

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CLERK & TECHNICAL OFFICER

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 12TH JUNE 2015

CREMATOR REPLACEMENT PROGRAMME

1. Purpose of the Report

- 1.1 The purpose of this report is to advise the Joint Committee on progress with the cremator replacement programme in relation to the appointment of a manufacturer to install and maintain, through a maintenance agreement, the new cremators, ancillary equipment and mercury abatement plant.

2. Background

- 2.1 On 5th December 2014 the Joint Committee approved the appointment of an external consultant to oversee the preparation of specifications/tender documentation and the selection of a suitable manufacturer to install the new cremators and mercury abatement equipment and to undertake future repairs and maintenance of the plant. The Crematorium appointed Stopher Associates Ltd as the external consultant and tender documentation was prepared accordingly.
- 2.2 Tender invitations for the works were issued to three manufacturers, selected using the YPO (Yorkshire Purchasing Organisation) Pro5 Crematoria Solutions Framework Agreement 248 (Lot 4), which is a public sector national framework for the supply and installation of cremators, associated goods, services and maintenance.

3. Current Situation/Proposal

- 3.1 On 6th March 2015 the Joint Committee authorised the appointment of the most economically advantageous contractor from the tender selection exercise, to undertake the installation and future maintenance of the new cremators and associated plant and equipment, subject to the contract value not exceeding the estimated value of the works (900k) by more than 10%.
- 3.2 The procurement exercise was undertaken in accordance with Bridgend County Borough Councils Contract and Financial Procedures Rules. The tender analysis criteria was based upon a 70% quality and 30% commercial assessment. The returned tenders have been checked and are detailed below:

Tender No.	Tender Score
1	95.4%
2	90.1%
3	91.4%

3.3 Facultatieve Technologies achieved the highest score of 95.4% and was therefore the most economically advantageous tender. The tender was within the estimated value of works agreed in 3.1 and the contract awarded accordingly. The works are expected to commence in July 2015.

4. **Effect upon Policy Framework and Procedure Rules**

4.1 There are no effects.

5. **Equalities Impact Assessment**

5.1 There are no effects.

6. **Financial Implications**

6.1 These works are included in the expenditure budget and Service Level Business Plan for 2015/16 and can be accommodated from the accumulated balance of £1,195,000 which has been built up over a number of years to meet the planned costs of replacing the plant.

7. **Recommendation**

7.1 The Joint Committee is asked to note the award of the tender to Facultatieve Technologies in line with the authorisation of 6th March 2015.

Zac Shell
CLERK AND TECHNICAL OFFICER
February 2015

Contact Officer:

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Background Papers: Equalities Impact Assessment Toolkit

PART A - SCREENING FOR EQUALITY IMPACT

Name of policy	
CREMATOR REPLACEMENT PROGRAMME	
Name of lead officer	ZAK SHELL
Directorate/Department	CLERK AND TECHNICAL OFFICER TO COYCHURCH CREMATORIUM JOINT COMMITTEE
<i>What is the main purpose of this policy? (give a brief description)</i>	
The purpose of this report is to advise the Joint Committee of the progress in the cremator replacement programme.	
<i>What are the main activities covered by this policy? (give a summary)</i>	
Approve the award of the tender in line with authorisation received in the JC meeting of 6 th March 2015.	
<i>Who will be directly affected by the delivery of this policy and who is supposed to benefit from it? (e.g. staff, general public, target community, specific equality group)</i>	
General Public	

Indicate the likely impact of the policy on the public, employees and community relations. (please tick below as applicable)	Yes	No
Is this policy likely to impact on the way services are delivered to the general public?		X
Is this policy likely to impact on the way employees are treated in the workplace?		X
Are people protected by the equality duties likely to have different access needs in relation to this policy?		X
Is this policy likely to impact on relations between different communities or groups of people protected by the equality duties?		X
Is this policy delivered along with other public sector partner organisations or contractors?		X
Indicate the potential impact on specific equality groups		
Is this policy likely to have a differential impact on the following groups of people protected by the equality duties? (please tick below as applicable)		
Women?	NO	Men?
Disabled people?	NO	Different age groups?

