

FAREHAM

BOROUGH COUNCIL

Minutes of the Health and Public Protection Scrutiny Panel

(to be confirmed at the next meeting)

Date: Tuesday, 20 June 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor M J Ford, JP (Chairman)

Councillor (Vice-Chairman)

Councillors: Mrs T L Ellis, Miss T G Harper, Mrs J Needham,
Ms S Pankhurst, Mrs K K Trott and S Ingram (deputising for Mrs
P M Bryant)

Also Present: Councillor Miss J Burton, Executive Member for Health and
Public Protection for items 7 and 8.



1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs P M Bryant.

2. MINUTES

RESOLVED that the minutes of the meeting held on 29 March 2023 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. EXECUTIVE BUSINESS

(1) Extension of Coastal Car Parking Charges

There were no questions or comments for clarification in respect of this item.

7. SCRUTINY OF PORTCHESTER CREMATORIUM SERVICES

At the invitation of the Chairman, Councillor Miss J Burton, Executive Member for Health and Public Protection, addressed the Panel on this item.

The Panel received a presentation from representatives of Portchester Crematorium to inform members of the Panel of the ability of the Crematorium to accommodate the needs of a growing population within the Borough of Fareham and beyond.

The presentation covered the governance arrangements of the crematorium, the way it is funded and an overview of its current capacity to deliver services. The presentation also explained how a Development Plan is approved every 2 years which outlines current and future developments based on projected population growth and highlights key challenges and opportunities going forward. A copy of the presentation is attached as Appendix A to these minutes.

In discussing the capacity of the Crematorium to meet future demand, the Panel was assured that based on ONS statistics, which predict future population figures and numbers of deaths, demand for services can continue to be met. Any future changes to ONS projections which take into account the planned development at Welborne Garden Village will be reported to the

Crematorium Joint Committee so that they can be taken into account in the Crematorium's Development Plan. The Panel also noted that the Crematorium's operating permit will allow the current operating hours to be extended should this become necessary.

The Panel discussed the impact that the new cremator burners will have on the environment and noted that whilst it is not possible for the crematorium to achieve carbon neutrality, the new cremators will be used efficiently by maximising capacity at each use and that the Crematorium is exploring other opportunities to offset its carbon footprint such as recycling flowers and ensuring the gardens of remembrance are peat free.

RESOLVED that the Health and Public Protection Scrutiny Panel notes the content of the presentation.

8. OPPORTUNITIES PLAN 2023-2027

At the invitation of the Chairman, Councillor Miss J Burton, Executive Member for Health & Public Protection addressed the Panel on this item.

Councillor Mrs K K Trott left the meeting during this item.

The Panel received a presentation which provided an overview of the way in which the Opportunities Plan has been developed and the significant Year 1 project proposals that relate to the Scrutiny Panel area. A copy of the presentation is attached to these minutes as Appendix B.

Members commented that it would have been useful to have received details of the proposals in advance of the meeting for prior consideration and to consider any further suggestions to put forward for inclusion within the Plan. The Head of Finance and Audit advised that this is a 2 year plan and that any additional ideas put forward can still be considered for inclusion in the Plan.

The following suggestions were put forward for inclusion in the Plan:

- (i) An increase to the charges at Portchester crematorium as the current charges are lower than other local crematoria; recognising that this would need to be a decision of the Joint Committee due to Partnership Arrangements with neighbouring Local Authorities.
- (ii) The Members Allowances Scheme be reviewed to consider whether there are savings that can be made.
- (iii) Services be made more competitive to encourage Welborne developers to use the Council's Building Control Partnership for Building Regulation services rather than private consultants.

RESOLVED that having asked questions, made comments and put forward further proposals for consideration, as outlined above, the Health & Public Protection Scrutiny Panel notes the content of the presentation.

9. APPROVAL OF SCOPING REPORT FOR SCRUTINY OF QUEEN ALEXANDRA HOSPITAL SERVICES

The Panel considered a Draft Scoping report for inclusion in an invitation to Queen Alexandra Hospital to attend a future meeting of the Panel to answer members' questions on the ability of Portsmouth Hospitals University NHS

Trust to manage increasing demand on services from within Fareham and beyond, particularly with the development of Welborne Garden Village over a number of years.

