



## Annual Central Durham Crematorium Joint Committee

**Date**        **Wednesday 28 June 2017**  
**Time**        **5.30 pm**  
**Venue**       **Durham Crematorium, South Road, Durham**

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### **Business**

#### **Part A**

1. Membership of the Joint Committee
2. Appointment of the Chairman for the ensuing year
3. Appointment of the Vice-Chairman for the ensuing year
4. Apologies for Absence
5. Minutes of the meeting held 26 April 2017 (Pages 3 - 6)
6. Declarations of Interest, if any
7. Annual Constitutional Review: (Pages 7 - 22)  
Report of the Clerk to the Joint Committee.
8. Annual Governance Statement 2016/17: (Pages 23 - 36)  
Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services.
9. Revenue Outturn & Joint Committees Annual Return for the Financial Year Ended 31 March 2017: (Pages 37 - 52)  
Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services.
10. Quarterly Performance and Operational Report: (Pages 53 - 58)  
Report of the Bereavement Services Manager.
11. Forward Plan 2017/18: (Pages 59 - 62)  
Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services.
12. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration

**Laura Renaudon**  
Clerk to the Joint Committee

County Hall  
Durham  
20 June 2017

To: **The Members of the Central Durham Crematorium Joint  
Committee**

Durham County Council: D Bell, D Brown, J Chaplow, K Corrigan,  
P Jopling, H Liddle, M McGaun, M McKeon,  
S Quinn, J Shuttleworth, J Stephenson and  
K Thompson

Spennymoor Town Council: G Darkes, I Machin and L Maddison

**DURHAM COUNTY COUNCIL**

**CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE**

At a Meeting of **Central Durham Crematorium Joint Committee** held in **Conference Room 4b, County Hall, Durham** on **Wednesday 26 April 2017** at **2.00 pm**

**Present:**

**Councillor M Plews (Chairman)**

**Durham County Council:**

Councillors D Bell, J Chaplow, P Conway, K Corrigan, N Foster and B Kellett

**Spennymoor Town Council:**

Town Councillors JV Graham (Vice-Chairman), GD O'Hehir and D Taylor

**1 Apologies for Absence**

Apologies for absence were received from B Moir, M Simmons and D Stoker.

**2 Minutes**

The minutes of the meeting held 25 January 2017 were agreed as a correct record and signed and initialled by the Chairman.

**3 Declarations of Interest**

There were no Declarations of Interest.

**4 Quarterly Performance and Operational Report**

The Bereavement Services Manager, Graham Harrison asked Members to note the performance figures from January 2017 to March 2017 and the comparison to the same period for 2016, highlighting that there was a net increase of 11 cremations. It was explained that Funeral Directors had noted similar increases, with the death rate having been higher despite the mild winter period. It was noted there was a total of 676 for the three month period with the January to March 2017 profile breakdown showing 246 from Durham, 27 from Spennymoor and 403 from outside of the area. Councillors were asked to note that the figure for the total number of cremations to 31 March 2017 was 2,324, compared to a prudent budget assumption of 2,200 cremations, representing an over-achievement in cremation fee income of £66,740.

The Bereavement Services Manager noted the performance over the previous seven financial years and asked Members to note the number of memorials sold in comparison to the same period the previous year, a decrease of £2,663 in value terms.

The Joint Committee noted that a Trainee Crematorium Operative had been in post since June 2016, and Members' recalled at the time the Crematorium had been unable to fill the vacant position for Cremator Operative. It was explained that it was now felt to be an appropriate time to re-advertise the post which would also be available for the Trainee Crematorium Operative to apply for.

Members noted that on 26 May 2017, Mr Stephen Tinkler, Cremator Technician, would have worked at the Crematorium for 30 years. It was added that on 5 May 2017, the Bereavement Services Manager would also have worked in the bereavement services industry for 30 years. Members were asked if they wished to mark the occasion in some manner at the next meeting of the Joint Committee.

The Bereavement Services Manager explained that a number of problems had been encountered at the Crematorium in terms of drains collapsing due to multiple fractures and root mass build up. It was noted that ongoing repairs had resulted in a revenue overspend of £9,148 in the current financial year and was set out within the Financial Monitoring report. It was added that investigation had revealed that the drains required repairs estimated at £25,945 and as these were not included within the 2017/18 budget, Members were asked to approve the essential repairs from the Major Capital Works reserve in 2017/18.

Councillors noted the usual arrangements had been made for representation at the Joint Conference of the Federation of Burial and Cremation Authorities and Cremation Society of Great Britain, to be held at Stratford-upon-Avon from Monday 3 to Wednesday 5 July 2017.

The Bereavement Services Manager informed Members that the Recycling of Metals Scheme had generated a sum of £5,000 for Stillbirth and Neonatal Death Charity (SANDS) and that arrangements were being made in respect of the cheque being presented to the charity.

The Chairman thanked the Bereavement Services Manager and asked him to leave while they discussed the issues in terms of the 30 years of service.

Members noted several possibilities, with the Facilities Manager, Spennymoor Town Council, Colin Ranson adding that as employees of Durham County Council any suggestion must be in line with their policies and procedures. It was noted by Members who had served on the former City of Durham Council that long service awards such as engraved medals had been produced, however, since the new unitary Durham County Council from 2009, such awards had not been made. It was suggested that as there was no policy in place that the next meeting of the Joint Committee be held at the Crematorium and the Officers be invited to attend to be thanked in person for their service.

**Resolved:**

- (i) That the current performance of the Crematorium be noted.
- (ii) To re-advertise the Cremator Operative post.
- (iii) To hold the next meeting of the Joint Committee at Durham Crematorium, South Road at 5.30pm and invite the Officers who had reached 30 years of service to attend.
- (iv) That the Major Capital Works Reserve be utilised to fund the forecast additional costs of the essential drainage repairs as outlined.
- (v) That the attendance at the Burial and Cremation Conference be noted.
- (vi) That the distribution of recycling income to the respective charity be noted.

**5 Financial Monitoring Report - Provisional Outturn as at 31 March 2017**

The Principal Accountant, Ed Thompson referred Members to the Financial Monitoring Report, with the provisional outturn as at 31 March 2017 (for copy see file of minutes).

The Joint Committee noted that the updated projected revenue outturn was showing a surplus, of £813,495 against a budgeted surplus of £686,308. It was noted that the major variances were set out within the report.

Members noted that in terms of the capital programme, this was reported as being £140,747 under budget, with the underspends being attributed to: a delay in the tarmacking of the roads and car park bays and staff car parking; cremator relining; and the coffin charger being replaced at no additional cost. It was noted those items would be carried forward into the 2017/18 Capital Budget.

It was explained that contributions from earmarked reserves were forecast as £127,187 more than originally budgeted, primarily due to additional unbudgeted income arising from the additional cremations and the reduction in business rates. The Joint Committee noted that, in line with the policy to maintain a general reserve of 30% of the income budget, a transfer from the General Reserve of £32,250 had been required. Members noted a projected total reserve of £1,436,753 at the year-end, giving a strong financial position.

**Resolved:**

That the April 2016 to March 2017 Revenue Spend Financial Monitoring Report and associated Provision Outturn position at 31 March 2017 be noted.

**6 Risk Register Update 2016/17**

The Principal Accountant asked Members to note the Risk Register Update 2016/17 report, the Joint Committee considering updates on a 6 monthly basis. Members recalled that the report set out Strategic Risks and Operational Risks with risks regularly reviewed by the DCC Risk Management Team and the Bereavement Services Manager.

It was noted that three risks had been removed from the service risk register; one risk, sickness absence of key staff, had be re-evaluated from insignificant to moderate; and one risk had been removed from the operational risk register with details set out at Appendices 4,5,6 and 7 to the report.

**Resolved:**

- (i) That the Members of the Central Durham Crematorium Joint Committee note the content of the report and the updated position following the March review.
- (ii) That the Risk Registers are kept up-to-date and continue to be reviewed by the Joint Committee on a half yearly basis, the next one to be completed in September 2017.

**7 Annual Internal Audit Report 2016/17**

The Audit and Fraud Manager, Stephen Carter referred Members to the Annual Internal Audit Report 2016/17 (for copy see file of minutes).

The Audit and Fraud Manager thanked Members for the opportunity to present the report on behalf of the Chief Internal Auditor and Corporate Fraud Manager and reminded the Joint Committee that the Annual Internal Audit Report fulfilled the requirements of Public Sector Internal Audit Standards and CIPFA Local Government Application note for the Chief Internal Auditor and Corporate Fraud Manager to deliver an annual audit opinion.

Members were informed that the report looked at the Joint Committee's systems of governance, risk management and internal control and that, from the work undertaken, the Chief Internal Auditor and Corporate Fraud Manager was able to provide a "Substantial" overall assurance opinion of the adequacy and effectiveness of internal control operating across the Joint Committee in 2016/17. Members were reminded that "Substantial" was the highest level of assurance rating.

The Audit and Fraud Manager noted that the appendices to the report set out the work undertaken by Internal Audit and that there had been no recommendations in terms high, medium or best practice priorities.

Councillors N Forster and P Conway asked as regards ongoing issues and the Chairman explained that the matters were being looked into.

**Resolved:**

That the content of the Annual Internal Audit Report and the overall "Substantial" opinion on the adequacy and effectiveness of the Joint Committee's control environment for 2016/17 be noted.

**Central Durham Crematorium  
Joint Committee**

**28 June 2017**



**Annual Constitutional Review**

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**Report of the Clerk to the Joint Committee**

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**Purpose of the Report**

1. The purpose of this report is to provide details of a review of the Central Durham Crematorium Joint Committee's Constitution, which, in accordance with the Annual Governance Statement requirements, is reviewed on an annual basis at the Joint Committee's Annual General Meeting.

**Background Information**

2. The Constitution of the Central Durham Crematorium Joint Committee was presented to and approved by members on 24 April 2013.
3. Members also gave a commitment to review the Constitution on an annual basis, as part of the approval process for the Annual Governance Statement.

