

URGENT DELEGATED DECISION

Date: 25 March 2020

Request to the Head of Paid Service to exercise delegated authority as per Responsibility of Functions in Part IV, page 28 of the Constitution.

“to determine any matter within the referred or delegated powers and duties of a committee / sub committee / board / working which is so urgent that a decision must be made before the next meeting of that committee / sub-committee / board / working group is due to be held.”

Limits on delegation: -

- Before making a decision using this delegated power, The Head of Paid Service shall consult with and take cognisance of the views of the Chairman (or in his absence the VC) of the relevant Committee / Sub-Committee etc; and
- Any decision taken by the Head of Paid Service under this delegated power shall be reported to Members within five working days of the decision taken.

Usual Decision Maker: -

This decision would have been taken by the Prosperous Communities Committee but all Committee Meetings have been suspended due to the COVID-19 situation.

Call-in does not apply.

Background

On 23 March the Prime Minister announced that everyone should remain in their homes, and where possible in the aim of preventing the virus spreading at the current rate and to limit the number of public gatherings which currently excludes funerals.

The Council's Crematorium has therefore put restrictions on attendance at funerals to be limited to close family only. However, the capability to provide webcasting of funeral services is available and will provide access to services on a real time basis. The approved charge rate for this service is £48 incl VAT.

The Corporate Policy and Resources Committee has delegated powers to approve amendment to charges during the year and it is proposed that this charge be reduced to £20 for a period of 3 months, to the end of June.

In addition the Prosperous Communities Committee approved the Crematorium Regulations at its meeting on 22 October 2019, which detailed operational regulations. In the current circumstances the Crematorium Manager is managing the Crematorium as effectively as possible and temporary amendments to these regulations are required. In these unprecedented time a request to give delegation to amendments to the Chief Executive, will aid flexibility in provision of the service.

Reason for Urgency and Rationale for use of urgent Delegated Decision

In light of the current COVID 19 situation, an urgent decision is required in order to support the Crematorium operations and public access to funerals.

Decision

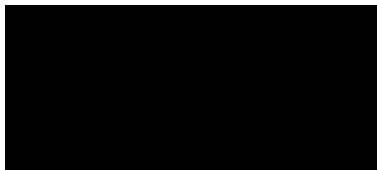
Due to the restrictions being placed on attendance at funerals it is proposed that the charge for In respect of health and safety and to ensure there is no risk of contamination through the use of public toilets, a decision was made to close these facilities for an initial period of 3 months and subject to ongoing review.

Financial Detail and Implications FIN/DD/16/20/TJB

Requests for webcasting funeral services are anticipated to increase due to the limitations on attendance to the immediate family at services due to Covid-19 however the financial impact of this is difficult to estimate at this time.

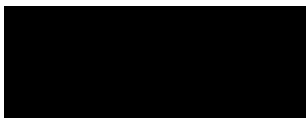
The crematorium became operational 3rd February 2020 and 6 requests for webcasting have been received to date.

The reduction in charge from £48 to £20 per webcast (excluding VAT) is £23.33, therefore the financial impact is expected to be minimal



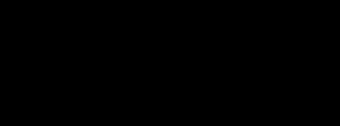
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Ian Knowles
Head of Paid Service

As the Chairman of the Corporate Policy and Resources Committee I have been fully consulted on this matter



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Chairman of Corporate Policy and Resources Committee

As the Chairman of the Prosperous Communities Committee I have been fully consulted on this matter



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Chairman of the Prosperous Communities Committee

Date all Members were notified of the decision: - 30 March 2020