RESOLVED that the Health and Public Protection Scrutiny Panel agrees that the draft Scoping report be included in an invitation to Queen Alexandra Hospital to attend a future meeting of the Panel.

10. HEALTH AND PUBLIC PROTECTION SCRUTINY PANEL PRIORITIES

Members discussed the future scrutiny priorities for the Health and Public Protection Panel and agreed that there were no additional items for inclusion on the Scrutiny Priorities Plan at this time.

(The meeting started at 6.01 pm
and ended at 7.39 pm).

Appendix A



Portchester Crematorium

Presentation to Fareham Borough Council Health & Public Protection Scrutiny Panel

June 2023

*John Haskell, Clerk to the
Crematorium Joint Committee*

Victoria Hatton, Manager and Registrar





- Crematorium opened on 27 September 1958
- Serves, but not limited to, the Fareham, Gosport, Havant and Portsmouth area – combined population of more than 540,000
- Approximately 3,200 cremations annually – one of the busiest in the UK
- 233,000 cremations since 1958 (*as at Dec 2022*)
- Cost of running the crematorium is met from fees paid
- Current cost of a cremation - £750

- Managed by Joint Committee of 2 councillors each from Fareham, Gosport, Havant, and Portsmouth
- Management Agreement -
 - *The 4 local authorities crematoria powers delegated to the Joint Committee*
- Joint Committee decides –
 - *the overall policy for the crematorium and its facilities;*
 - *capital and maintenance works programme;*
 - *approval of accounts;*
 - *setting the scale of fees and charges*

Annual Income and Expenditure for 2021/22 –
Gross Income & Expenditure - £2,568,372

Base Estimate for 2023/24 –
Gross Income & Expenditure - £3,180,700

Cremation Fee level compared with other crematoria

- Portchester - £750
- The Oaks (Havant) - £995
- Southampton – £987
- Wessex Vale (Eastleigh)- £1,075
- Chichester - £1,105

The two chapels –
South Chapel
(80 seated plus 100 standing)



North Chapel
(48 seated plus 20 standing)

Daily the services are between
9.00am and 4.00pm based on
45 minute service slots

Average number of daily
funerals – 13



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Funeral Services

- Average number of daily funerals – 13
- We can accommodate 18 funerals daily
- The Crematorium can accommodate 4,536 funerals annually
- In 2022 there were 3,118 funerals



Current Developments & Investments

- The buildings –
- Fabric maintained under arrangement with Fareham BC's Building Services
- specialist contractors are engaged for specific maintenance work



Current Developments & Investments

- The grounds – maintained under contract by Brighstone Landscapes







Main Aims, Objectives & Policies

- The grounds – freely open to the public
- Building works of the highest quality
- High standards of service to the public
- An open and welcoming place
- No permanent family memorials in the grounds



Main Aims, Objectives & Policies

- **Financial Policies** to ensure –
 - Sufficient reserves
 - No precept from the local authorities
 - All capital works funded from revenue income
- Annual contribution distributed to each local authority

Main Aims, Objectives and Policies

- **Governance** arrangements include –
 - Risk Management
 - Health and Safety policy
 - Business Continuity Plan
 - Annual Report
 - Development Management Plan

Development Management Plan

- Reviewed and approved every 2 years
- Plan covers operations and objectives & statistical information on population growth & death projections
- In the 4 local authority areas –
15 % burials to 85 % cremations
- This trend has remained virtually static for many years

Development Management Plan

- Actual deaths in Fareham – 1,196 (2013)
- 1,278 (2022)
- Projected deaths in Fareham – 1,337 (2023)
- 1,540 (2033)
- 1,693 (2043)

Source – ONS 2018 based Subnational Population Projections

Death Projections for the 4 authorities

2020	5,531 (actual)		2033	6,011
2021	5,683 (actual)		2035	6,157
2023	5,419		2037	6,289
2025	5,509		2039	6,391
2027	5,613		2041	6,470
2029	5,733		2043	6,548
2031	5,870			

Recent Challenges and Opportunities

- Mercury Abatement – A £2.5m scheme requiring ‘retro’ fitting of environmental equipment, completed in 2012
- Opening of the Oaks Crematorium, Havant in Autumn 2013
- Upgrading & refurbishing the South Chapel (2015), and North Chapel (2018)
- Pandemic – rise in cremation numbers