**Review of the Constitution**

4. The Constitution has been reviewed by the Clerk to the Central Durham Crematorium Joint Committee.
5. Members will recall that the Constitution as adopted in 2013 retained the constituent authority legal titles; expenditure and subsequent surplus distribution arrangements to Durham County Council / Spennymoor Town Council on an 80 / 20 basis; and policies concerning the transfers to reserves of retained surpluses.
6. Members will again note that the constituent authority membership appointments and asset ownership remain as per the original constitution of 3 May 1983.
7. The Central Durham Crematorium Joint Committee will continue to operate within the procedure rules and financial regulations of the lead partner authority, Durham County Council, who will continue to be responsible for the management of the facility and for supporting the Joint Committee.
8. The review has not highlighted any requirements for change to the current Constitution, which is attached at Appendix 2 for Members' full consideration, and therefore this report recommends continuation of the existing Constitution and governance arrangements.

## **Recommendations:**

It is recommended that:

Members of the Committee consider the outcome of the review of the Constitution of Central Durham Crematorium Joint Committee, and reapprove the Constitution as set out in Appendix 2, the review having been completed in accordance with Annual Governance Statement requirements.

## **Background Papers**

Central Durham Crematorium Joint Committee Constitution (adopted 24 April 2013).

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**Contact: Laura Renaudon, Clerk to the Joint Committee**  
**Tel: 03000 269 886 E-mail: [laura.renaudon@durham.gov.uk](mailto:laura.renaudon@durham.gov.uk)**

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**Appendix 1: Implications**

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**Finance**

As set out within the report

**Staffing**

As outlined in the Report

**Risk**

None specific within the report

**Equality and diversity / Public Sector Equality Duty**

None specific within the report

**Accommodation**

As set out within the report

**Crime and disorder**

None specific within the report

**Human rights**

None specific within the report

**Consultation**

None specific within the report

**Procurement**

None specific within the report

**Disability Issues**

None specific within the report

**Legal Implications**

As set out within the report

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**Dated**

**2013**

**CENTRAL DURHAM  
CREMATORIUM JOINT COMMITTEE**

**AGREEMENT**

**for the constitution of the above named Joint Committee**

**Colette Longbottom  
Head of Legal and Democratic Services**

## **A G R E E M E N T**

**MEMORANDUM OF AGREEMENT** made the                      day of  
Two Thousand and Thirteen **BETWEEN THE COUNTY COUNCIL OF  
DURHAM** (hereinafter referred to as “the Durham County Council”) of the one  
part and **THE TOWN COUNCIL OF SPENNYMOOR** (hereinafter referred to as  
“the Town Council of Spennymoor”) of the other part.

### **WHEREAS:**

- (1) The Councils being parties hereto may by Section 4 of the Cremation Act 1902 as amended by the Cremation Act 1952 respectively provide and maintain crematoria.
- (2) The Authorities to this Agreement have by their respective Councils (Durham County Council and Spennymoor Town Council) and by virtue of Section 102(1) of the Local Government Act 1972, the Local Government Act 2000 the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 the Local Authorities and all and every power enabling them agreed and resolved to constitute a joint committee to exercise the powers which each of the Authorities hereto might respectively have exercised by virtue of the Cremation Acts 1902 and 1952 for the provision of running, maintenance and management of the existing Crematorium at Durham within the County of Durham.
- (3) The said Authorities now wish to constitute the said Joint Committee on the terms set out below and to the intent that this of Agreement between the said Authorities and dated the third day of May one thousand nine hundred and eighty three shall cease to have effect.
- (4) By Section 103 of the Local Government Act 1972 is it provided that the expenses of a Joint Committee appointed thereunder shall be defrayed by appointing authorities in such proportions as they may agree upon.
- (5) The said Councils have each of them passed a resolution to enter into an Agreement as hereinafter appearing.

### **Interpretation**

- (6) In this Agreement the following expressions have the meanings set out below, unless the contract otherwise requires.

“Authority”, either Durham County Council or Spennymoor Town Council and “Authorities” shall be construed accordingly.

“Annual meeting”, the annual meeting of the Joint Committee held each year in accordance with paragraph 6.1 of this Agreement.

“Chief Executive”, the head of an Authority’s paid service being the person designated as such under Section 4 of the Local Government and Housing Act 1980.

“Clerk”, the person appointed by virtue of paragraph 6.1 to carry out certain duties allocated by this Agreement.

“Council”, the Council of elected members of one or other of the Authorities to this Agreement.

“Crematorium”, the crematorium known as Central Durham Crematorium which includes all buildings, grounds, equipment and other property appurtenant there.

“Financial year”, the period running from 1 April in one calendar year until 31 March in the next calendar year (inclusive).

“Joint Committee”, the Central Durham Crematorium Joint Committee constituted by this Agreement.

“Member”, unless the context otherwise so requires, a member of the Joint Committee.

“Monitoring Officer”, Durham County Council’s Head of Legal and Democratic Services being the person designated under Section 5 of the Local Government and Housing Act 1989 or the Officer’s nominated deputy in the case of absence or illness.

“Ordinary Meeting”, any meeting of the Joint Committee that is not an Annual Meeting or a Special Meeting.

“Principal Office” in the case of Durham County Council, the Council Offices, County Hall, Durham and in the case of Spennymoor Town Council the Town Hall, Spennymoor.

“Special Meeting”, a meeting of the Joint Committee convened in accordance with paragraph of this Agreement.

The Crematorium site is now vested in Durham County Council by virtue of Section 120(4) of the Local Government Act 1972 and all and every power so enabling and registered at HM Land Registry with Title Absolute under Title Number.

## **The Agreement**

**NOW IT IS HEREBY AGREED** by and between the parties hereto in pursuance of the powers conferred upon them by virtue of the hereinbefore recited enactments and of every other power (if any) them respectively hereunto enabling as follows that is to say:-

- 1 There shall be constituted a Joint Committee (hereinafter referred to as the “Joint Committee” of both the Councils being parties hereto (hereinafter collectively referred to as the two Councils) consisting of members appointed under provisions hereof and having the functions, powers and duties upon and subject to the terms and conditions hereinafter mentioned.
- 2 The name of the Joint Committee shall be the Central Durham Crematorium Joint Committee.

### 3 Membership of Joint Committee

3.1 The Joint Committee shall consist of Members appointed by each of the two Councils from amongst their respective Members in the following manner that is to say:-

<u>Appointing Council</u>	<u>Number of Members to be Appointed</u>
Durham County Council	12
Spennymoor Town Council	3

3.2 The whole number of Members of the Joint Committee shall retire on the first Thursday in May 2013 and on the first Thursday in May of every fourth year thereafter.

3.3 Each of the two Councils shall in respect of Members to retire on the first Thursday of May 2013 appoint the said Members at the first convenient meeting of such Council held after the execution of this Agreement.

3.4 In the year 2013 and every fourth year thereafter being a year in which Members of the Joint Committee shall retire each of the two Councils shall appoint Members of the Joint Committee as herein provided **at the first convenient meeting of such Councils.**

3.5 The two Councils may revoke an appointment of any Member at any time.

3.6 If either Authority does not appoint the number of Members which it is entitled to appoint the other Members of the Joint Committee shall be competent to carry out the business pursuant to the Agreement.

3.7 Any person who is a member of the Council of both Authorities shall only represent the first Authority to appoint him or her as a Member and any subsequent appointment by the other Authority shall be void.

3.8 Without prejudice to the generality of sub-clause 5 of this clause if a Member fails to attend four consecutive meetings of the Joint Committee such fact shall be reported by the Clerk to the Joint Committee to the Council by whom that Member was appointed and the Council may thereupon terminate the Member's term of office notwithstanding any other provision in this Agreement contained and any such termination of appointment shall be reported to the Clerk to the Joint Committee by the Council concerned.

3.9 If by reason of the operation of statutory provisions failure to attend meetings as hereinbefore mentioned or otherwise there shall be a vacancy and the Members of the Joint Committee as herein provided the Council out of whose appointment the vacancy occurs may thereupon appoint another Member to fill such vacancy and the person so appointed shall remain a Member of the Joint Committee until and shall retire on the date of the normal retirement under the provisions of this Agreement of the member whose place he or she fills.

#### **4 Powers of the Joint Committee**

The two Councils hereby delegate to the Joint Committee upon and subject to the terms and conditions of this Agreement all powers of the two councils with respect to the provisions and maintenance of crematoria in the area of each of them other than powers of borrowing money, levying or issuing a precept for a rate of holding land and without prejudice to the generality of the foregoing the Joint Committee shall to the exclusion of the two Councils have all the powers of each of the two Councils under the Cremation Act 1902 and 1952 and under any Act of Parliament or statutory instruments with respect to the provision of maintenance of crematoria.

#### **5 Meetings of the Joint Committee**

- 5.1 The Joint Committee shall hold four meetings at least in every year for the transaction of general business and may hold such other meetings including a visit to the Crematorium premises at such intervals as it may find necessary or convenient.
- 5.2 The Joint Committee shall elect annually from amongst its Members a Vice Chairman and shall appoint the outgoing Vice Chairman as Chairman.
- 5.3 The Election of the Chairman and Vice Chairman shall be respectively the first and second business transacted at the first meeting of the Joint Committee after the First June in any year (hereinafter referred to as the Annual Meeting).
- 5.4 So far as it is practicable to do so the Chairmanship and Vice Chairmanship shall alternate each year between a Member of Spennymoor Town Council and a Member of Durham County Council.
- 5.5 The Chairman of the Joint Committee shall, unless he or she resigns or becomes disqualified continue in office until his or her successor becomes entitled to act as Chairman. The Vice Chairman of the Joint Committee shall unless he or she resigns or becomes disqualified hold office immediately after the election of the Chairman of the Joint Committee at the next meeting of the Joint Committee.
- 5.6 If there is equality of votes as the appointment of Chair and Vice Chair then the Chairman for the time being of that meeting shall have a second or casting vote.

#### **6 Notice of Meeting**

- 6.1 The Joint Committee must appoint a Clerk and may appoint and pay such officers and servants as it may deem necessary for the purpose of carrying out its duties under this Agreement.
- 6.2 Sections 114 to 119 of the Local Government Act 1972 shall apply to an officer of the Joint Committee in the same manner as the said sections

apply to an officer of a local authority with such modifications as are necessary to make them applicable to officers of the Joint Committee.

