crematorium, Coventry Lane, Bramcote, commencing at 6.30 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors: S J Carr
H G Khaled MBE
M Radulovic MBE (Chair)

J Dawson (Vice-Chair)
B Everett
J Hare

A G E N D A

1. Apologies

To receive apologies for absence and to be notified of the attendance of substitutes.

2. Declarations of Interest

(Pages 3 - 10)

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. Minutes

(Pages 11 - 14)

To approve the minutes of the previous meeting held on 20 June 2024.

4. Financial Performance Management Update (Pages 15 - 18)

To advise the Joint Committee on the latest financial/budget performance levels for Bramcote Crematorium for 2024/25.

5. Marketing and Performance Strategy (Pages 19 - 26)

To provide the Joint Committee with an update on performance and marketing.

6. Update on Replacement Cremators (Pages 27 - 34)

To provide the Joint Committee with an update on the progress with regards the replacement cremators project.

7. Work Programme (Pages 35 - 36)

To consider items for inclusion in the Work Programme for future meetings.

8. Exclusion of Public and Press

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.

9. Pre Paid Cremation Deed Verbal Update

10. Pamela Cottage and Land Sale Verbal Update

Report of the Monitoring Officer

DECLARATIONS OF INTEREST

1. Purpose of Report

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda. The following information is extracted from the Code of Conduct, in addition to advice from the Monitoring Officer which will assist Members to consider any declarations of interest.

Part 2 – Member Code of Conduct

General Obligations:

10. Interest

10.1 You will register and disclose your interests in accordance with the provisions set out in Appendix A.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of Members of the Council. The register is publically available and protects you by demonstrating openness and willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting which allows the public, Council employees and fellow Councillors know which of your interests gives rise to a conflict of interest. If in doubt you should always seek advice from your Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as defined in Appendix A of the Code of Conduct, is a criminal offence under the Localism Act 2011.

Advice from the Monitoring Officer:

On reading the agenda it is advised that you:

1. Consider whether you have any form of interest to declare as set out in the Code of Conduct.
2. Consider whether you have a declaration of any bias or predetermination to make as set out at the end of this document
3. Update Democratic Services and the Monitoring Officer and or Deputy Monitoring Officers of any declarations you have to make ahead of the meeting and take advice as required.
4. Use the Member Interest flowchart to consider whether you have an interest to declare and what action to take.
5. Update the Chair at the meeting of any interest declarations as follows:

‘I have an interest in Item xx of the agenda’

'The nature of my interest is therefore the type of interest is
DPI/ORI/NRI/BIAS/PREDETERMINATION
'The action I will take is...'

This will help Officer record a more accurate record of the interest being declared and the actions taken. You will also be able to consider whether it is necessary to send a substitute Members in your place and to provide Democratic Services with notice of your substitute Members name.

Note: If at the meeting you recognise one of the speakers and only then become aware of an interest you should declare your interest and take any necessary action

6. Update your Member Interest Register of any registerable interests within 28days of becoming aware of the Interest.

Ask yourself do you have any of the following interest to declare?

1. DISCLOSABLE PECUNIARY INTERESTS (DPIs)

A "Disclosable Pecuniary Interest" is any interest described as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and includes an interest of yourself, or of your Spouse/Partner (if you are aware of your Partner's interest) that falls within the following categories: Employment, Trade, Profession, Sponsorship, Contracts, Land, Licences, Tenancies and Securities.

2. OTHER REGISTERABLE INTERESTS (ORIs)

An "Other Registerable Interest" is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
 - (i) exercising functions of a public nature
 - (ii) anybody directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of general control or management.

3. NON-REGISTRABLE INTERESTS (NRIs)

"Non-Registrable Interests" are those that you are not required to register but need to be disclosed when a matter arises at a meeting which directly relates to your financial interest or wellbeing or a financial interest or wellbeing of a relative or close associate that is not a DPI.

A matter "directly relates" to one of your interests where the matter is directly about that interest. For example, the matter being discussed is an application about a particular property in which you or somebody associated with you has a financial interest.

A matter “affects” your interest where the matter is not directly about that interest but would still have clear implications for the interest. For example, the matter concerns a neighbouring property.

Declarations and Participation in Meetings

1. DISCLOSABLE PECUNIARY INTERESTS (DPIS)

1.1 Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests which include both the interests of yourself and your partner then:

Action to be taken

- **you must disclose the nature of the interest** at the commencement of that consideration, or when the interest becomes apparent, whether or not such interest is registered in the Council’s register of interests of Member and Co-opted Members or for which you have made a pending notification. If it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
- **you must not participate in any discussion** of that particular business at the meeting, or if you become aware of a disclosable pecuniary interest during the meeting you must not participate further in any discussion of the business, including by speaking as a member of the public
- **you must not participate in any vote** or further vote taken on the matter at the meeting and
- **you must withdraw from the room** at this point to make clear to the public that you are not influencing the meeting in anyway and to protect you from the criminal sanctions that apply should you take part, unless you have been granted a Dispensation.

