

## CABINET MEMBER DECISION RECORD TEMPLATE

This form should be used to record Executive decisions taken by Cabinet Members

<b>Decision Ref. No:</b> <b>Responsible Officer:</b> Linda Barker Bereavement Services Manager
<b>Subject:</b> Direct Cremation Service
<b>Decision taken:</b> To approve the proposed direct cremation service and associated fee
<b>Reasons for the decision:</b> To provide a service to the bereaved whereby a direct cremation service can be provided without mourners attending the crematorium. To set a cremation fee for this service of £448.00
<b>Call-in and Urgency:</b> This decision is subject to the councils call in procedure
<b>Background:</b> Recently there has been upsurge of interest in the option of direct cremations and many funeral directors now offer this as an alternative to the traditional cremation service. This service is offered at less cost than the traditional funeral and cremated remains are returned to the family and many then hold a memorial service.  Through our liaison committee local funeral directors have asked if we would offer this service in order for local families to have the cremation take place in Bournemouth rather than outside the area where other crematoria already offer this reduced cost cremation service.
<b>Options - and reasons for rejection:</b> Not to offer the service which is rejected as it does not meet the needs of the community.
<b>Consultations undertaken:</b>  <b>Consultation</b> <ul style="list-style-type: none"> <li>• Consultation with internal teams to determine the best way to provide the service.</li> <li>• Consultation with Bereavement Liaison Committee to determine if there is a need for this service</li> </ul>
<b>Finance/Resource Implications:</b> The proposed fee has been set to cover the cost of the service <span style="float: right; color: blue;">M-Zuk 12.07.16</span>  <b>Name:</b> <span style="color: blue;">Shaun Darcy</span> <b>Signature:</b> <sup>ASL</sup> (of Chief Finance Officer) <span style="background-color: black; color: black;">[REDACTED]</span> <b>Date:</b> <span style="color: blue;">12/07/16</span> <span style="background-color: black; color: black;">[REDACTED]</span>

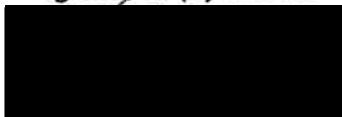
**Legal implications:**

No specific legal implications

Name: T. GUNDEL

Signature: (of Monitoring Officer)

Date: 13/7/16



**Risk Assessment**

Risk assessment: An initial risk assessment has been completed and has been classed as low risk

Name: L. B. ARKER

Signature: (of Officer completing assessment)

Date: 13.7.16



**Impact Assessments:**

An EINA Screening Record has been completed and is enclosed in the background papers

**Information for/not for publication:**

This decision is to be published

**Background papers:**

- EINA Screening Record
- Initial Risk Assessment

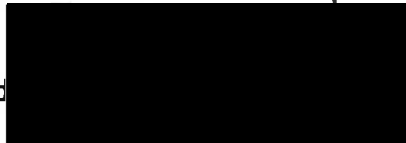
Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
Yes/No* (*Delete as appropriate)			

**Decision taken by:**

Councillor DAVID SMITH (Print name)

Cabinet Portfolio Planning and Environment

Signed



Date of decision:

18<sup>th</sup> July 2016

**Date of publication of record of decision:** (to be inserted by Democratic Services)

22 July 2016

**Date decision effective** - that is 5 working days after the date of publication of the record of decision unless the decision is called-in for consideration by the relevant Overview and Scrutiny Panel:

29 July 2016

-insert date-

## EINA Screening Record

Title of Policy/Service/Project	Direct Cremation Fee
Date of screening	21 <sup>st</sup> June 2016
Service Unit	Housing & Communities
Lead Responsible Officer	Linda Barker
Job Title	Bereavement Services Manager
Members of the Assessment Team	Linda Barker & Sally Avis

If the answers to the following questions are Yes or Don't know, then a full EINA will need to be carried out.

Is there likely to be a positive or negative impact in terms of equalities?	No
Does it involve a significant commitment of resources?	No

It is not necessary at the screening stage to identify adverse or differential impact

It is important to remember that even when it is decided that a policy/service/project does not require an EINA, it remains subject to the general duties. Not carrying out a full EINA places our council at greater risk of legal challenge because it cannot use the EINA process to meet our [Public Duties](#) around equality. It also means, more importantly, that opportunities may have been missed to promote equality.

If you have answered no to the questions above and do not intend to carry out an EINA, please explain why?

The proposal is for a Direct Cremation Service. Cremation Services already take place and this is a variation to enhance the current provision. It will not have an impact on equalities.

# Gateway 1 Strategic Assessment

## Project Management Initial Risk Assessment (IRA)

PROJECT NAME:

Direct Cremations

PROJECT NUMBER: *To be obtained from PMO*

PROJECT RISK LEVEL:

LOW

Table 1 - Suggested criteria on which to score the type of project (please tick appropriate category)					
CRITERIA				Score	
1) Duration of Project	0-6 months <input type="radio"/>	7-12 months <input type="radio"/>	Above 1 year <input checked="" type="radio"/>	6	
2) Effort	1-4 people (FTE) <input checked="" type="radio"/>	5-10 people (FTE) <input type="radio"/>	11+ people (FTE) <input type="radio"/>	1	
3) Business Impact	Business Unit/Service <input checked="" type="radio"/>	More than 1 BU <input type="radio"/>	Council/External <input type="radio"/>	3	
4) Priority	Desirable <input type="radio"/>	Highly Desirable <input checked="" type="radio"/>	Essential <input type="radio"/>	3	
5) Cost	Up to £500k <input checked="" type="radio"/>	£501k-£1million <input type="radio"/>	Over £1million or if project is to be funded through prudential borrowing <input type="radio"/>	2	
6) Risk Impact	Low Impact - Minor service disruption/inconvenience, minor injury, small financial loss, isolated service user complaint. <input checked="" type="radio"/>	Medium Impact - Service disruption, More serious injury or financial loss, adverse media coverage, numerous service user complaints <input type="radio"/>	High Impact - Significant or total service disruption, major disabling injury or fatality, high or catastrophic financial loss, adverse national media coverage, ministerial intervention in service running. <input type="radio"/>	1	
				Risk Score	16

A numerical rating is applied to each cell (see Table 1) For example a 'Priority' of 'Highly Desirable' is worth 3 points and a 'Cost' of '£501-£1m' is worth 5 points. Totalling the points scored for each 'criteria' gives a project score. This score is then mapped against a project-risk status in Table 1 below:

Table 1 - Risk Status	
Project Risk Rating	Points Total
Low	Between 10-18
Medium	Between 19-35
High	36+