Current Developments & Investments

- The cremators –
Maintained by Facultatieve Technologies (FT)
- 35 Years old and require replacement
- Decision taken in 2022 to replace with natural gas



Cremators Replacement Programme

- Consultants appointed to advise the Joint Committee;
- Modelling undertaken based on number of funerals and projected funerals;
- Planning constraints;
- Replacement equipment will meet expected demand and population growth

Challenges and Opportunities

- Oaks Crematorium at Havant
- Opened in Autumn 2013
- Impact on the number of cremations at Portchester
- Consequential financial impact

Challenges and Opportunities

- Lee-on-the-Solent Proposed Crematorium
- Impact on the number of cremations at Portchester – likely annual reduction of 1,000 funerals
- Public consultation undertaken
- Planning application submitted

Key Achievements

- Joint Committee – longest example of joint collaboration between the 4 authorities
- No financial demand on the authorities
- Large long term capital investment, funded from fees
- Recent projects –
 - Upgrading the South & North Chapels
 - Mercury Abatement
 - The grounds – Pond refurbishment and remodelling
 - Tree sculptures



Key Achievements - *continued*

- Recent projects
 - Obitus Multi Media System
 - Web Casting of Services
 - Television displays for personal tributes
 - Web Site Modernised & Upgraded
 - On Line Book of Remembrance
 - Memorial Tree to be installed
 - Introduction of 'Walk Through' funerals

Two large car parking areas



Future Challenges and Opportunities

- Meeting customer expectations for funeral dates
 - Ability and (limited) capacity of funeral directors to avoid delays
- Replacing the cremators during 2024
- Garden of Contemplation & its Fountain - Options to remodel the area
- Investigate the possibility of utilising 'alternative' technologies to generate electricity on site, and ways and means of utilising waste heat
- Response at times of high demand (during winter period)

Future Challenges and Opportunities



Any Questions?



OPPORTUNITIES PLAN

2023-2027

Update June 2023

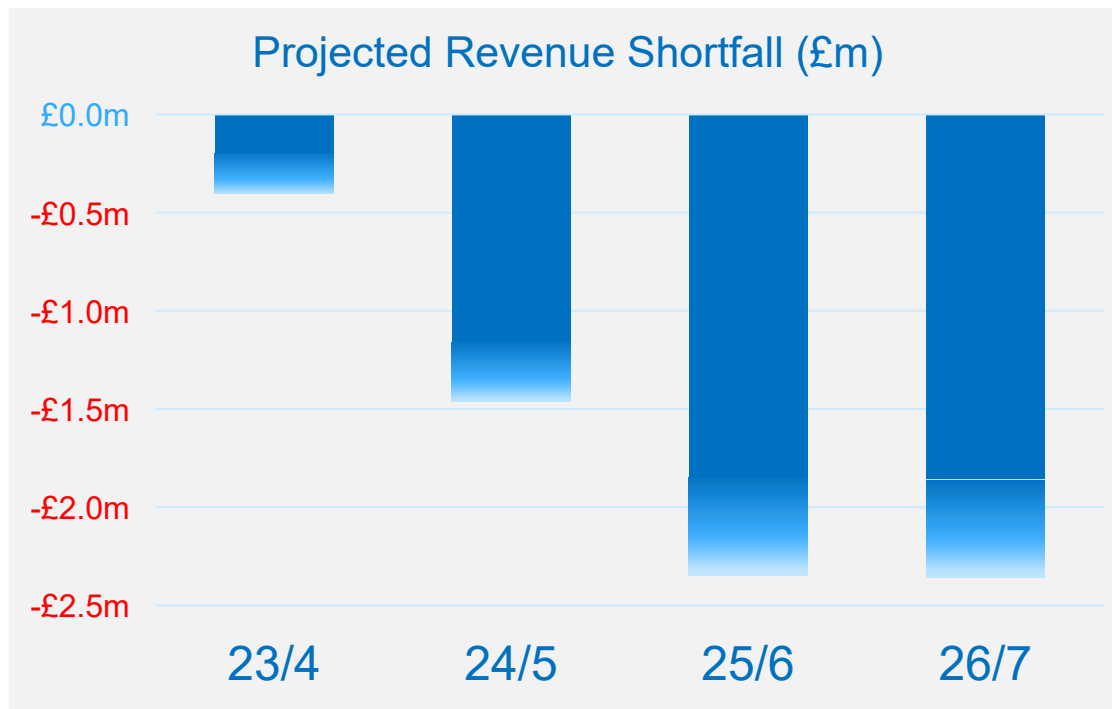
Agenda

1. Opportunities Plan background reminder
2. Overview of Opportunities Plan development
3. Significant project proposals by Scrutiny Panel area
4. Next steps
5. Member comments and feedback