Different racial groups?	NO	Different religion or belief?	NO
Lesbian, gay, bi sexual or transsexual people?	NO	Transgender people?	NO
Indicate the relevance to specific public duties			
Is this policy relevant to any of the following duties? (please tick below as applicable)			
Promote equality of opportunity?			X
Eliminate unlawful discrimination?			X
Foster good relations between people from different backgrounds?			X
Eliminate harassment or victimisation?			X
Promote positive attitudes towards disabled people?			X
Encourage participation of disabled people in public life?			X
Consider treating disabled people more favourably than others?			X
Protect and promote human rights?			X
Ensure the equal treatment of English and Welsh languages?			X

Use the space below to briefly set out what evidence has been considered as part of the screening.		
Likely differential impact on specific equality groups (positive or negative):		
Improved service for all		
Likely relevance to the following equality duties:		
Not applicable		
Likely relevance to the following human rights:		
Not applicable		
Equal treatment of English and Welsh languages:		
Not applicable		
Indicate what impact the policy will have on equality groups and its relevance to duties: (please tick below as applicable)		
High	Highly likely to have an impact on groups and highly relevant to duties	
Medium	Likely to have an impact on most groups and relevant to most duties	
Low	Likely to impact on some groups and relevant to some duties	
None	Unlikely to have an impact and not relevant to the duties	X

SIGN OFF ON SCREENING FOR EQUALITY IMPACT

Name and job title of lead officer:	JOANNA HAMILTON – CREMATORIUM MANAGER & REGISTRAR
Directorate/Department:	COMMUNITIES DIRECTORATE
Date:	29TH May 2015

Checked by:	ZAK SHELL
Directorate/Department:	COMMUNITIES DIRECTORATE
Date:	29TH May 2015

Name and job title of Head of Service or Corporate Director:	ZAK SHELL
Directorate/Department:	CLERK & TECHNICAL OFFICER TO COYCHURCH CREMATORIUM JOINT COMMITTEE
Date:	29TH May 2015

PART B - ASSESSING FOR EQUALITY IMPACT

1. Involvement of customers, employees and partner organisations
Briefly describe what consultation / involvement <u>has been</u> carried out that is relevant to the equality groups and the duties: NOT RELEVANT
Briefly describe what consultation / involvement <u>will be</u> undertaken that is relevant to the equality groups and the duties: NOT RELEVANT
2. Data collection and monitoring for equality
Briefly describe what data and information <u>has been</u> collected that is relevant to the equality groups and the duties: NOT RELEVANT
Briefly describe what data and information <u>will be</u> collected and how it will be used that is relevant to the equality groups and the duties: NOT RELEVANT
3. Delivery to customers – Access issues
Briefly describe what action <u>has been</u> taken to meet customer access issues that is relevant to the equality groups and the duties: NOT RELEVANT
Briefly describe what action <u>will be</u> taken to meet customer access issues that is relevant to the equality groups and the duties: NOT RELEVANT
4. Employment issues
Briefly describe what action <u>has been</u> taken to meet employer access issues that is relevant to the equality groups and the duties: NOT RELEVANT
Briefly describe what action <u>will be</u> taken to meet employer access issues that is relevant to the equality groups and the duties: NOT RELEVANT
5. Delivery – Partnerships and contractors
Briefly describe what evidence there is that equality and human rights are considered in partnership working and contracts (i.e. tendering documents, contract clauses, performance measurements). NOT RELEVANT
6. Harassment, community relations and human rights
If relevant to the policy, briefly describe what evidence there is about harassment, relations between different equality groups and human rights. NOT RELEVANT

Part C – Summary of assessment, action planning and monitoring progress

Use the table below to analyse the findings from Part A and Part B and set out what options will help the Council to mitigate any risk of unlawful discrimination, promote equality, good community relations, Welsh language and human rights. This may include actions on involvement and consultation; data collection and further research; physical access to information or services; training or procurement. These actions should be included in the relevant policy and inform relevant strategic or service plans. Set out arrangements for reviewing the actions to measure whether the intended outcome has been achieved. The summary should be included in any formal corporate reports on the policy and retained by the service area for the statutory period of six years.

Name of policy : CREMATOR REPLACEMENT PROGRAMME		Date : 29TH MAY	
		2015	
Summary of assessment: (expand as required)			
NO IMPACT ON SPECIFIC EQUALITY GROUPS OR DISABILITY DUTIES			
Action to be undertaken (expand as required)	Lead officer	Target date	Expected equality outcome
NONE REQUIRED			

SIGN OFF ON EQUALITY IMPACT ASSESSMENT

Name and job title of lead officer:	JOANNA HAMILTON – CREMATORIUM MANAGER & REGISTRAR
Directorate/Department:	COMMUNITIES DIRECTORATE
Date:	29TH May 2015

Checked by:	ZAK SHELL
Directorate/Department:	COMMUNITIES DIRECTORATE
Date:	29TH May 2015

Name and job title of Head of Service or Corporate Director:	ZAK SHELL
Directorate/Department:	CLERK & TECHNICAL OFFICER TO COYCHURCH CREMATORIUM JOINT COMMITTEE
Date:	29TH May 2015

Retain a copy in your service area.