- 6.3 Ordinary meetings and Annual meetings of the Joint Committee shall be convened by the Clerk who shall deliver notice thereof to each Member at least five clear days before the date of the meeting. This notice will give the date, time and place of each meeting and specify the business to be transacted.
- 6.4 With reference to the Notice referred to in paragraph 6.3 the Clerk shall send a copy of the agenda for the meeting which shall include:-
- Provision for the declaration of interests by Members for the purposes of the Code of Conduct issued under Section 50 of the Local Government Act 2000;
  - All items of business which have been, or are deemed to have been, referred to the Joint Committee by a Council resolution of either Authority
  - All reports submitted by any officer of either Authority, and
  - Any items of business directed to be included by the person appointed to preside at the meeting.
- 6.5 The quorum of a meeting will be one quarter of the whole number of Members (4 Members). Provided that there is at least one Member present from each Authority. During any meeting if the Chairman counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date to be 'fixed' by the Chairman'. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 6.6 The Joint Committee and every officer thereof who is by reason of his office entrusted with the custody or control of money shall keep accounts of all money received by the Joint Committee or any such officer and all expenditure thereof by it or him as may be required for the purpose of Part VIII of the Local Government Act 1972 and Part III of the Local Government Finance Act 1982.
- 6.7 No act or proceeding of the Joint Committee shall be questioned on account of any vacancy or on account of any defect in the appointment of any Member.
- 6.8 The Chair and two members of the Joint Committee may at any time by notice specifying the business to be transacted and sent to the Clerk require a Special Meeting of the Joint Committee to be convened and the Clerk shall accordingly convene a special meeting which shall be held within thirty clear days of receipt by the Clerk of the said notice.
- 6.9 The Clerk shall give Members of the Joint Committee at least five clear days notice of the Special Meeting and such notice shall specify the business proposed to be transacted.

- 6.10 No business shall be transacted at a Special Meeting other than that specified in the notice sent to the Clerk and referred to in sub-clause 6.9 above.
- 6.11 No substitute Members may be appointed from either Authority to this Joint Committee.

### **Chair at Meetings**

- 6.12 The Chair or in his absence the Vice Chair shall preside at every meeting provided that if both the Chair and the Vice Chair are absent the Members present shall elect another Member of the Joint Committee who shall preside at that meeting.

### **Voting**

#### **7 Majority**

- 7.1 Unless this Agreement provides otherwise, any matter will be decided by a simply majority of those Members voting and present in the room at the time the question was put.

#### **Chairman's Casting Vote**

- 7.2 If there are equal numbers of votes for and against, the Chairman will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

#### **Method of Voting**

- 7.3 Unless a recorded vote is demanded under sub-clause 7.4 the Chairman will take the vote by show of hands or if there is no dissent, by the affirmation of the meeting.

#### **Recorded Vote**

- 7.4 If 3 Members present at the meeting demand it the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

#### **8 Minutes**

- 8.1 The Clerk shall be responsible for keeping a record of attendance and a record of the business transacted at every meeting of the Joint Committee and the minute book shall be submitted to, and signed at the next following meeting.
- 8.2 The person presiding at the next following meeting referred to in paragraph 1 above shall put the questions that the minutes be approved as a correct record of the previous meeting.
- 8.3 No discussion shall take place upon the minutes, except upon their accuracy. If no question is raised as to accuracy or if it is raised then as soon as it is disposed of, the person presiding shall sign the minutes.

- 8.4 Copies of the minutes of every meeting of the Joint Committee and any sub-committee thereof shall as soon as possible after each meeting be sent by the Clerk to each Authority.

## 9 **Sub-Committee**

The Joint Committee shall have power to appoint sub-committees from amongst its Members with or without delegated powers for any purpose which in its opinion could more satisfactorily be dealt with by a sub-committee.

## 10 **Finance**

- 10.1 The Joint Committee shall as soon may be after the conclusion of every financial year (which shall for the purposes of this Agreement be taken to be a period of twelve months ending on the thirty first day of March in any year) send to each of the two Councils a report on the operations of the Joint Committee during such financial year and a copy of the statutory statements of the Joint Committee for such financial year.
- 10.2 If the Joint Committee shall at any time require to incur capital expenditure for the acquisition of property or the construction of works or for other capital purposes in connection with the provision of crematoria then (unless the Joint Committee shall in their discretion decide to defray such expenditure out of revenue) such expenditure shall be borne by the two Council's respectively in the proportions four parts by the Durham County Council and one part by the Spennymoor Town Council **PROVIDED THAT** the Clerk of the Joint Committee shall obtain approval from both of the two Councils before the Joint Committee shall incur such expenditure.
- 10.3 That where possible any necessary borrowing be effected by the Durham County Council and that any requests for transfers of borrowing authority or capital expenditure allocation between the two Councils be made to the appropriate Minister or other authority.
- 10.4 Where any sum is to be borrowed by the County Council in pursuance of sub-clauses (1) and (2) of this clause the loan may be effected at the discretion of the Corporate Director Resources and Chief Financial Officer for the time being of the Durham County Council through the Durham County Council's loans pool in which case the loan shall be chargeable at such rates of interest and expenses as shall be applicable to such loans as prescribed by the said Corporate Director Resources and Chief Financial Officer and the period of such loan shall be in accordance with any guidelines prescribed for the time being for loans by local authorities by the Secretary of State for the Environment or other authority.
- 10.5 Subject to any condition or conditions prescribed by either or both of the two Councils in giving consent to any capital expenditure under the proviso to sub-clause (2) of this clause the two Councils or either or them shall pay to the joint committee the amount of any sums borrowed in

pursuance of this clause in such sums and at such times as the Joint Committee shall direct.

- 10.6 Subject as is hereinafter provided the Joint Committee shall from time to time pay to the two Councils or either or them the amounts of all interest and all instalments of principal or as and when the same shall become due and the cost of taking up any loans raised for such purposes by the two Councils or either of them.
- 10.7 The legal estate in all land acquired and works constructed whether by means of capital or annual expenditure for the purpose of enabling the Joint Committee to exercise its functions under the provisions of this Agreement shall be vested in the Council in whose area the same shall situate and that Council shall hold such land or works as the case may be for the purpose of provision and maintenance of crematoria expressly for the same to be maintained, controlled and managed by the Joint Committee.
- 10.8 All expenses incurred by the Joint Committee in any financial year so far as they are not paid out of income other than contributions from the two Councils under this clause shall be borne by the two Councils respectively in the proportions four parts by Durham County Council and one part by Spennymoor Town Council and such Councils shall pay to the Joint Committee such sum as the Joint Committee may estimate will be the proportion to be borne by that Council of any estimated deficit for that financial year.
- 10.9 The Joint Committee may:-
- (a) use any part or all of any profits or surplus made in any financial year to finance capital expenditure or to redeem debt;
  - (b) carry forward part or all of such profits or surplus or reserves as is in the opinion of the Joint Committee required to meet contingencies or to defray any expenditure which may fall to be defrayed before the date on which moneys to be received by the Joint Committee whether from the two Councils in accordance with this Agreement or from the operation of the crematoria established by the Joint Committee will become available and the Joint Committee shall as soon as practicable return to the two Councils the amount of such profits or surplus or reserves not so applied by the Joint Committee in proportion to the total amounts respectively contributed by each of the two Councils towards previous deficits provided that if at any time both the two Councils shall have had the total amount of their contributions towards previous deficits returned to them the Joint Committee shall pay al such unapplied profits or surplus to the two Councils in the same proportions in which by virtue of sub-clause (1) hereof the two Councils would have borne a deficit in that financial year had one occurred.
- 11.1 Either of the two Councils may terminate this Agreement by giving the other not less than one year's notice in writing to that effect expiring on the thirty first day of March in any year.

- 11.2 The Council which shall have given notice under sub-clause (1) of this clause shall bear the expense of settling the adjustment required by clause (12) hereof.
- 12 In the event of either of the two Councils at any time hereafter terminating this Agreement under the provisions hereinbefore contained or otherwise there shall as on the date of such termination be an adjustment between the two Councils of all property income debts liabilities and expenses then existing and of any financial relations affected by such termination and on such adjustment there shall be an adjustment of capital assets and liabilities acquired or assumed by either of the two Councils on such termination including any outstanding loans borrowed by either or both of the two Councils under clause 13 hereof and provision may then be made for the payment to either or both of the two Councils of such sum as seems equitable.
- 13 When this agreement is silent the Central Durham Crematorium Joint Committee will operate within the procedure rules and financial regulations of the lead partner authority, Durham County Council to ensure that the Central Durham Crematorium Joint Committee have effective and appropriate corporate governance arrangements and financial management arrangements in place, given the Committee's fiduciary duties in relation to the management of public resources, and Durham County Council will continue to be responsible for the management of the facility and for supporting the Joint Committee.
- 14 Subject to Section 103 (1) (b) of the Local Government Act 1972 all disputed between the two Councils or between either of them and the Joint Committee on the interpretation of this Agreement and all disputes or differences in any way or at any time arising hereon (including without prejudice to the generality of these words the adjustments required by clause 17 hereof) shall be referred to some competent arbitrator agreed on by the two Councils or in the absence of agreement to be named by the Secretary of State for the Environment or his successor and the Arbitration Act 1950 or any statutory modification thereof for the time being in force shall apply to any such arbitration.
- 15 This Agreement shall come into effect on the date of its sealing when it shall in all respects supersede and replace the provisions of the Memorandum of Agreement made on the third day of May one thousand nine hundred and eighty three between Council of the City of Durham and the Town Council of Spennymoor relating to the constitution of a Joint Committee of those Councils to perform the functions of those Councils under the Cremation Act 1902 as amended by the Cremation Act 1952 and the Cremation (England and Wales) Regulations 2008 provided 1) that any rights or liabilities arising under the said Memorandum of Agreement dated the third day of May one thousand nine hundred and eighty three prior to the coming into effect of this Memorandum of Agreement shall not be affected thereby
- 16 That the making of this Agreement shall not be deemed to be a withdrawal by any party from the joint committee constituted thereby

**IN WITNESS** whereof the Parties hereunto have caused their respective  
Common Seals to be affixed to this Deed the day and year first before written

**THE COMMON SEAL** of **THE** )  
**COUNTY COUNCIL OF** )  
**DURHAM** was hereunto affixed )  
**BY ORDER:** )

Chairman:

Head of Legal and Democratic Services:

**THE COMMON SEAL** of **THE** )  
**TOWN COUNCIL OF** )  
**SPENNYMOOR** was hereunto )  
affixed in the presence of: )

Town Clerk:

Mayor

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**Central Durham Crematorium  
Joint Committee**

**28 June 2017**



**2016/17 Annual Governance  
Statement**

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**Joint Report of John Hewitt – Corporate Director of Resources /  
Treasurer to the Joint Committee and Ian Thompson – Corporate  
Director of Regeneration and Local Services**

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**Purpose of the Report**

- 1 The purpose of this report is to provide details of the Annual Governance Statement (AGS) for the year April 2016 to March 2017. The AGS will need to be formally approved by Members as part of the consideration of the Joint Committees Return for the financial year ended 31 March 2017 and is attached at Appendix 2.