2. OTHER REGISTERABLE INTERESTS (ORIS)

2.1 Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests i.e. relating to a body you may be involved in:

- **you must disclose** the interest at the commencement of that consideration, or when the interest becomes apparent, whether or not such interest is registered in the Council’s register of interests of Member and Co-opted Members or for which you have made a pending notification. If it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
- **you must not take part in any discussion or vote** on the matter, but may speak on the matter only if members of the public are also allowed to speak at the meeting
- **you must withdraw from the room** unless you have been granted a Dispensation.

3. NON-REGISTRABLE INTERESTS (NRIs)

3.1 Where a matter arises at a meeting, which is not registrable but may become relevant when a particular item arises i.e. interests which relate to you and /or other people you are connected with (e.g. friends, relative or close associates) then:

- **you must** disclose the interest; if it is a sensitive interest you do not have to disclose the nature of the interest, just that you have an interest
 - **you must not take part in any discussion or vote**, but may speak on the matter only if members of the public are also allowed to speak at the meeting; and
 - **you must withdraw** from the room unless you have been granted a Dispensation.
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Dispensation and Sensitive Interests

A “Dispensation” is agreement that you may continue to participate in the decision-making process notwithstanding your interest as detailed at section 12 of the Code of the Conduct and the Appendix.

A “Sensitive Interest” is as an interest which, if disclosed, could lead to the Member, or a person connected with the Member, being subject to violence or intimidation. In any case where this Code of Conduct requires to you to disclose an interest (subject to the agreement of the Monitoring Officer in accordance with paragraph 2.4 of this Appendix regarding registration of interests), you do not have to disclose the nature of the interest, if it is a Sensitive Interest in such circumstances you just have to disclose that you have a Sensitive Interest under S32(2) of the Localism Act 2011. You must update the Monitoring Officer when the interest is no longer sensitive, so that the interest can be recorded, made available for inspection and published.

BIAS and PREDETERMINATION

The following are not explicitly covered in the code of conduct but are important legal concepts to ensure that decisions are taken solely in the public interest and not to further any private interests.

The risk in both cases is that the decision maker does not approach the decision with an objective, open mind.

This makes the local authority’s decision challengeable (and may also be a breach of the Code of Conduct by the Councillor).

Please seek advice from the Monitoring Officer or Deputy Monitoring Officers, if you need assistance ahead of the meeting.

BIAS

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest:

- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

PREDETERMINATION

Where a decision maker has completely made up his/her mind before the decision is taken or that the public are likely to perceive you to be predetermined due to comments or statements you have made:

- a) you should not take part in the decision-making process
- b) you should state that your position in this matter prohibits you from taking part
- c) you should leave the room.

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Registerable Interests

These are interests that you are required to register in accordance with the Code of Conduct. They are interests that you would know about in advance of an item coming up (e.g. land you own) and you should have included them when filling in your register of interests.

What type of Registerable Interest do you have in this matter?

Disclosable Pecuniary Interests

These are any interests that are described as DPIs under the Code of Conduct and include both the interests of yourself and of your partner.

Other Registerable Interests

These are personal interests that relate to certain types of bodies that you may be involved in as set out in the Code of Conduct.

Does the matter directly relate to one of your Disclosable Pecuniary Interests?

No

Does the matter directly relate to the financial interest or wellbeing of one of your Other Registerable Interests?

No

Does the matter affect a financial interest or the wellbeing of yourself or of a friend, relative or close associate?

No

Is the financial interest or wellbeing affected to a greater extent than the financial interests or wellbeing of the majority of inhabitants?

No

Would a reasonable member of the public knowing all the facts believe that it would affect your view of the wider public interest?

No

You must:

- Disclose the interest;
- Not speak on the matter;
- Not participate in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

