

Joint report of the Deputy Chief Executive and the Executive Director

PERFORMANCE MANAGEMENT UPDATE

1. Purpose of report

To advise the Joint Committee on the performance levels for Bramcote Crematorium for the financial year-to-date 2022/23.

2. Recommendation

The Joint Committee is asked to NOTE the performance levels for 2022/23.

3. Detail

The appendix sets out financial and other performance for period to April 2022 to January 2023 and 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 narrative and appendices.

5. Legal Implications

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

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

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no Union comments in relation to this report.

8. Data Protection Compliance Implications

There are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

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

10. Background Papers

Nil

APPENDIX

Budget / Indicator	Revised Estimate 2022/23	Profiled Budget 31/01/23	Actual/ Committed 31/01/23	Variance to Estimate	Latest Projection 2022/23	Comments
Key Budgets:						
Employee Related Expenses (including Salaries and Agency)	412,240	343,562	347,560	3,998	412,240	Pay award; maternity cover; net impact of vacant posts and the cost of an agency worker to support the team.
Repairs and Maintenance - General and Cremators	126,000	93,512	94,721	1,209	115,000	Fewer repairs required in 2022/23 and spend has reduced accordingly.
Development – Cremator Reline and Hearth	50,000	41,670	40,384	(1,286)	41,000	Completed, with costs within the budget.
Development – Consultancy Fees for New Cremators	20,000	20,000	-	-	20,000	One-off development budget for consultancy advice on tender specification for new cremators with the cost being met from revenue reserves. The project may need to carry forward into 2023/24. Project meetings are now taking place including representatives from both Erewash and Broxtowe Borough Councils.
Development – Car Park	60,000	60,000	30,460	(29,540)	60,000	One-off development budget to improve the car park and drainage including surface repairs, patching and relining. The cost will be met equally between revenue reserves and Repairs and Renewals Fund. The project may need to carry forward to 2023/24.
Development – New Sliding Doors	10,000	10,000	9,331	(669)	9,500	Completed, with costs within the budget.

Budget / Indicator	Revised Estimate 2022/23	Profiled Budget 31/01/23	Actual/ Committed 31/01/23	Variance to Estimate	Latest Projection 2022/23	Comments
Fuel, Light and Water	103,600	85,892	63,562	(22,330)	103,600	Actual spend is affected by the timing of bills, although fuel usage and cost increases are anticipated. In terms of pricing, early indications are that gas prices under the extended ESPO agreement could rise by up to 120% from April 2023 (these prices could be higher if the agreement is ended). The budget impact of this uplift in gas prices could be £70k for the Crematorium.
Business Rates	106,040	106,040	106,035	(5)	106,035	Business rates bill paid for 2022/23.
Other Premises Related Expenses (incl. Trade Refuse)	27,700	23,088	20,220	(2,868)	32,800	There is a slightly overspending on Factivate due to the need to comply within the tolerance of emissions with regards to abated cremations.
Materials and Equipment	7,000	5,834	1,383	(4,451)	3,000	Less spending then budgeted.
Book of Remembrance and Other Memorialisation Costs	47,500	39,586	15,198	(24,388)	23,000	Less spending then budgeted.
Medical Referee Fees	47,000	39,170	36,000	(3,170)	47,000	Outturn expected to be in line with estimates.
Other Supplies and Services	161,410	138,692	132,997	(5,695)	162,350	Outturn expected to be in line with estimates.
Grounds Maintenance	31,610	0	0	0	34,000	Year-end internal recharge. It is likely that outturn will be higher when factoring in pay inflation and rising fuel costs.
Income:						
Cremation Fees Income	(1,862,950)	(1,552,584)	(1,459,021)	93,562	(1,825,000)	Target of 2,500 cremations anticipated to be achieved. Latest projection for cremation fees represents the levels of income based on actual services rather than the legacy calculation of increasing the base income budget by inflation only.

Budget / Indicator	Revised Estimate 2022/23	Profiled Budget 31/01/23	Actual/ Committed 31/01/23	Variance to Estimate	Latest Projection 2022/23	Comments
Memorialisation Income (including visual tributes, book of remembrance and others)	(112,000)	(93,340)	(82,078)	11,262	(112,000)	Outturn expected to be broadly in line with estimates.
Other Income (including rent income, miscellaneous income and vending receipts)	(14,650)	(12,210)	(31,169)	(18,959)	(14,650)	Outturn expected to be broadly in line with estimates.

Indicators / Data	Actual to 31/01/23	Comments
Performance Indicators:		
Undisputed invoices paid within 30 days	99%	Target 99%
Cremation fees received by end of month following that in which income was raised	99%	Target 96%
Number of written complaints	0	
Usage Information:		
Cremation Numbers (breakdown below):	2,045	Annual target 2,450
- Full Services	1,862	
- Committal Service	70	
- Direct Funerals	67	
- Hospital Body/Parts	33	
- Low Cost Funeral	13	
Memorial Sales (breakdown below):		
- Memorial Service No Cremation	26	
- Barbican Plaques	16	
- Miniature Book of Remembrance	0	
- Book of Remembrance – Entries	88	
- Columbarium Plaque	14	
- Cremated Remains From Away	72	
- Donations	35	
- DVD/CD/USB Tributes	1,101	
- Cremated Remains Grave Plots	0	
- Memorial Rose Plaque	35	
- Memorial Seat Plaque	21	
- Memorial Wall Plaque	13	
- Memory Pin	107	
- Mulberry Tree	23	
- Online Memorial Applicants	0	
- Wall of Hearts Plaque B.O.R Room	3	
- Weekend Scattering Of Ashes	56	