**Background**

- 2 The Central Durham Crematorium Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in a way which functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 3 In discharging this overall responsibility, the Central Durham Crematorium Joint Committee is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk and performance.
- 4 The Central Durham Crematorium Joint Committee has adopted and operates under (via Durham County Council, its lead Authority), a Local Code of Corporate Governance which is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) Framework – 'Delivering Good Governance in Local Government'. The Annual Governance Statement (AGS) explains how the Joint Committee complies with this code and also meets the requirements of the Accounts and Audit Regulations 2015 in relation to an annual review of the effectiveness of its system of internal control.
- 5 The AGS will need to be formally signed by the Chair and Treasurer (Durham County Council's Corporate Director: Resources) to the Central Durham Crematorium Joint Committee and published along with the Central Durham Crematorium Joint Committee's Annual Return no later than the 30 June 2017.

## The Annual Governance Statement (AGS)

- 6 The Annual Governance Statement for Joint committees is based around a number of statements or assertions in relation to good governance, financial management and internal control.
- 7 In approving the AGS, the Joint Committee is required to provide an answer of 'yes' or 'no' to each assertion.
- 8 The Joint Committee is expected to have relevant evidence in place to support each 'yes' answer and would need to provide an explanation to the external auditor if it is not able to provide a 'yes' answer, including details of how the Joint Committee will address any identified weaknesses in its governance arrangements.
- 9 The seven assertions relevant to the Joint Committee are summarised below:
- i. We approved the accounting statements prepared in accordance with the guidance notes within this Return.*
  - ii. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*
  - iii. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.*
  - iv. We carried out an assessment of the risks facing the Joint Committee and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.*
  - v. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.*
  - vi. We took appropriate action on all matters raised during the year in reports from internal and external reviews.*
  - vii. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Joint Committee and where appropriate have included them in the accounting statements.*
- 10 The statement is initially compiled by the Head of Finance & Transactional Services, in accordance with guidance contained within the Framework and reflects the current position within the Joint Committee.
- 11 The statement is evidence based and relies upon the review of the effectiveness of internal audit undertaken by the Audit Committee of the lead authority (Durham County Council) along with written assurances from the Bereavement Services Manager, internal audit's views, having carried out a review during the year and commented on the assurance given by each, external auditors and other review agencies and inspectorates and the assurances contained within their reports to the Central Durham Crematorium Joint Committee.

12 The Statement is submitted to the Central Durham Crematorium Joint Committee for approval with submission to External Audit – Mazars LLP by 30 June 2017.

### **Recommendations**

13 It is recommended that:-

- Members of the Joint Committee note the content of the 2016/17 Annual Governance Statement.
- The Chair and Treasurer approve and sign the 2016/17 Annual Governance Statement as part of the consideration of the Joint Committees Return for the financial year ended 31 March 2017.

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**Contact: Paul Darby, Head of Finance and Transactional Services**  
**Tel: 03000 261 930 E-mail: paul.darby@durham.gov.uk**  
**Contact: Ed Thompson, Principal Accountant**  
**Tel: 03000 263 481 E-mail: ed.thompson@durham.gov.uk**

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## **Appendix 1 - Implications**

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### **Finance**

Financial planning and management is a key component of effective corporate governance.

### **Staffing**

Ensuring staff are adequately trained and professionally competent to meet the core principles of the CIPFA/SOLACE guidance.

### **Risk**

Risk is intrinsic to the system of internal audit and governance.

### **Equality and Diversity / Public Sector Duty**

Engaging local communities including hard to reach groups meets a core principle of the CIPFA/ SOLACE guidance.

### **Accommodation**

Asset Management is a key component of effective corporate governance.

### **Crime and Disorder**

There are no Crime and Disorder implications associated with this report.

### **Human Rights**

There are no Human Rights implications associated with this report.

### **Consultation**

Engaging local communities meets a core principle of the CIPFA/SOLACE guidance.

### **Procurement**

None

### **Disability Discrimination Act**

None

### **Legal Implications**

The Accounts and Audit Regulations and Code of Practice set out the legal and regulatory framework in which the accounts of the Joint Committee are prepared. The proposals within this report seek to strengthen the Joint Committees compliance with these regulations.

### 1 Responsibility

The Central Durham Crematorium Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. It also has a responsibility under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy efficiency and effectiveness. This Committee was established in 1955 by the Rural District Council of Durham and the Urban District Council of Brandon and Byshottles (transferred to the City of Durham Council, 1983) and the Urban District Council of Spennymoor (transferred to Spennymoor Town Council, 1983).

Following Local Government Reorganisation in 2009, as successor to the City of Durham Council, Durham County Council acts as the lead authority.

The Central Durham Crematorium Joint Committee is also responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk and performance.

The Central Durham Crematorium Joint Committee has adopted a local code of corporate governance, which is consistent with the principles of the CIPFA / SOLACE Framework `Delivering Good Governance in Local Government` and operates under the policies and strategies including Contract Procedure Rules, Financial Procedure Rules, Financial Regulations, developed, agreed and adopted by the Durham County Council, its lead authority.

### 2 Requirements

The Accounts and Audit Regulations 2015 require smaller authorities to prepare an Annual Governance Statement (AGS) every year.

The AGS is set out in Section 1 of the Joint Committees Annual Return and sets out seven statements or 'assertions'. These are summarised below:

- i. We approved the accounting statements prepared in accordance with the guidance notes within this Return.*
- ii. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*
- iii. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.*
- iv. We carried out an assessment of the risks facing the Joint Committee and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.*

- v. *We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.*
- vi. *We took appropriate action on all matters raised during the year in reports from internal and external reviews.*
- vii. *We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Joint Committee and where appropriate have included them in the accounting statements.*

In approving the Annual Governance Statement, the Joint Committee is required to provide an answer of 'yes' or 'no' to each of the above assertions.

The Joint Committee is expected to have relevant evidence in place to support each 'yes' answer and would need to provide an explanation to the external auditor if it is not able to provide a 'yes' answer, including details of how the Joint Committee will address any identified weaknesses in its governance arrangements.

This document evidences how the Joint Committee complies with the requirements behind each assertion, as set out in 'Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices'.

### **3 Governance Arrangements during 2016/17**

The key elements of the systems and processes that comprise the governance arrangements are detailed in Durham County Council's Local Code of Corporate Governance, which is documented in the Council's Constitution. This sets out the key documents and processes that determine the way the Council is directed and controlled to meet the seven statements or assertions.

The following sections demonstrate assurance that the Council has complied with each of these assertions in practice, and also highlights where we have further improved our corporate governance arrangements during 2016/17.

#### **Assertion 1: We approved the accounting statements prepared in accordance with the guidance notes within this Return**

The Joint Committee prepares a Revenue and Capital budget in advance of each financial year and robust budget setting processes are in place to support the Joint Committee's decision making process. The budget makes prudent but realistic estimates of income and expenditure, capital investments requirements and the need to maintain prudent levels of reserves.

Comprehensive monthly budgetary control systems including income and expenditure reconciliations and the preparation of regular financial reports which indicate actual expenditure against budget and forecast year end positions are also undertaken and reported quarterly to the Joint Committee, with corrective action being taken where required to address any budget issues.

The Corporate Director: Resources and Chief Finance Officer (CFO) is responsible for:

- ensuring the proper administration of the financial affairs of the Joint Committee
- establishing the Financial Management Standards and monitoring compliance with them
- reviewing the Financial Management Standards regularly to ensure they remain fit for purpose
- ensuring that proper professional practices, standards, and ethics are adhered to
- advising on the key strategic controls necessary to secure sound financial management
- ensuring that financial staffing resources are adequate to maintain adherence to these standards
- establishing a framework of documented business processes that support these financial management standards and ensuring that they are reviewed regularly

The Joint Committee prepares accounting statements each year via the Annual Return and these are supported by comprehensive working papers, supporting records and reconciliations.

Officers undertake a monthly reconciliation of the Joint Committee's bank accounts to the accounting records held on its financial management system. Quarterly budgetary control reports setting out actual spending and income against budget and details of financial performance are reported to the Joint Committee. The year end bank reconciliation also forms part of the year end external audit's limited assurance review.

The Joint Committee uses the lead authority, Durham County Council's Investment Strategy for short term investments.

The Head of Finance & Transactional Services is responsible for putting in place sound arrangements for ensuring that the Joint Committee's annual accounts are accurately prepared in accordance with statutory obligations and proper practices. The accounting statements are set out in the Annual Return and are prepared in accordance with 'Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements'. The accounting statements are approved by the Joint Committee prior to 30 June every year, in accordance with the statutory timetable set out in the Accounts and Audit regulations 2015.

**Assertion 2: We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.**

The Joint Committee, via its lead authority Durham County Council has in place comprehensive Financial Management Standards governing how it operates in accordance with the law and proper practices. These are supported by various policies and procedures covering specific requirements.

The Financial Management Standards cover how the Joint Committee orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts and how it puts in place efficient arrangements for safeguarding public money. A Risk Management strategy is in place supported by risk registers. Risk assessments are carried out and the registers updated on a six monthly basis. The Joint Committee employs an Internal Auditor to undertake audits of all key services and systems and report on possible weaknesses or required improvements in internal controls. The system of internal control is risk based and focussed on key risk areas such as cash and fixed assets.