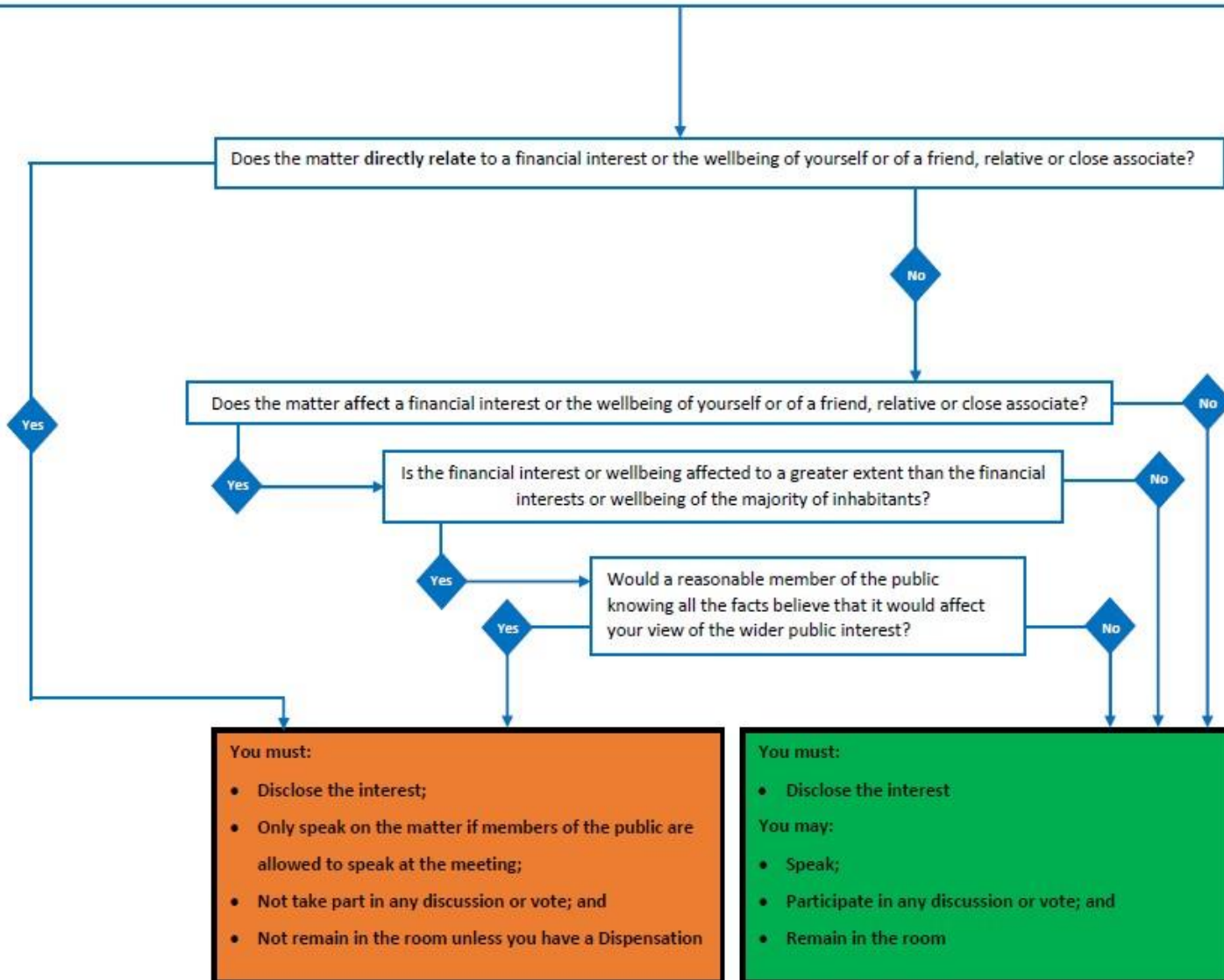
- Disclose the interest;
- Only speak on the matter if members of the public are allowed to speak at the meeting;
- Not take part in any discussion or vote; and
- Not remain in the room unless you have a Dispensation

You must:

- Disclose the interest
- You may:
- Speak;
 - Participate in any discussion or vote; and
 - Remain in the room

Non-Registerable Interests

These are interests that you are not required to register but may become relevant when a particular item arises. These are usually interests that relate to other people you are connected with (e.g. friends, relatives or close associates) but can include your own interests where you would not have been expected to register them.



BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

THURSDAY, 20 JUNE 2024

Present: Councillor M Radulovic MBE, Chair

Councillors: J Dawson
B Everett
C M Poole

Apologies for absence were received from Councillors S J Carr and H G Khaled MBE.

1 APPOINTMENT OF CHAIR

RESOLVED that M Radulovic MBE be appointed Chair of the Joint Committee.

2 APPOINTMENT OF VICE-CHAIR

RESOLVED that J Dawson be appointed Vice-Chair of the Joint Committee.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES

The minutes of the meeting held on 21 March 2024 were confirmed and signed as a correct record.

5 BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE AGREEMENT

The Joint Committee considered the updates to the Agreement in respect of the Bramcote Bereavement Services Joint Committee.

Changes to the Agreement require the consideration by each of the constituent Council's appropriate Committees and full Council meetings prior to implementation.

RECOMMENDED to the respective Councils that the revised Agreement be approved and that the consequential changes to the Constitution be made.

6 ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2023/24

The Joint Committee considered the Annual Report and Management Statement of Accounts for 2022/23 in accordance with the vision of working to provide the most professional, compassionate and sensitive services to meet the needs and expectations of people using Bramcote Crematorium.

The accounts for the Bramcote Bereavement Services show a revenue account deficit of £29,949 for the financial year ended 31 March 2024. The surplus on operations for the year was £570,222, which is £23,622 higher than the original budget approved in January 2023. The accumulated revenue surplus as at 31 March 2024 was £334,598.

RESOLVED that:

- 1. The Annual Report and Management Statement of Accounts for the financial year 2023/24 be approved as the basis for generating accounting entries to the two constituent authorities.**
- 2. The accumulated revenue surplus and other investments be retained by the Joint Committee for future use, with the position being reviewed when the 2024/25 revised estimates are considered.**
- 3. Development budget carry forward requests totalling £213,400, as outlined in the report, be approved and included in the 2024/25 revised budget.**

7 MARKETING AND PERFORMANCE STRATEGY

The Marketing and Performance Strategy report was noted.

It was noted that the funerals available in the core and targeted areas between 1 April 2023 and 31 March 2024 has decreased by 4.50% compared to the same period in 2022/23. This percentage equates to 198 cremations not being available.

It was noted that analysis would be carried out on a monthly basis to establish the market share for the services held at the Crematorium. For every cremation held at the crematorium this would involve recording the district where each of the deceased lived set against the overall death rate for the corresponding district. The market share can then be calculated.