Background

MTFS Five Year Outlook

- Shortfall of £401k this year, rising to £2.4m by 2026
- Known and quantifiable variables allowed for
- New priorities (e.g. Climate Change, Town Centre Regeneration) not allowed for

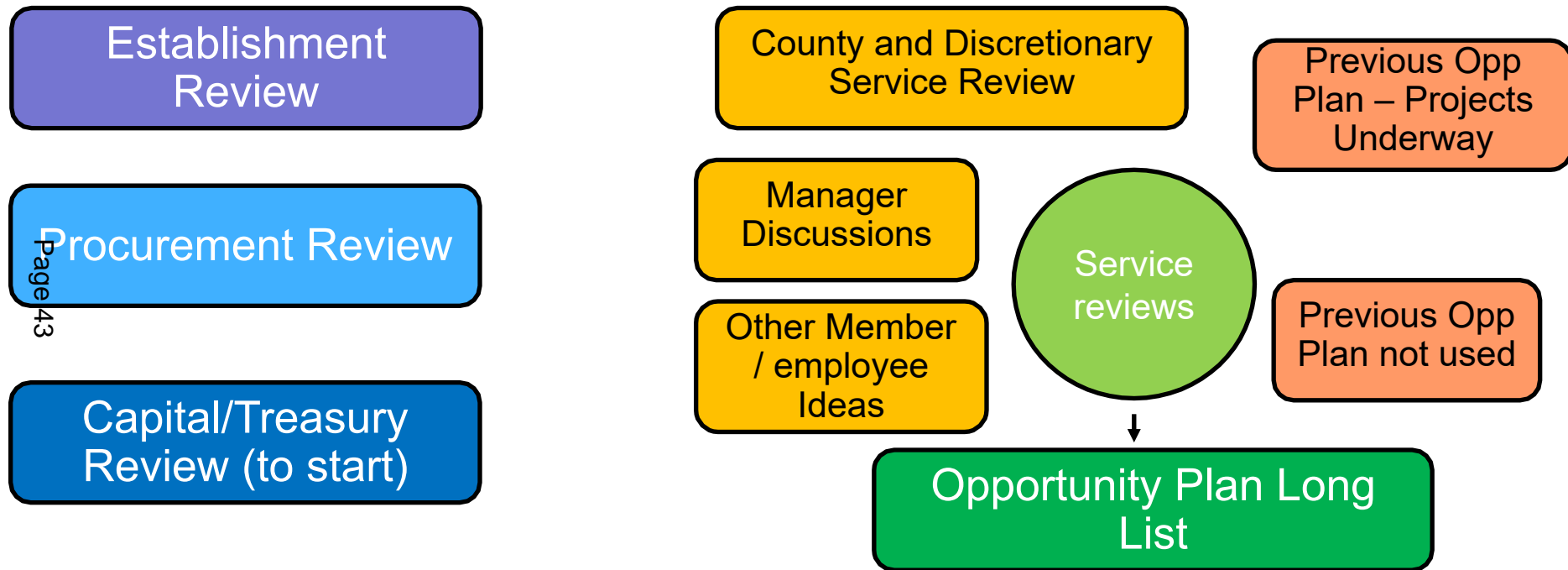


Messages

- January Executive and All Member Briefing:
 - Approved Medium Term Financial Strategy and assumptions
 - Estimated budget gaps/reserves
 - Budget gap not a fixed figure and will regularly change
- Late February:
 - Briefing note to Members and Managers
 - Outlined approach to closing the budget gap