The Joint Committee, via its lead authority pays its staff in accordance with an approved establishment list and grading structure and in line with the terms and conditions as set out in the National Joint Council for Local Government Services 'Green Book' which sets out the national agreement on pay and conditions of service for local government staff. Comprehensive internal controls and checks are in place around the payroll system with significant internal audit time spent checking the accuracy and legitimacy of salary payments. The Joint Committee is responsible for ensuring compliance with all duties under employment legislation and has met its pension obligations and is not aware of any instances of non-compliance.

The Corporate Director: Resources and Treasurer to the Joint Committee is responsible for ensuring that the Joint Committee meets its statutory responsibilities in relation to VAT and putting in place robust arrangements for the processing of VAT and ensuring that the quarterly VAT claims are processed accurately and on time. All finance officers have had VAT training.

The Joint Committee revises its Service Asset Management Plan (SAMP) in September every year and ensures that its assets are secured, properly maintained and efficiently managed. This is demonstrated by:-

- Continuing to identify the property needs of the service to enable it to deliver its vision
- Continuing to assess the condition, sufficiency, suitability, accessibility and energy performance of the crematorium and looking at their appropriateness to deliver the future service
- Identifying the portfolio gaps and appraising the options and priorities to close the gaps between future needs and current provision

The lead authority, Durham County Council has in place a Treasury Management policy and an annual Treasury Management strategy which includes the framework for the management of loans and comprises:

- Current treasury position
- Capital financing plans (including Prudential and Treasury Indicators)
- Interest Rate Outlook
- Policy on borrowing in advance of need
- Investment Strategy
- Minimum Revenue Provision Policy
- Policy on use of external service providers

The Joint Committee has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the annual report of the Chief Internal Auditor and Corporate Fraud Manager, and also by comments made by the external auditors and other review agencies and inspectorates.

**Assertion 3: We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.**

The Joint Committee is responsible for ensuring that all relevant laws and regulations have been complied with in the undertaking of all service activity and decision making.

Durham County Council and Central Durham Crematorium Joint Committee Constitutions set out how they operate, how decisions are made and the procedures which are followed to ensure that these are effective, transparent and accountable to service users.

Central Durham Crematorium Joint Committee ensures that its financial management arrangements conform to CIPFA standards by:-

- Appointing as its Treasurer, the Corporate Director: Resources and Chief Finance Officer (CFO) from the lead authority along with the Head of Finance & Transactional Services under the scheme of delegated responsibilities by the Treasurer. The Corporate Director and Head of Finance are professionally qualified and possess the necessary skills, knowledge and experience to perform effectively in both a financial and non-financial role
- Ensuring the finance function in support to the Treasurer is adequately qualified and resourced to fulfil its duties and a structure is in place that provides a line of professional accountability for the finance staff
- Ensuring that key CIPFA Codes such as the Prudential Framework for Local Authority Capital Finance and the Treasury Management Code are complied with where required
- Having a clearly articulated Medium Term Financial Plan/Reserves Strategy and Policy
- Producing Monthly Budgetary Control Reports which are considered on a quarterly basis by the Joint Committee
- Ensuring proper Internal Audit, Risk and Governance arrangements are in place
- Maintaining the Service Asset Management Plan.

Membership to the Federation of Burial and Cremation Authorities, which requires that each year a signed declaration, is made so that the Codes of Practice have been strictly adhered to.

The Crematorium is also subject to bi-annual inspection by the regulator (DCC) who has to be satisfied that all Environmental Legislation is being implemented.

Performance monitoring undertaken through the use of comparative statistics with other crematoria and across years.

The Internal Audit Section is also subject to an annual review of its activities and performance. Evidence of the effectiveness of the Audit Service is presented to, and reviewed by the Audit Committee of the lead authority, Durham County Council. The assurance provided by the review is presented to, considered by and minuted by the Central Durham Crematorium Joint Committee.

The Joint Committee has various measures in place to ensure that it does not take any decisions during the year that may exceed its powers or contravene any laws, regulations or proper practices. The lawfulness of all decisions referred to the Joint Committee is always considered by senior officers and is clearly referenced in reports, particularly in relation to decisions involving income or expenditure. The Joint Committee is not aware of any instances of non-compliance with law and regulations during 2016/17.

The Corporate Director of Resources & Treasurer to the Joint Committee ensures full compliance with the requirements of the Accounts and Audit Regulations 2015 in relation to the Joint Committee's financial management, accounting and audit arrangements.

The financial results of the Joint Committee are reported to the lead authority, Durham County Council at the end of every financial year for inclusion in their accounts.

**Assertion 4: We carried out an assessment of the risks facing the Joint Committee and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

Durham County Council and Central Durham Crematorium Joint Committee Constitutions set out how they operate, how decisions are made and the procedures which are followed to ensure that these are effective, transparent and accountable to service users.

A risk management approach is in operation that aids the achievement of strategic objectives, supports the decision making processes, protects the reputation and other assets of the Crematorium and is compliant with statutory and regulatory obligations.

The Central Durham Crematorium Joint Committee ensures that the Risk Management approach:-

- Is conducted in accordance with the Risk Management Policy and Strategy of Durham County Council. The Bereavement Services Manager is advised by the Corporate Risk Management Working Group where strategic and operational risks are considered
- Has strategically aligned the Internal Audit and Fraud service provision to enable access to trained investigators and allow greater coverage of counter fraud work when required

- Includes a Fraud Awareness training programme undertaken by Senior Officers  
Involves regular reports by internal audit to those charged with governance, to standards defined in the CIPFA Code of Practice and in accordance with the Accounts and Audit Regulations 2015. These include the Chief Internal Auditor and Corporate Fraud Manager's independent opinion on the adequacy and effectiveness of the system of internal control, at the crematorium, together with recommendations for improvement.

Risk based assessments of key financial systems (as approved in the SLA) are carried out in the final quarter of the financial year to ensure maximum coverage of the Crematorium's financial transactions and provide an informed opinion on the robustness, adequacy and effectiveness of the system of internal control, at the crematorium, together with recommendations for improvement.

The production of a Risk Register with regular reviews undertaken by the Bereavement Services Manager along with action plan reports are produced and approved where necessary. Full details are reported to the Joint Committee on a six monthly basis.

Service and operational risk registers are maintained through an evaluation of the gross risk based on an assessment of the impact and likelihood of the risk occurring. The net risk is evaluated on the same basis after taking into account mitigating control measures. Net risk evaluations are agreed by consensus and actions to mitigate and/or tackle issues arising from the individual risks are agreed for the upcoming year.

Risks are evaluated in a logical and straightforward process. Service risk assessments are based on the impact on finance, service delivery and stakeholders if the risk materialises, and also the likelihood that the risk will occur over a given period. Operational risk assessments are based on Durham County Council's health and safety risk assessment criteria, which include the likelihood of occurrence.

**Assertion 5: We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.**

The Joint Committee's internal audit provider is Durham County Council Internal Audit Services, whose service is delivered in accordance with a Service Level Agreement (SLA) approved by the Joint Committee every three years. The Internal Audit service is delivered in accordance with the requirements of the Accounts and Audit Regulations 2015 'for undertaking an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

The Internal Audit service applies a risk based audit approach and when determining the annual audit opinion considers the following:

- The adequacy of risk identification, assessment and mitigation
- The adequacy and application of controls to mitigate identified risk
- The adequacy and extent of compliance with Durham County Council's corporate governance framework
- The extent of compliance with relevant legislation

- The extent to which the organisation's assets and interests are accounted for and safeguarded from loss of all kinds including fraud, waste, extravagance, inefficient administration and poor value for money
- The quality and integrity of financial and other management information utilised within the organisation

The Internal Audit service conforms to the requirements of the UK Public Sector Internal Audit Standards (PSIAS) as evidenced through an external assessment by 'self-assessment with independent external validation'.

Durham County Council's Financial Management Standards include a specific requirement that internal auditors are given access at all reasonable times to premises, personnel, documents and assets that the auditors consider necessary for the purposes of their work. This complies with the requirements of the Accounts and Audit Regulations 2015.

**Assertion 6: We took appropriate action on all matters raised during the year in reports from internal and external reviews.**

The Joint Committee's Internal Auditor reports the conclusions and recommendations from every audit examination to the Joint Committee on an annual basis and follows up on audit recommendations in subsequent audits to ensure that they have been implemented.

The Joint Committee considers the annual review of the Annual Return from the external auditors and the Corporate Director of Resources and Treasurer to the Joint Committee would put in place an action plan to deal with any matters raised, as and when necessary.

**Assertion 7: We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Joint Committee and where appropriate have included them in the accounting statements.**

During the annual closedown of the accounts, the Corporate Director of Resources and Treasurer to the Joint Committee assess whether there have been any events during the financial year or after year end, which may have potential consequences on the Joint Committee's finances. If any such events are identified, the Treasurer will determine whether the financial consequences need to be reflected in the accounting statements and disclose them as necessary.

#### **4 Significant Governance Issues**

Central Durham Crematorium Joint Committee is fully committed to the principles of Corporate Governance, and has made further progress in recent months in developing its arrangements.

The Internal Audit Section sought further assurance, via its annual plan of work and review of key systems.

As a result, Internal Audit has provided **Substantial** overall assurance opinion on the adequacy and effectiveness of internal control operating across the Joint Committee in 2016/17. This opinion provides assurance that there is a sound system of control in operation and there are no significant control weaknesses that warrant inclusion within the Annual Governance Statement.

## **5 Assurance Statement**

We have been advised on the implications of the result of the review of the effectiveness of the governance framework and the system of internal control by the Central Durham Crematorium Joint Committee and are satisfied that plans to address weaknesses and ensure continuous improvement of the system are in place.