8 WORK PROGRAMME

The Joint Committee discussed the Work Programme, it was requested that a report regarding the sale of land, environmental efficiencies and Pamela Cottage be added to the Work Programme.

RESOLVED that the Work Programme, as amended to include an items on the sale of land, environmental efficiencies and Pamela Cottage, be approved.

9 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.

10 PRE-PAID CREMATION DEED

RESOLVED that the proposal of a pre-paid cremation deed as detailed in this report be approved.

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Joint report of the Treasurer and the Executive Director

Financial Performance Management Update
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1. Purpose of Report

To advise the Joint Committee on the latest financial/budget performance levels for Bramcote Crematorium for 2024/25

2. Recommendation

The Committee is asked to NOTE the report.

3. Detail

The **Appendix** sets out financial performance for period to April to August 2024, including the latest outturn projections, compared with the annual budget and the revised budget for the corresponding period.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The financial implications are included in the report.

5. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

There are no direct legal implications that arise from this report.

6. Human Resources Implications

Not applicable.

7. Union Comments

Not applicable.

8. Climate Change Implications

There are no further climate change issues in this report.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

11. Background Papers

Nil.

Appendix

Budget / Indicator	Annual Budget 2024/25	Profiled Budget 31/08/24	Actual/ Committed 31/08/24	Variance to Estimate	Latest Projection 2024/25	Comments
Key Budgets:						
Employee Related Expenses (including Salaries and Agency)	548,050	228,483	210,451	(18,032)	543,950	The forecast includes the pay award for 2024/25 and the saving from one vacant post from October.
Repairs and Maintenance - General and Cremators	135,000	56,278	49,864	(6,414)	130,000	New cremator will be installed. Repairs budget will cover major repairs which were not previously accounted for in the budget.
Development – Resurfacing	60,000	25,014	0	(25,014)	60,000	Brought forward development budget for the resurfacing of some pathways on site.
Development – Car Park	27,100	11,298	0	(11,298)	27,100	Brought forward development budget to improve the car park and drainage including surface repairs, patching and relining.
Development – Cremator Replacement including Consultancy/Project Management	1,917,700	799,489	1,353,774	554,285	1,917,700	Development for the installation of new replacement cremators and associated works. The budget now includes £118k brought forward from 2023/24 and £1.8m approved for 2024/25..
Development – Audio	29,000	12,088	0	(12,088)	29,000	New development for the replacement and upgrade of hardware associated with current levels of media, audio and webcast systems in both chapels.
Fuel, Light and Water	189,400	78,958	37,813	(41,145)	194,200	Actual spend is affected by the timing of bills. With more cremations completed compared to the same period in last year, this will increase energy usage.
Business Rates	140,750	140,750	150,150	9,400	150,150	Business rates paid for 2024/25. The budget needs to be increased due to increased rateable value.

Budget / Indicator	Annual Budget 2024/25	Profiled Budget 31/08/24	Actual/ Committed 31/08/24	Variance to Estimate	Latest Projection 2024/25	Comments
Other Premises Related Expenses (incl. Trade Refuse)	33,200	13,841	9,870	(3,971)	34,650	Outturn expected to be in line with estimates.
Materials and Equipment	5,000	2,085	455	(1,630)	4,000	Less spending than budgeted.
Book of Remembrance and Other Memorialisation Costs	32,500	13,544	7,190	(6,354)	26,500	Less spending than budgeted.
Medical Referee Fees	47,000	19,592	17,280	(2,312)	47,000	Outturn expected to be in line with estimates.
Other Supplies and Services	156,500	65,267	57,100	(8,167)	167,130	This includes a carried forward budget £9k for marketing. Outturn anticipated to be in line with estimates.
Grounds Maintenance	38,550	0	0	0	38,550	Year-end internal recharge.
Income:						
Cremation Fees Income	(2,198,450)	(916,532)	(820,318)	96,214	(2,198,450)	Additional £105k in cremation fees compared to the same period last year.
Memorialisation Income (including visual tributes, book of remembrance and others)	(128,100)	(53,400)	(51,435)	1,965	(128,100)	Outturn expected to be in line with estimates.
Other Income (including rent income, miscellaneous income and vending receipts)	(32,200)	(13,423)	(15,770)	(2,347)	(32,350)	Outturn expected to be in line with estimates.

Report of the Executive Director

Marketing and Performance Strategy

1. Purpose of Report

To provide the Joint Committee with an update on performance and marketing.

2. Recommendation

The Joint Committee is asked to NOTE the report.

3. Detail

Analysis will be carried out on a monthly basis to establish the market share for the services held at the Crematorium. The detail of this report is included in the **Appendix**.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The variation in the number and type of cremations completed will have a direct impact on the Crematorium's income budget and overall financial performance. For example, a potential increase of 100 cremations at the full service fee would generate an additional £92,500 in revenue.

5. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not applicable

7. Union Comments

The Union comments were as follows:

Not applicable

8. Climate Change Implications

The climate change implications are contained within the report.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

There is no requirement for an Equality Impact Assessment.

11. Background Papers

Nil.

Appendix**Marketing**

The success of the marketing strategy will be determined by the positive impact that is achieved on measureable goals. These measureable goals form the Key Performance Indicators (KPIs).

