

## **BRIDGEND COUNTY BOROUGH COUNCIL**

### **REPORT OF THE TECHNICAL OFFICER**

#### **COYCHURCH CREMATORIUM JOINT COMMITTEE**

**FRIDAY 2ND FEBRUARY 2007**

#### **1. MEDICAL CERTIFICATION**

1.1 Crematoria are currently obliged to appoint a Medical Referee to inspect and authorise death certification prior to cremation. For these services the British Medical Association recommends a charge. In February 2005 I reported on previous recommendations to increase charges from £5.50 to £16.50 per cremation and the feeling among many cremation authorities that this increase was unacceptable. The appointed Medical Referee for Coychurch Crematorium agreed to limit the increase in charges to £7.50 per cremation and members of the Joint Committee agreed that the additional £2.00 be added to cremation charges for 2005/06.

1.2 The British Medical Association has again recommended an increase in the charges from £16.50 to £18.00 per cremation. The Medical Referee for Coychurch Crematorium has been consulted and has agreed to limit the increase in charges to £9.00 per cremation. It is recommended that the additional £1.50 be added to cremation charges for 2007/08 before inflationary rises are considered and the implications of this increase are shown in the Treasurer's report.

#### **1.3 Recommendations**

The Joint Committee is requested to:

- a. Note the report on changes to the death certification process.
- b. Approve the increase of £1.50 per cremation before inflationary increases are assessed for 2007/08.

#### **2. RECYCLING OF METALS**

2.1 At the meeting of this Committee on 2 September 2005, Members authorised the Technical Officer to enter into an agreement with the Institute of Cemetery and Crematorium Management (ICCM) and Orthometals for the collection of metals from cremated remains. The metals were to be recycled into pellets and the profits from the sale of these pellets were to be distributed amongst charitable institutions.

2.2 The ICCM has written to all scheme members to inform them that an initial surplus of £15,000 has been produced during the first year despite the start-up costs which included the purchase and distribution of containers. In order to commence distribution of the surplus profits, nominations are being sought from scheme members for suitable death related national charities. The Board will consider all nominations received after which appropriate payments will be made to those selected.

2.3 Two charities that provide valued support to bereaved families within the UK are Cruse Bereavement Care and the Stillbirth and Neonatal Death Society (SANDS). Members may wish to consider these two charities for nomination to the ICCM Board of Directors.

#### 2.4 **Recommendation**

The Joint Committee is recommended to nominate Cruse Bereavement Care and SANDS as suitable recipients.

### 3. **CREMATOR TECHNICIANS POSTS**

3.1 At a meeting of the Joint Committee on 7<sup>th</sup> February 2003, a report was submitted on a revision to the pay structure for the Crematorium Technicians. The Joint Committee resolved to incorporate the attendance allowance into the standard rate of pay, which commenced in April 2003. A further report was submitted on 6<sup>th</sup> February 2004 detailing a revision to the Senior Crematorium Technician's role and revised rate of pay. The Crematorium Technicians are currently on Scale Point 19 and the supervising Crematorium Attendant on Scale point 22. (Minute Nos. 44 and 97)

3.2 When appointing a Crematorium Technician it is usual that applicants are not certified operators and do not have experience in this work. Therefore, there is a requirement to train the operator before they can fully discharge all duties. The training takes approximately one year and there are related costs for examination and overtime charges for supporting staff.

3.3 In view of the costs to the service and the time for new staff to gain the relevant qualifications and experience, I would recommend that the Crematorium Technicians post is amended to include career increments. This proposal would mean an initial grade of scale point 14, increasing to scale point 15 when the relevant Technician's Certificate is obtained. Thereafter, the grade will increase annually until scale point 19 is reached.

3.4 For the Joint Committee's information the Senior Crematorium Technician has had to retire due to ill health and the service is seeking to appoint a Senior Technician. The closing date for applications was 26<sup>th</sup> January and interviews will proceed on 5<sup>th</sup> February 2007.

### 3.5 **Recommendation**

The Joint Committee is recommended to approve the introduction of career increments for future Crematorium Technicians, from scale point 14 to scale point 19.

## 4. **WAITING ROOM REFURBISHMENT**

4.1 At the last Joint Committee it was resolved to invite tenders to provide an extension to the Crematorium's waiting room at the entrance to Crallo Chapel.

4.2 Whilst preparing the tender documents it became clear that there was also a need to re-consider the toilet facilities to comply with disability facilities throughout the complex. In order to maintain a high level of provision within the crematorium, the toilet refurbishment has been added to the tender.

4.3 During inspection of the works by contractors, the condition of the existing boiler and pipework was considered to be inconsistent with current standards. The boiler is located in the waiting room toilets and will be re-located into a corner of the waiting room. This work was not considered in the original scheme and an additional tender was prepared for mechanical and electrical works.

4.4 The tenders received for the building works are listed as follows:

<b>Tender No.</b>	<b>Tender Amount</b>
1	£16,628.31
2	£34,459.00
3	No submission

4.5 The tenders received for mechanical and electrical works are listed below:

<b>Tender No.</b>	<b>Tender Amount</b>
1	£13,032.02
2	£22,228.00

4.6 I would recommend that Tender No.1 is accepted for building works and Tender No. 1 for mechanical work. Sufficient funding is available in the Revenue Budget for 2007/08 to fund the work.

#### **4.7 Recommendation**

The Joint Committee is recommended to approve Tender No.1 for the waiting room extension and toilet refurbishment and Tender No. 1 for the mechanical and electrical improvements.

#### **RHODRI GWYNN JONES TECHNICAL OFFICER**

##### **Background Papers**

Item 1 – Report to Coychurch Crematorium Joint Committee 4<sup>th</sup> February 2005 and Minute No. 30

Item 2 – Report to Coychurch Crematorium Joint Committee 2<sup>nd</sup> September 2005 and Minute No. 52

Item 3 – (1) Report to Coychurch Crematorium Joint Committee 7<sup>th</sup> February 2003 and Minute No. 44 (2) Report to Coychurch Crematorium Joint Committee 6<sup>th</sup> February 2004 and Minute No. 97

Item 4 – Report to Coychurch Crematorium Joint Committee 1<sup>st</sup> December 2006 and Minute No. 99

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