**SIGNED:**

**Chair to the Joint Committee**

**28 June 2017**

**John Hewitt, CPFA**

**Corporate Director of Resources and Treasurer to the Joint Committee**

**28 June 2017**

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**Central Durham Crematorium  
Joint Committee**

**28 June 2017**

**Revenue Outturn & Joint  
Committees Annual Return for the  
Financial Year Ended 31 March 2017**



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**Joint Report of John Hewitt – Corporate Director of Resources /  
Treasurer to the Joint Committee and Ian Thompson – Corporate  
Director of Regeneration and Local Services**

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**Purpose of the Report**

1. The purpose of this report is to seek approval of the Joint Committees Annual Return (attached at Appendix 3) for Central Durham Crematorium Joint Committee for the financial year ended 31 March 2017. The report also includes details of the final outturn position against the approved budgets for 2016/17.

**Background**

2. The Joint Committees Annual Return will be subject to external audit by the Joint Committee's appointed external auditors, Mazars LLP and the audit will commence on 5th July 2017. Upon completion, the auditor's report will be reported to the Joint Committee and will be made available online, along with the Return.
3. The attached Joint Committees Annual Return is not compulsory for the Central Durham Crematorium Joint Committee but is good practice. Also attached for Member's attention at Appendix 2 is the Balance Sheet as at 31 March 2017.

**Financial Outturn 2016/17**

4. Members will recall that regular (quarterly) budgetary control reports have been considered throughout the year, which incorporated forecast year end outturn positions. A provisional outturn report was presented to Members at the meeting of 26 April 2017.
5. The following table shows the final outturn position together with comparative data against the provisional outturn report considered on 26 April 2017:-

<b>Subjective Analysis</b>	<b>Base Budget 2016/17 £</b>	<b>Outturn 2016/17 £</b>	<b>Variance Over/ (Under) £</b>	<b>MEMO- Provisional Outturn (26.4.17) 2016/17 £</b>
Employees	237,764	243,031	5,267	242,682
Premises	266,690	227,475	(39,215)	225,070
Transport	2,700	1,748	(952)	1,748
Supplies & Services	97,300	100,680	3,380	100,798
Agency & Contracted	10,100	9,414	(686)	9,948
Capital Charges	213,738	213,738	0	213,738
Central Support Costs	36,150	36,150	0	36,150
<b>Gross Expenditure</b>	<b>864,442</b>	<b>832,236</b>	<b>(32,206)</b>	<b>830,134</b>
<b>Income</b>	<b>(1,550,750)</b>	<b>(1,643,620)</b>	<b>(92,870)</b>	<b>(1,643,629)</b>
<b>Net Income</b>	<b>(686,308)</b>	<b>(811,384)</b>	<b>(125,076)</b>	<b>(813,495)</b>
<b>Transfer to / (from) Reserves</b>				
- Masterplan Memorial Garden	5,000	5,000	0	5,000
- Major Capital Works	248,058	373,134	125,076	375,245
- Cremator Reline Reserve	25,000	25,000	0	25,000
- Small Plant	2,000	2,000	0	2,000
<b>Distributable Surplus</b>	<b>(406,250)</b>	<b>(406,250)</b>	<b>(406,250)</b>	<b>(406,250)</b>
<b>80% Durham County Council</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>	<b>325,000</b>
<b>20% Spennymoor Town Council</b>	<b>81,250</b>	<b>81,250</b>	<b>81,250</b>	<b>81,250</b>

<b>Central Durham Crematorium Earmarked Reserves</b>	<b>Balance @ 1 April 2016 £</b>	<b>Transfers to Reserve £</b>	<b>Transfers From Reserve £</b>	<b>Balance @ 31 March 2017 £</b>
General Reserve	(432,705)	(438,770)	406,250	(465,225)
Masterplan Memorial Garden	(46,250)	(5,000)	0	(51,250)
Major Capital Works	(857,846)	(373,134)	379,313	(851,667)
Cremator Reline Reserve	(110,000)	(25,000)	78,500	(56,500)
Small Plant	(8,000)	(2,000)	0	(10,000)
<b>Total</b>	<b>(1,454,801)</b>	<b>(843,904)</b>	<b>864,063</b>	<b>(1,434,642)</b>

## The Outturn

6. The final outturn position is broadly in line with the provisional outturn reported to the Joint Committee on 27 April 2017 with only minor changes across a number of budget levels at the final outturn (£2,111 decrease) to the overall net income for the year.
7. The following sections outline the reasons for any significant variances by subjective analysis area (most of which was disclosed in the provisional outturn report), comparing the outturn position against the budget.

### 8.1 *Employees*

The outturn shows an over spend of **£5,267**, in relation to employee costs. The reasons for this are identified below:

- Unbudgeted employer pension contributions backdated to 2004 relating to a medical practitioner resulted in an overspend of **£14,800**.
- Delays in filling the Trainee Crematorium Operative post resulted in an underspend of **(£8,933)**.
- The training budget underspent by **(£600)**.

### 8.2 *Premises*

The outturn shows an underspend of **(£39,215)** in relation to premises costs. The reasons for this are identified below:

- A successful appeal against the rateable value of the Crematorium last year, after the budget had been agreed resulted in a revised Business Rate charge in 2016/17 of £60,783 compared to the budget of £89,000, a saving of **(£28,217)**.
- Utilities expenditure over spent by **(£4,831)**.
- Cremator repairs and servicing budgets underspent by **(£5,988)**.
- Cremator hearth reline budget of **(£3,450)** was not utilised in the year and was completed within the main Cremator reline.
- Drainage repair budget overspent by **£9,148** due to the issues highlighted earlier in the Quarterly Performance and Operational report.
- Tree works and Hedge trimming budgets have not been required in 2016/17, resulting in an underspend of **(£3,000)**.
- Other miscellaneous premises budgets underspent by **(£2,877)**.

### 8.3 *Supplies and Services*

The outturn shows an over spend of **£3,380** in relation to supplies and services costs. The reasons for this are identified below:

- General office costs including printing, stationery and office equipment overspent by **£3,380**.

### 8.4 *Agency and Contracted*

The outturn shows an underspend of **(£686)** in relation to agency and contracted services costs which relates mainly to savings on Refuse Collection charges.

### 8.5 *Income*

An increase in income of **(£92,870)** from the 2016/17 budget is included within the final outturn. The main reasons are detailed below:

- The sale of large plaques, vase blocks, columbaria units and seats etc. was greater than budget, generating additional income of **(£3,313)**;
- The outturn includes an additional 124 cremations compared to the budget, totalling an increased income to budget of **(£66,740)**. The outturn allows for 2,324 cremations against a budgeted 2,200 during 2016/17.
- Miscellaneous sales and Book of Remembrance entries were higher than budget resulting in additional income of **(£9,346)**.
- The annual cremation abatement payment from CAMEO is forecast to be **(£13,471)** greater than the budgeted amount. The budget was based upon the tradeable mercury abated cremations (tmacs) rate of £10.00, however it is now forecast to be paid at a tmac rate of £15.00.

## 8. *Capital Programme*

The following table highlights the final capital outturn of the Central Durham Crematorium:

	<b>Base Budget 2016/17 £</b>	<b>Outturn 2016/17 £</b>	<b>Variance Over/ (Under) £</b>
<b>Phase 3 &amp; 4 Redevelopment Works</b>			
Replacement of copper roofing and canopies	279,890	277,184	(2,706)
Tarmac roads and car park bays	38,850	0	(38,850)
Carry out Re-lining of cremators x 3	110,300	78,500	(31,800)
Replacement of coffin charger	40,000	0	(40,000)
Replacement of ride on grass cutter	15,000	14,639	(361)
Carry out creation of staff car parking area	82,000	54,970	(27,030)
<b>Total</b>	<b>566,040</b>	<b>425,293</b>	<b>(140,747)</b>

The cost of the Redevelopment Works is being financed from the Major Capital Works and Cremator Reline Earmarked Reserves. The outturn shows an underspend of **(£140,747)** and the main reasons for this are identified below:

- The tarmacking of the roads and car park bays was delayed due to the repairs required to the drains and will now be completed in 2017/18, resulting in an underspend of **(£38,850)** which will be carried forward into the 2017/18 capital budget.
- One of the cremators will now be relined in 2017/18, resulting in an underspend of **(£31,800)** which will be carried forward into the 2017/18 capital budget.
- The coffin charger was replaced on a like for like basis at no additional cost to the Committee, resulting in an underspend of **(£40,000)**.
- The creation of the staff car parking area was not completed by the end of March, resulting in an underspend of **(£27,030)** which will be carried forward into the 2017/18 capital budget.

#### 10. *Earmarked Reserves*

Contributions to the earmarked reserves are **(£125,076)** more than originally budgeted, primarily due to additional unbudgeted income arising from the additional cremations forecast compared to budget in 2016/17 and the reduction in Business Rates.

In line with the CDCJC Reserve Policy to maintain a General Reserve of 30% of the income budget, a transfer to the General Reserve of **£32,520** is required. This results in a net transfer from the Major Capital Works Reserve of **(£6,179)**.

The retained reserves of the CDCJC at 31 March 2017 is **£969,417** along with a General Reserve of **£465,225**, giving a total reserves and balances position of **£1,434,642** at the year end. This represents an in-year decrease of **(£20,159)** (approximately 1.4% reduction in the balances held at 31 March 2016).

### **Recommendations and Reasons**

11. It is recommended that:

- (i) Members note the revenue outturn position as at 31 March 2017, including the year-end position with regards to the reserves and balances of the Joint Committee.
- (ii) Members of the Joint Committee approve Section 1 – Annual Governance Statement 2016/17 of the Joint Committees Annual Return for the financial year ended 31 March 2017 (attached at Appendix 3).
- (iii) Members of the Joint Committee approve Section 2 – Accounting Statements 2016/17 of the Joint Committees Annual Return for the financial year ended 31 March 2017 (attached at Appendix 3).
- (iv) The Chair, Clerk and Treasurer sign the Joint Committees Annual Return for the financial year ended 31 March 2017 (attached at Appendix 3).

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<b>Contact:</b>	<b>Paul Darby, Head of Finance and Transactional Services</b>
<b>Tel:</b>	<b>03000 261 930</b> <b>E-mail: paul.darby@durham.gov.uk</b>
<b>Contact:</b>	<b>Ed Thompson, Principal Accountant</b>
<b>Tel:</b>	<b>03000 263 481</b> <b>E-mail: ed.thompson@durham.gov.uk</b>

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## **Appendix 1: Implications**

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### **Finance**

Full details of the 2016/17 outturn financial performance of the Durham Crematorium are included within the body of the report.