Analysis will be carried out on a monthly basis to establish the market share for the services held at the Crematorium. For every cremation held at the crematorium this will involve recording the district where each of the deceased lived set against the overall death rate for the corresponding district. The market share can then be calculated.

The target markets for the Crematorium are grouped into:

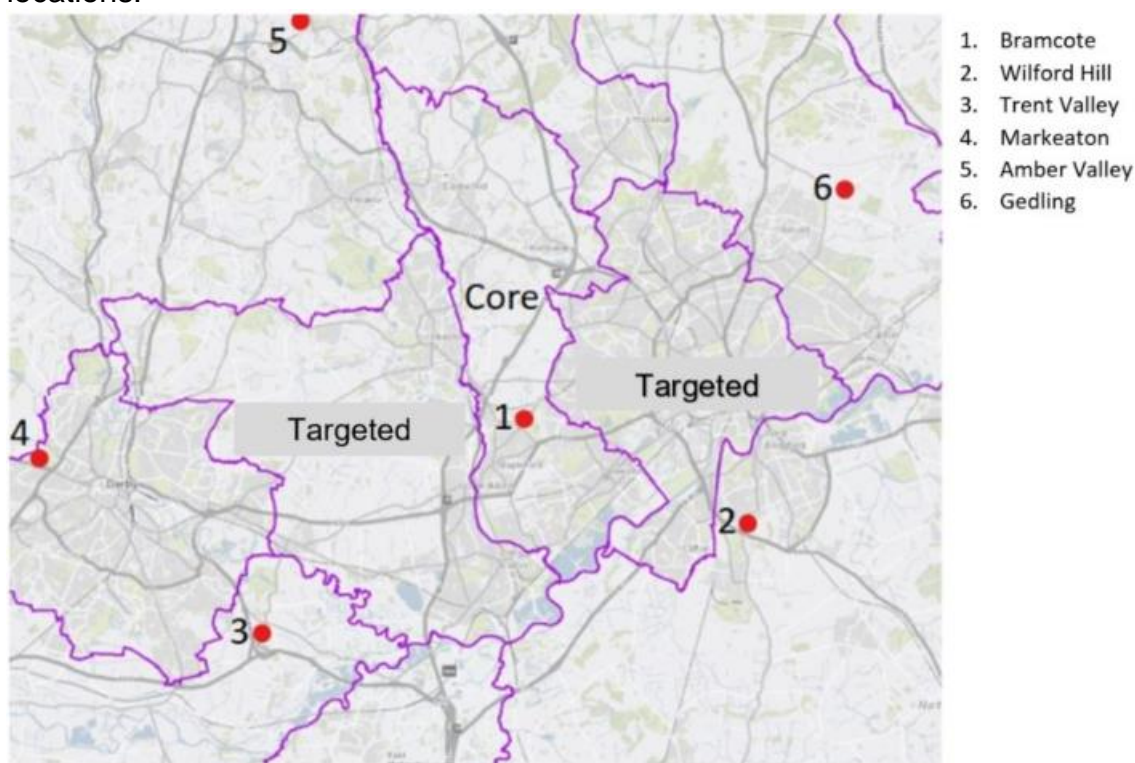
- Core area (Broxtowe area)
- Targeted area (Erewash and Nottingham City due to close proximity of competitors)
- Out of area (surrounding areas).

The term 'core area' refers to the region where the crematorium is expected to attract the vast majority of custom based on being the primary service provider within that area.

The term 'targeted area' is the marketing term for an area that companies compete with each other to develop, sell or control.

The term 'out of area' refers to the area where attracting custom from that region will be a challenge based on factors such as the proximity and competitors.

The map below shows designation of the areas together with the competitor locations.



The death rate is collated from the website below:

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/datasets/monthlyfiguresondeathsregisteredbyareaofusualresidence>

This report will be crucial to determine where to concentrate our marketing strategy and efforts. The crematorium should have a greater percentage of the market share in its core area, with the percentage decreasing in the targeted area and out of area where other crematoriums operate.

The following activities have been undertaken as part of raising the profile of the crematorium in both the core and targeted area:

- Continuation of increased exposure and messages through social media channels.
- Regular website updates actioned to enhance the customers experience including mobile device enabled. Regular updates of news and events. Google reviews now included on the website home page.
- Continuation of the connect and reflect café which has now moved to the first Sunday of every month in the reflection chapel working with local bereavement charities. Attended by people experiencing loss and grief. The number attending has seen an increase each month, and is growing in momentum and popularity. The event in September welcomed 25 attendees

with several new individuals who had recently suffered the loss of a loved one.

- Continuation of regular meetings with local community groups and charities to work closely promoting services and organising joint events further promoting services and facilities on offer.
- Weekly discussions with funeral directors to look at potential improvements with the services offered.
- Discussions ongoing to create exclusive service contracts with Funeral Directors.
- Investigations continuing on an innovative project which will see Bramcote Bereavement Services becoming the crematorium of choice in both core and targeted areas, and the launch of a new Bramcote Bereavement Services product and associated marketing campaign. A verbal update will be given during this meeting.

Performance

The table below details the number of fee charging cremations on a year by year basis. The number of fee charging cremations achieved between 1 April 2024 and 31 August 2024 in the core, targeted and out of area has increased by 69 compared to the same period 2023/24, an increase of 7.66% resulting in 970 fee charging cremations.