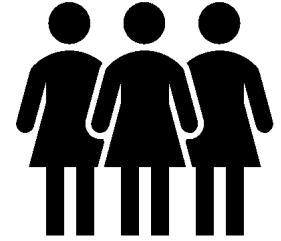
Approach to Close the Gap

Overall Plan Development Approach



Establishment Review

- Strategic Council wide approach to review
- Identified a number of potential posts:
 - Currently vacant
 - Fixed term where funding has finished
 - Over filled posts compared to establishment
 - Service review suggestions
- Each assessed on a risk rating
- Possible additional 'invest to save' posts to support some Opportunities Projects



Procurement Review

Planned Market Testing (BAU)

- Large capital projects e.g. Fareham Live – will always explore value engineering opportunities
- Supplier contracts:
 - Are they good value for money?
 - Has the contract expired?
 - Can we do this another way or in house?
 - Test the market

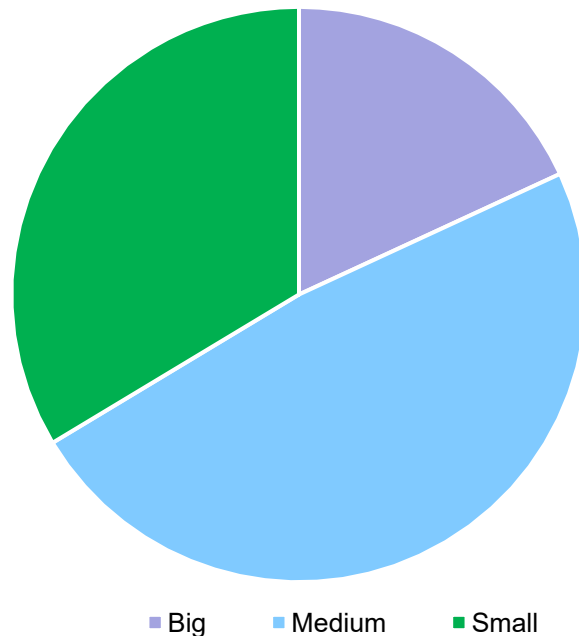


High Spend with no planned market testing

Service Reviews

Developing the Plan: Service Reviews

- Discussions with Directors, Heads of Service, service leads and CXMT
- Around 250 potential opportunities captured
- Projects vary greatly in scale
- Main focus of the plan is on year 1 projects
- Around 60 projects already started



Financial Projections

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- Estimating for each project:
 - Cashable income and savings (GF/HRA/one off)
 - Officer time savings
- Challenging to accurately estimate for some projects
- 60% with figures at the moment
- Estimates are compared to what is in the 2023/24 base budget

Opps Plan – Part 1

- Business as Usual
- Already Started
- Projects proposed for Year 1

Also...

- Projects planned for Year 2
- Projects not in plan

Long List Value - Part 1

Scale of Project	No. of Ideas	No. with value	Annual Saving GF £'000s	Annual Saving HRA £'000s	Non-Annual £'000s	Non-Cashable £'000s
Business as usual	13	10	£401	£0	£175	£0
Already started	39	30	£800	£38	£3,855	£18
Projects proposed for Year 1	87	46	£414	£3	£330	£38
Total	139	86	£1,615	£41	£4,360	£56

Part 1 Proposals

Year 1

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- Bringing car park security in house
- Wicor coastal charging
- New Osborn Road to be Premium Car Park
- Town Centre evening parking charges
- Disabled parking charges
- CCTV maintenance

Year 1

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- Building Control fee review:
 - Cancellation fees and refunds
 - Late payment fee
 - FBC internal recharges
- Building Control road numbering charges
- Welborne work
- Air Quality Funding reserve

Year 2

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- Commercialise pest control
- Building Control hours charged
- Parking and enforcement partnership
- Cashless car parks
- Stubbington Green parking

Not Yet Planned

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Not Yet Planned:

- Community skips
- Overnight coastal stays

ALL



- Legal Service costs
- Agency contract margin
- Overtime/ Allowance review
- Finance system automation
- Debt Recovery Vision
- Health and Safety Inspections
- Systems Thinking next steps

Next Steps

Next Steps

1. Finalise financial estimates for each bigger project where possible
2. June/July: Presentations to summer Scrutiny Panels/other Committees
3. Consider member feedback/priority changes
4. Resourcing the Plan review / additional resources
5. September Executive: Update and confirm Year 1 Opportunities Plan
6. Refresh MTFS projections

QUESTIONS & IDEAS



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BOROUGH COUNCIL