### **Staffing**

There are no staffing implications associated with this report.

### **Risk**

The figures contained within this report have been extracted from the General Ledger, and have been scrutinised and supplemented with information supplied by the Bereavement Services Manager. The outturn has been produced taking into consideration all spend in year and year-end accounting requirements. This, together with the information supplied by the Bereavement Services Manager, should mitigate any risks with regards to challenge and review of the financial outturn position of the Joint Committee.

### **Equality and Diversity / Public Sector Equality Duty**

There are no Equality and Diversity implications associated with this report.

### **Accommodation**

There are no Accommodation implications associated with this report.

### **Crime and Disorder**

There are no Crime and Disorder implications associated with this report.

### **Human Rights**

There are no Human Rights implications associated with this report

### **Consultation**

None. However, Officers of Spennymoor Town Council were provided with a copy of the report and given opportunity to comments / raise any detailed queries on the contents of this report in advance of circulation to members of the CDCJC.

### **Procurement**

None

### **Disability Discrimination Act**

None

### **Legal Implications**

The outturn proposals contained within this report have been prepared in accordance with standard accounting policies and procedures.

Central Durham Crematorium Joint Committee

Balance Sheet as at 31<sup>st</sup> March 2017

31st March 2016 £000		31st March 2017 £000
2,682	Property, Plant & Equipment	2,559
0	Intangible Assets	0
0	Long Term Investments	0
0	Long Term Debtors	0
<b>2,682</b>	<b>Long Term Assets</b>	<b>2,559</b>
500	Short Term Investments	500
2	Inventories	2
90	Short Term Debtors	90
918	Cash & Cash Equivalents	898
<b>1,510</b>	<b>Current Assets</b>	<b>1,490</b>
(182)	Short Term Borrowing	(188)
(56)	Short Term Creditors	(56)
0	Provisions	0
<b>(238)</b>	<b>Current Liabilities</b>	<b>(244)</b>
0	Long Term Creditors	0
0	Provisions	0
(793)	Long Term Borrowing	(605)
0	Other Long Term Liabilities	0
<b>(793)</b>	<b>Long Term Liabilities</b>	<b>(605)</b>
<b>3,161</b>	<b>NET ASSETS</b>	<b>3,200</b>
1,454	Usable Reserves	1,435
1,707	Unusable Reserves	1,765
<b>3,161</b>	<b>TOTAL RESERVES</b>	<b>3,200</b>

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# Joint Committees

## Annual Return for the financial year ended 31 March 2017

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The annual return on pages 2 to 7 is made up of four sections:

- **Sections 1 and 2** are completed by the person nominated by the Joint Committee
- **Section 3** is completed by Mazars LLP as the reviewer appointed by the Joint Committee.
- In addition, the **internal audit report** is completed by the Joint Committee's internal audit provider.

**Each Joint Committee must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015**

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 7 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional work and so may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to us, Mazars LLP by the due date.

We will identify and ask for any additional documents needed for our work. Therefore, unless requested, do not send any original financial records.

Once we have completed our work, the certified annual return will be returned to the Joint Committee for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact us for guidance.

***\*Please note that this Annual Return is a variant of the version produced by JPAG for parish councils and other smaller authorities. As joint committees are not covered by JPAG's Practitioner's Guide it does not part of proper practice defined in the Practitioner's Guide.***

## Section 1 – Annual Governance statement 2016/17

We acknowledge as the members of:

Enter name of  
Joint Committee here:

CENTRAL DURHAM CEMETERY JOINT COMMITTEE

ENTER JOINT COMMITTEE NAME

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		Yes Means that the Joint Committee has:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the guidance notes within this Return	✓		Prepared its accounting statements and approved them.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.	✓		has only done what it has the legal power to do and has complied with generally accepted good practice.
4 We carried out an assessment of the risks facing the Joint Committee and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
5 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Joint Committee.
6 We took appropriate action on all matters raised during the year in reports from internal and external reviews.	✓		responded to matters brought to its attention by internal and external reviewers.
7 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Joint Committee and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

The annual governance statement is approved by this  
Joint Committee on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE REQUIRED

Clerk:

SIGNATURE REQUIRED

\*Note: Please provide explanations to us on a separate sheet for each 'No' response. Describe how the Joint Committee will address the weaknesses identified.

## Section 2 – Accounting Statements 2016/17 for

Enter name of  
Joint Committee here:

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

	Year ending		Notes and guidance Please round all figures to nearest £1. Do not leave any boxes blank, and report £0 or Nil balances. All figures must agree to underlying financial records.
	31 March 2016 £	31 March 2017 £	
1 Balances brought forward	1,459,632	1,454,800	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body. Exclude any grants received.
3 (+) Total other receipts	1,506,730	1,643,620	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	(228,413)	(243,031)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan Interest/capital repayments	(213,738)	(213,738)	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	(1,069,411)	(1,207,009)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	1,454,800	1,434,642	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1,418,862	1,398,499	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus long term investments and assets	3,599,857	4,025,150	This cell shows the value of all the property the Joint committee owns. It is made up of its fixed assets and long-term investments.
10 Total borrowings	975,458	793,258	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)

I certify that for the year ended 31 March 2017 the accounting statements in the annual return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by the Joint Committee on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting where approval is given:

SIGNATURE REQUIRED

## Section 3 – External Report 2016/17 Certificate

In respect of:

Enter name of  
Joint Committee here:

ENTER JOINT COMMITTEE NAME

### Respective responsibilities of the Joint Committee and the reviewer

The Joint Committee has taken on the responsibility of ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Joint Committee prepares a return which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on various governance matters in accordance with generally accepted good practice.

This report has been produced in accordance with the terms of our engagement letter dated 7 March 2017 ("the Engagement Letter") and in accordance with the International Standard on Related Services 4400 applicable to agreed-upon-procedures engagements as published by IAASB.

We have performed the following work in respect of the annual return prepared by the Joint Committee:

- agreed the bank reconciliation to the Annual Return and bank statements;
- agreed the annual return to the trial balance or ledger;
- ensured the trial balance and accounting statements add up;
- agreed any precept or other income from local taxation / levy to the funding body;
- agreed any loans to the Public Works Loan Board or whoever the loan is with;
- checked the comparative figures to prior year accounts;
- undertook an analytical review of the figures and investigate variances above agreed tolerance levels;
- ensured that the accounting statements and annual governance statement have been signed and dated as required;
- investigated any no answers in the Annual Governance Statement; and
- investigated any no answers in the Internal Audit Report.

[No exceptions were found / Apart from the following exceptions, noted below, no exceptions were found]

We have not subjected the information contained in our report to checking or verification procedures except to the extent expressly stated above and this engagement does not constitute an audit or a review and, as such, no assurance is expressed. Had we performed additional procedures, an audit or a review, other matters might have come to light that would have been reported.

You were responsible for determining whether the agreed upon procedures we performed were sufficient for your purposes and we cannot, and do not, make any representations regarding the sufficiency of these procedures for your purposes.

Our report is prepared solely for the confidential use of the Joint Committee. Our report must not be used for any purpose other than for which it was prepared or be reproduced or referred to in any other document or made available to any third party without the written permission of Mazars LLP.

We accept no liability to any other party who is shown or gains access to this report.

Signature

Mazars LLP, Durham, DH1 5TS

Date

# Annual internal audit report 2016/17 to

Enter name of Joint Committee here:

CENTRAL DURHAM CREMATORY JOINT COMMITTEE

The Joint Committee's internal audit service provider, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with the Joint Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Joint Committee.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. The Joint Committee met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with the Joint Committee's approval, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the Joint Committee adequate controls existed (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit:

PAUL BRADLEY PRINT NAME CPFA

Signature of person who carried out the internal audit:

*Paul Bradley* SIGNATURE REQUIRED

Date: 09/08/2017

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2016/2017 return

1. Make sure that your annual return is complete (ie no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the Joint Committee, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
2. **Joint Committees must approve Section 1 on page 2 before approving Section 2 on page 3.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a member of the committee or the Chair, to review your return for completeness before sending it to us.
4. Do not send us any information not specifically asked for. Doing so is not helpful. However, you must notify us of any change of Clerk, Responsible Financial Officer or Chair.
5. Make sure that the copy of the bank reconciliation confirming the balance held on your behalf which you send with the return covers all your bank balances. If the Joint Committee holds any short-term investments, note their value on the bank reconciliation. We must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8.
6. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. We want to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation.
7. If we have to review unsolicited information, or receive an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which we will make a charge.
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
9. Do not complete section 3. We will complete it at the conclusion of our work.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested has been provided to us?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Joint Committee approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agrees to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Internal Audit Report	All highlighted boxes completed by internal audit and explanations provided?	



**Central Durham Crematorium  
Joint Committee**

**28 June 2017**



**Quarterly Performance and  
Operational Report**

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**Report of Graham Harrison, Bereavement Services Manager**

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**Purpose of the Report**

1. To provide Members of the Central Durham Crematorium Joint Committee with an update relating to performance and other operational matters.

**Performance Update - Number of Cremations**

2. The table below provides details of the number of cremations for the period 1 April to 31 May 2017 inclusive, with comparative data in the same period last year:

	<b>2016/17</b>	<b>2017/18</b>	<b>Change</b>
April	197 + 1*	166 + 1*	- 31+ 0*
May	184 + 1*	209 + 0*	+ 25 - 1*
<b>TOTAL</b>	<b>381 + 2*</b>	<b>375 + 1*</b>	<b>- 6 - 1*</b>

\* = Non-Viable Foetus (NVF)    \*\* = Stillborns (STs)    \*\*\* = Body parts

3. The full profile of where families came from can be seen in Appendix 2. In summary 115 came from Durham, 26 came from Spennymoor and 234 from outside of the area. There has been 1NVF cremation undertaken for the period covered by this report compared to 2 in the comparable period last year, which is an decrease of 1 NVF and a slight decrease of 6 cremations year on year.

**Memorials**

4. The table below outlines the number and value of the memorials sold in the period April to May 2017 compared to the same period the previous year.