Invoices for cremation fees raised between 1 April 2024 and 31 August 2024 equates to £822,000 compared to the same period 2023/24 of £717,000. An additional £105,000 in revenue.

Month	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
April	187	300	226	180	166	221
May	226	280	184	212	195	197
June	211	183	239	227	181	192
July	187	176	179	180	197	202
August	192	178	177	215	162	158
September	171	181	192	176	165	
October	203	199	193	194	196	
November	208	217	224	217	178	
December	201	259	195	193	190	
January	270	222	217	252	246	
February	203	303	224	214	196	
March	239	267	228	219	230	
Total	2498	2765	2478	2479	2302	970

Types of Services breakdown

The table below shows the different types of cremations which have taken place. 2023/24 data is for the entire financial year, 2024/25 data is for the period 1 April 2024 and 31 August 2024. The key for the data in the table is as follows:

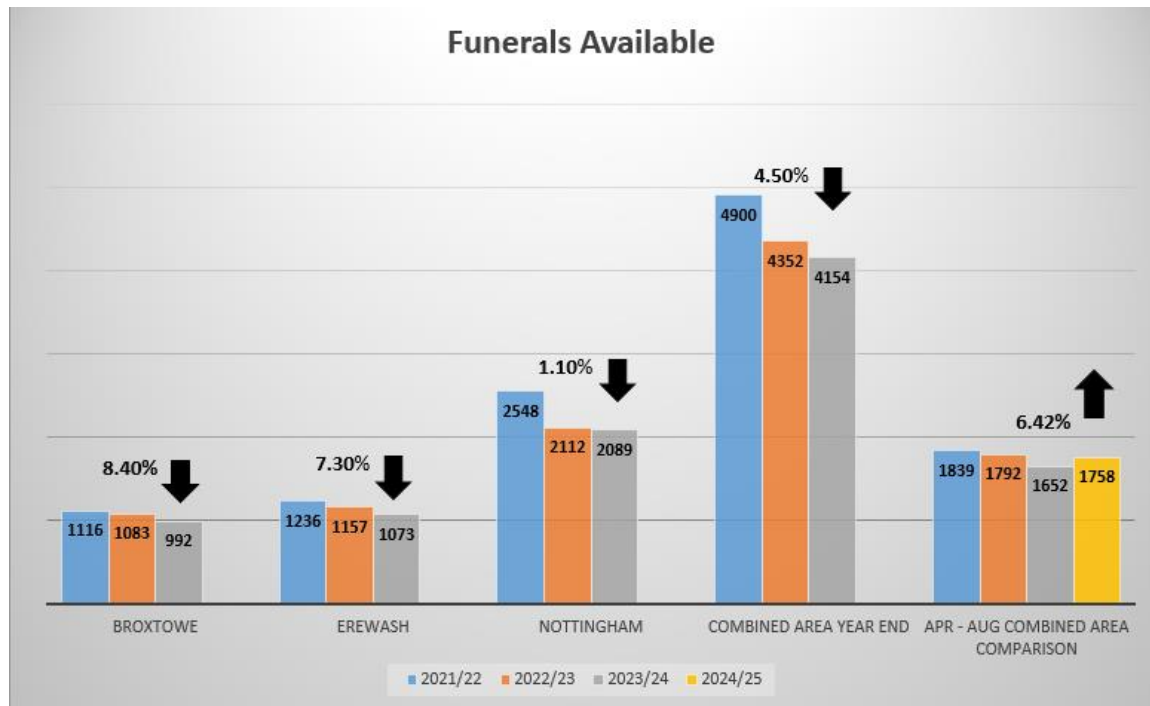
- Full Service:** A normal 60-minute service and cremation.
- Committal Service:** The service was held at a church/chapel first, then a short service and cremation.
- Direct Service:** A normal cremation but where there is no service.
- Attended Direct Service:** A normal cremation involving a 15-minute service at our direct times with limited mourners and eulogy delivered by Bramcote Crematorium staff.
- AW Lymn Direct Contract:** A normal cremation but where there is no service.
- Hospital Body:** Cremation of a body received direct from the hospital.
- Hospital Body Part:** Cremation of a body part received direct from the hospital.
- Morning Sunrise Service:** A normal cremation involving a 60-minute service only at 9:00am in the Serenity Chapel.

	2023/24	01/04/2024 to 31/08/2024
Full Service	2009	791
Committal Service	91	40
Direct Service	84	30
Attended Direct Service	26	9
AW Lymn Direct Contract	49	75
Hospital Body	21	8
Hospital Body Part	0	1
Morning Sunrise Service	9	5
Children Funeral Fund	13	11
Cremations Total	2302	970

Note: Attended direct service started in May 2023.
 AW Lymn direct contract started 1 January 2024. AW Lymn in June 2024 purchased their own crematorium resulting in all direct cremations now being conducted at their own facility.
 2024/25 data is 1 April to 31 August 2024.

Death rate and funerals available

It should be noted that the funerals available in the core and targeted areas between 1 April 2024 and 31 August 2024 has increased by 6.42% compared to the same period in 2023/24. The graph provided below illustrates the data gathered from registered deaths in Bramcote Bereavement Services core and targeted areas.



