

Rugby and Daventry Crematorium Joint Committee

7 January 2020

Operational Update

Full car park development

Capital funding bids have recently been submitted by Rugby Borough Council and Daventry District Council to their respective financial departments. The estimated costs for the work is £120,000 excluding any landscaping works.

These costs do not allow for any preliminaries or temporary accommodation or site setting out. These costs will be dictated by the construction programme duration that would be prepared by the successful contractor.

The Joint committee made the decision to fully develop the car park. However, funding is currently an issue for Daventry.

To date no works have taken place and a decision needs to be made by the operational board on the next steps.

Rainsbrook Funeral Service

As you are aware, many councils have created residents' funerals in an effort to tackle funeral poverty. They have generally done so via a third-party provider (a funeral director) who has been appointed to operate the service following competitive tender. The residents' funerals provide a dignified and reasonable cost alternative to what is offered in the marketplace.

The Bereavement Services team based at Rainsbrook Crematorium have developed a simple low-cost cremation or burial option that has transparent pricing and clarity of service. We will offer a high-quality value for money service delivered to the highest standard by an experienced team using professional funeral directors.

Due to a delay in confirmation of GDPR regulations, the service will now go out to tender on 10 January 2020 to allow funeral directors to complete and return sealed bids.

It is intended that this procurement exercise shall run in accordance with the following timetable. The Authority shall endeavour to mitigate changes as far as is reasonably practicable.

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| Tender Documents Issued | Friday 10 January 2020 |
| Deadline for the Receipt of Clarification Questions (which shall be guaranteed a response)** | Monday 27 January 2020 |
| Final Clarification Question Responses* | Monday 3 February 2020 |
| Return of Tenders | Before 12 Noon on Monday 10 February 2020 |
| Tender Opening* | Monday 10 February 2020 |
| Award Notification* | Friday 28 February 2020 |
| Contract Start Date | Wednesday 1 April 2020 |

Promotional literature is being prepared and will be advertised once a funeral director has been appointed.

New memorial area

The new kerb memorial area being developed close to the Gardens of Remembrance should be completed by the end of the financial year. This will allow an alternative memorial for families to dedicate a granite memorial plaque to a loved one following a scattering of ashes.

To date a total of £45,000 has been spent on the area which includes all infrastructure works, drainage, levelling and the installation of gabion walls.

Internal Audit

Following an internal audit carried out by Daventry District Council in July, we have received the initial draft report from the Internal Audit Manager.

The outcome is very positive with full assurance given by the audit team with only two low risk controls to consider:

The following recommendations were identified with regards to the application and/or compliance with the control framework:

- That consideration is given to expediting the planned market testing for memorial tablets to avoid any potential challenge to the veracity of the current provider. **(R1 Low)**

The following recommendations were identified with regards to the design of the control framework:

- That consideration is given to whether there is a desire to create and maintain an inventory of equipment, furniture, fixtures and fittings at Rainsbrook and if so, what level of detail is required to be held. **(R2 Low)**

- Where DDC enter into any future contracts of a similar nature with partner organisations, it is recommended that such [the above] consideration be made prior to the arrangement being agreed. (**R3 Low**)