	<b>(Apr – May) 2016/17</b>		<b>(Apr – May) 2017/18</b>	
	<b>Number</b>	<b>£</b>	<b>Number</b>	<b>£</b>
Vase Blocks	3	1,944	4	2,668
Large Plaques	11	4,802	18	8,356
Small Plaques	1	258	1	281
Niche	1	1,501	1	1,348
Renewal	21	3,378	13	2,237
<b>Total</b>	<b>37</b>	<b>11,883</b>	<b>37</b>	<b>14,890</b>

5. In overall terms the number and value of memorials sold of 37 / £14,890 compares to 37 / £11,883 in the same period last year - an increase of £3,007 in the value year on year.

## **Operational Matters**

### **Staffing**

6. Members agreed at the April 2017 meeting to advertise for the vacant Crematorium Operative post. The position has now been advertised internally at Durham and Spennymoor Councils, with interviews to be held on 13 June 2017. Members will be provided with a verbal update at the meeting.

### **Institute of Cemetery and Crematorium Management ICCM Learning Convention and Exhibition 2017**

7. As in previous years, the necessary arrangements have been made for representation at the Institute of Cemetery and Crematorium Management ICCM Learning Convention and Exhibition which is to be held at Oxford Belfry Hotel, Milton Common, Nr Thame, Oxfordshire from 25 to 27 September 2017. It is proposed that the Bereavement Services Manager and the Chair attend this conference as representatives of the Central Durham Crematorium Joint Committee.

### **Recycling of Metals Scheme**

8. Members may recall that the Crematorium received a cheque relating to the recycling of metals scheme from the Institute of Cemetery and Crematorium Management to the sum of £5,000 for the Stillbirth & Neonatal Death Charity (SANDS). Due to the Purdah period for the recent elections arrangements will be made to present the cheque following this meeting.

**Recommendations:**

9. It is recommended that Members of the Central Durham Joint Committee:
- (i) Note the current performance of the crematorium.
  - (ii) Note the situation with regards to the vacant Crematorium Operative post.
  - (iii) Note the attendance at the Institute of Cemetery and Crematorium Management ICCM Learning Convention.
  - (iv) Note the distribution of recycling income to the respective charity.

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**Contact: Graham Harrison, Bereavement Services Manager**  
**Tel: 03000 265 606 E-mail: [graham.harrison@durham.gov.uk](mailto:graham.harrison@durham.gov.uk)**

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## **Appendix 1: Implications**

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### **Finance**

As identified in the report with regards to the position of the Income and the crematorium improvement works.

### **Staffing**

As identified in the report.

### **Risk**

There are no risk implications associated with this report.

### **Equality and Diversity / Public Sector Equality Duty**

There are no Equality and Diversity implications associated with this report.

### **Accommodation**

The development project will improve customer and staff accommodation.

### **Crime and Disorder**

There are no Crime and Disorder implications associated with this report.

### **Human Rights**

There are no Human Rights implications associated with this report.

### **Consultation**

Officers of Spennymoor Town Council were consulted on the contents of this report.

### **Procurement**

There are no procurement issues associated with this report.

### **Disability Issues**

There are no disability issues associated with this report.

### **Legal Implications**

There are no legal implications associated with this report.

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**Appendix 2: Breakdown of Figures**


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	<b>Apr</b>	<b>May</b>	<b>Total Apr-May</b>
<b>DURHAM</b>	49	66	<b>115</b>
<b>BISHOP AUCKLAND</b>	2	8	<b>10</b>
<b>BLACKHALL</b>	3	1	<b>4</b>
<b>BLYTH</b>		1	<b>1</b>
<b>BRISTOL</b>		1	<b>1</b>
<b>CHESTER LE STREET</b>	10	17	<b>27</b>
<b>CHILTON</b>		2	<b>2</b>
<b>CONSETT</b>	3		<b>3</b>
<b>CROOK</b>	6	7	<b>13</b>
<b>DARLINGTON</b>	1	1	<b>2</b>
<b>EASINGTON</b>	4	4	<b>8</b>
<b>EAST RAINTON</b>		1	<b>1</b>
<b>ESH WINNING</b>		2	<b>2</b>
<b>FERRYHILL</b>	4	7	<b>11</b>
<b>FISHBURN</b>		1	<b>1</b>
<b>GATESHEAD</b>	1		<b>1</b>
<b>GREAT LUMLEY</b>	1	5	<b>6</b>
<b>HARTLEPOOL</b>	1	1	<b>2</b>
<b>HETTON LE HOLE</b>	3	2	<b>5</b>
<b>HEXHAM</b>		1	<b>1</b>
<b>HORDEN</b>	4	6	<b>10</b>
<b>HOUGHTON</b>	2	5	<b>7</b>
<b>MURTON</b>	4	5	<b>9</b>
<b>NETTLESWORTH</b>	2		<b>2</b>
<b>NEW BRANCEPETH</b>	1		<b>1</b>
<b>NEWTON AYCLIFFE</b>	3	1	<b>4</b>
<b>NORTHUMBERLAND</b>	1		<b>1</b>
<b>PETERLEE</b>	7	7	<b>14</b>
<b>SALTBURN</b>		1	<b>1</b>
<b>SACRISTON</b>	3	2	<b>5</b>
<b>SEAHAM</b>	4	14	<b>18</b>
<b>SEDFIELD</b>	2	1	<b>3</b>
<b>SHILDON</b>		1	<b>1</b>
<b>SHOTTON</b>	7	6	<b>13</b>
<b>SOUTH HETTON</b>		2	<b>2</b>
<b>SOUTH OF ENGLAND</b>		1	<b>1</b>
<b>SPENNYMOOR</b>	15	11	<b>26</b>
<b>STANHOPE</b>		1	<b>1</b>
<b>STANLEY</b>	2	2	<b>4</b>

	<b>Apr</b>	<b>May</b>	<b>Total Apr-May</b>
<b>STOCKTON</b>	2	1	<b>3</b>
<b>THORNLEY</b>	2		<b>2</b>
<b>TOW LAW</b>	1	1	<b>2</b>
<b>TRIMDON</b>	4	5	<b>9</b>
<b>WASHINGTON</b>	3	1	<b>4</b>
<b>WEST CORNFORTH</b>	1	3	<b>4</b>
<b>WHEATLEY HILL</b>	2	2	<b>4</b>
<b>WILLINGTON</b>	3	1	<b>4</b>
<b>WINGATE</b>	1	1	<b>2</b>
<b>YORKSHIRE</b>	2		<b>2</b>
<b>Total</b>	<b>166</b>	<b>209</b>	<b>375</b>

**Central Durham Crematorium  
Joint Committee**

**28 June 2017**



**Forward Plan 2017/18**

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**Report of John Hewitt – Corporate Director of Resources / Treasurer  
to the Joint Committee.**

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**Purpose of the Report**

1. This report sets out a suggested forward plan of meetings of the Joint Committee for the forthcoming year.

**Forward Plan 2017/18**

2. A proposed schedule of meetings for the remainder of 2017/18, showing a forward plan of reports that will be presented, is attached at Appendix 2.

**Recommendations and Reasons**

3. That Members approve the proposed schedule of meetings as set out at Appendix 2.

**Background Papers**

- None

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## **Appendix 1: Implications**

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### **Finance**

There are no financial implications associated with this report. Routine monitoring of budgetary control information and annual budget and fees and charges setting processes are factored into the Forward Plan.

### **Staffing**

There are no staffing implications associated with this report.

### **Risk**

There are no risk implications associated with this report.

### **Equality and Diversity / Public Sector Equality Duty**

There are no equality and diversity implications associated with this report. Equality Impact Assessments, where appropriate, are undertaken as a matter of routine part of the development of any new policy or policy change.

### **Accommodation**

There are no Accommodation implications associated with this report.

### **Crime and Disorder**

There are no Crime and Disorder implications associated with this report.

### **Human Rights**

There are no implications associated with this report.

### **Consultation**

None. However, Officers of Spennymoor Town Council were provided with a copy of the report and given opportunity to comment / raise any detailed questions on the content of the report in advance of circulation to Members of the Central Durham Crematorium Joint Committee.

### **Procurement**

There are no implications associated with this report.

### **Disability Issues**

There are no implications associated with this report.

### **Legal Implications**

There are no implications associated with this report.

## Appendix 2: Forward Plan : 2017 / 2018 Meetings

Meeting Date	Location	Reports to Consider	Report of
27/09/2017	Committee Room 1A, County Hall	External Audit Annual Review of the Return for the Year Ended 31 <sup>st</sup> March 2017	Report of the Corporate Director of Resources / Treasurer to the Joint Committee
		Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Risk Register 2017/18 - Update	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Service Asset Management Plan	Report of the Corporate Director of Regeneration and Local Services
		Financial Monitoring Report 2017/18: Position at 31/08/17 with Projected Outturn to 31/03/18	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Annual Review of the System of Internal Audit	Report of the Corporate Director of Resources / Treasurer to the Joint Committee
31/01/2018	Committee Room 1A, County Hall	Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Financial Monitoring Report 2017/18: Position at 31/12/17 with Projected Outturn to 31/03/18	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Provision of Support Services 2018/19	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Fees and Charges 2018/19	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services

<b>Meeting Date</b>	<b>Location</b>	<b>Reports to Consider</b>	<b>Report of</b>
		2018/19 Revenue and Capital Budgets	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
26/04/2018	Committee Room 1A, County Hall	Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Financial Monitoring Report 2017/18: Provisional Outturn as at 31/03/2018	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Risk Register 2017/18 - Update	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Annual Internal Audit Report 2017/18	Report of the Corporate Director of Resources / Treasurer to the Joint Committee
June 2018 (AGM) Date TBC	Council Chamber, Spennymoor Town Hall	Appointment of Chair	Report of the Clerk to the Joint Committee
		Appointment of Vice-Chair	Report of the Clerk to the Joint Committee
		Annual Constitutional Review	Report of the Clerk to the Joint Committee
		Annual Governance Statement 2017/18	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Revenue Outturn and Joint Committees Return for the Year Ended 31/03/2018	Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services
		Quarterly Performance and Operational Report	Report of Bereavement Services Manager
		Forward Plan 2018/19	Report of the Corporate Director of Resources / Treasurer to the Joint Committee