Market Share

Despite the increase in cremations available, the overall market share in the core and targeted areas has decreased by 1.30% in the period 1 April 2024 and 31 August 2024 compared to the same period 2023/24 from 48.00% to 46.70%. Investigation suggests that the increase in popularity of Direct Cremation through Nationwide providers has a direct impact on Market Share and cremation numbers.



Strategic Operational Improvement

Changes to the operations of the cremators continues in order to improve energy efficiency and reduce gas usage. During the replacement of cremators, machine 300/2 will be used as priority to machine FTII. Due to the lower efficiency of this machine it is anticipated that there will be a direct impact on the gas usage.

Report of the Executive Director

Update on Replacement Cremators
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1. Purpose of Report

To provide the Joint Committee with an update on the progress with regards the replacement cremators project.

2. Recommendation

The Joint Committee is asked to NOTE the report.

3. Detail

The project group continues to meet on a fortnightly basis. The group consists of representatives from Broxtowe Borough Council, Rose Project Management, the appointed design teams and cremator manufacturer Facultative Technologies. A representative from Erewash Borough Council is invited to attend. **Appendix 1** details the current position within the programme and comparison of efficiency between the currently operated cremators and those to be installed. **Appendix 2** details the original project programme issued at initiation of the project, with **Appendix 3** detailing the updated cremator replacement programme issued by Facultative Technologies.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The approved Bramcote Bereavement Services budget for 2024/25 includes £1.8m for the installation of new replacement cremators and associated works. The cost of this capital investment is being jointly and equally funded by Broxtowe and Erewash Borough Councils who have arranged the financing within their own respective capital programmes.

There is also the balance of an earlier revenue development budget approved in 2023/24 towards initial Consultancy costs. The balance of this budget was brought forward into 2024/25 at £117,700 (spend of £42,300 in 2023/24 against a total budget of £160,000).

5. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

There are no direct legal implications arising from this report.

6. Human Resources Implications

The comments from the Human Resources Manager were as follows:

Not applicable.

7. Union Comments

The Union comments were as follows:

Not applicable.

8. Climate Change Implications

The climate change implications are contained within the report.

9. Data Protection Compliance Implications

This report does not contain any OFFICIAL(SENSITIVE) information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

Not applicable.

11. Background Papers

Nil.

Appendix 1**Project Update**

The project is currently 21 days behind schedule, this is detailed in the Indicative Project Programme R2, issued 12 January 2024 at **Appendix 2**. In this appendix, the category linked to “cremator manufacture” at RIBA Stage 4 was scheduled to start mid July 2024, this was delayed as a result of the time required to finalise contract terms.

Facultative Technologies (FT) reported during project meetings that they planned to install the first cremator November 2024. This was in advance of the Indicative Project Programme R2 issued 12 January 2024.

Due to manufacturing constraints within FT’s business further delays have resulted. The revised Installation date will now commence 1 January 2025. Details of the installation phase are detailed within the Indicative Cremator Programme at **Appendix 3**.

Energy Efficiency Performance

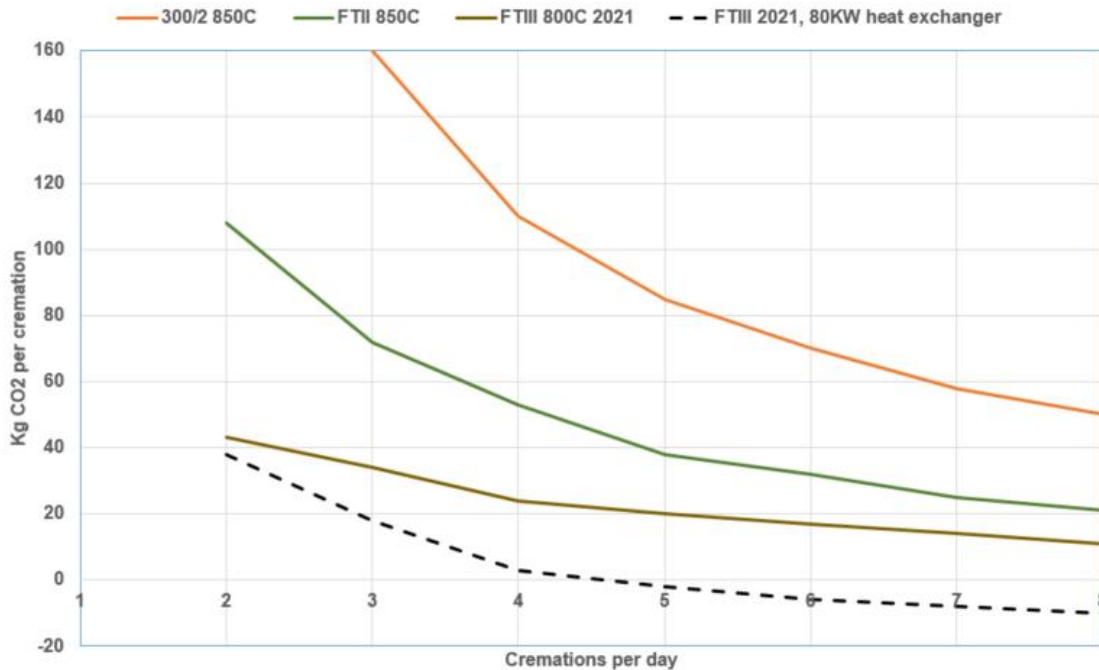
Bramcote Bereavement Services currently operate an Evans 300/2 cremator and FTII cremator.

The Evans 300/2 operates on three burners. It contains a large secondary combustion chamber (SCC) operating at 850 degrees Celsius with a residence time of two seconds. This, along with the requirement to fully preheat the cremator each day increases gas consumption three-fold.

The FTII has two burners, not three, with much better insulation and improved controls to reduce energy use. This cremator operates at 850 degrees Celsius in the SCC as this was prior to abatement plant being introduced.

The new cremators, FTIII wide chambered (for large coffins) cremator operates on two burners with further improved insulation and when operated through the abatement plant with the SCC temperature requirement reducing to 800 degrees Celsius achieves improved energy consumption.

The graph below details the performance of the currently operated Evans 300/2 and FTII cremator model and the planned FTIII model with heat recovery to be installed at Bramcote Crematorium. Also indicated is the FTIII model with no heat exchange to demonstrate how the installation of the heat exchange further advances efficiency.



The performance figures indicate that not only is the new FTIII more energy efficient in its use of gas than the current equipment operated but also significantly reduces the level of gas consumption the more cremations per machine are undertaken. The method of operating one cremator and maximising number of cremations per day was adopted in 2023 as reported to the Joint Committee, this approach reduced gas usage and resulted in significant savings.

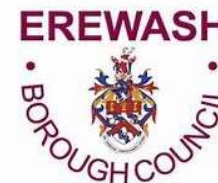
The installation of the Plate Heat Exchange (PHE) will achieve a further reduction in the crematoriums carbon footprint. Cremators with mercury abatement require the flue gases to be cooled for the abatement process. This cooling means significant quantities of heat energy is available for other purposes, the easiest of which is heating the crematorium buildings. The heat recoverable from the abatement process is on average 270kW. The dotted lines show the effect of 80kW heat recovery on the carbon footprint. It demonstrates that the crematorium will be operating at better than carbon neutral after 280 minutes of continuous operation of each cremator per day.

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Indicative Cremator Programme



Broxtowe
Borough
COUNCIL



NB: this is an indicative programme only based upon a factory build installation

	1.1.25	6.1.25	13.1.25	20.1.25	27.1.25	3.2.25	10.2.25	17.2.25	24.2.25	3.3.25	10.3.25	17.3.25	24.3.25	31.3.25	7.4.25	14.4.25	21.4.25	28.4.25	5.5.25	12.5.25	19.5.25	26.5.25	2.6.25	9.6.25	16.6.25	23.6.25	30.6.51	
Operational Bypass Install - Phase 1																												
Cool down existing FTII cremator	█																											
Cool Down 300/2 Cremator	█																											
Works to install bypass	█																											
Commission 300/2 Cremator on Operational Bypass		█																										
Removal Works - Phase 2																												
Remove abatement plant		█																										
Remove FTII cremator			█																									
Install First FTIII - Phase 3																												
Offload & Position FTIII No.1					█																							
Commission FTIII Cremator						█																						
First Cremations & Training							█																					
Removal Works & Stack Install - Phase 4																												
Cool Down & removal 300/2 Cremator									█																			
Disconnect FTIII Bypass from Existing Stacks										█																		
Stack Removal x3 & new installation x3											█																	
Re-Connection of FTIII Bypass to New Stacks												█																
Install Second FTIII - Phase 5																												
Offload & Position FTIII No.2											█																	
Commission FTIII Cremator												█																
First Cremations & Training													█															
Install Filtration - Phase 6																												
Offload & Position Bag Filter														█														
Abatement system (FGT) installation															█													
Commissioning of FGT																									█			
First Cremation & Training on FGT																											█	
Handover																												█

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Report of the Executive Director

Work Programme

1. Purpose of Report

To consider items for inclusion in the Work Programme for future meetings.

2. Recommendation

The Joint Committee is asked to CONSIDER the Work Programme and the Schedule of Meetings and RESOLVE accordingly.

3. Detail

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

23 January 2025	<ul style="list-style-type: none"> • Financial Estimates 2023/24 and 2024/25 • Medium Term Financial Strategy 2023/24 to 2027/28 • Update on Replacement Cremators • Update on Cremation Numbers • Christmas Service of Remembrance • Sale of Land Update • Pamela Cottage Update
27 March 2025	<ul style="list-style-type: none"> • Update on Replacement Cremators • Update on Cremation Numbers • Charitable Donations • Performance Management Update • Funeral Director Project
19 June 2025	<ul style="list-style-type: none"> • Annual Report and Statement of Accounts 2023/24 • Replacement Cremator Update • Sale of Land Update • Pamela Cottage Update • Marketing and Performance Strategy Report

4. Financial Implications

Comments from the Head of Finance Services were as follows:

There are no financial implications.

5. Legal Implications

Comments from the Head of Legal Services were as follows:

The terms of reference are set out in the Council's constitution. It is good practice to include a work programme to help the Council manage the portfolios.

6. Background Papers

Nil.