

26 January 2011

Report of the Superintendant and Registrar



Report of Alan José, Superintendant and Registrar

Purpose of the Report

1. To provide members of the Central Durham Crematorium Joint Committee with the usual quarterly 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 1st July 2010 to 30th September 2010 inclusive and the number of cremations for the period 1st October 2010 to 31st December 2010 inclusive, with comparative data in the same periods last year:

	2009/2010	2010/2011	Change
Quarter 2			
JULY	182 + 3*	178 + 4*	-4 + 1*
AUGUST	142 + 2*	176 + 0*	+34 -2*
SEPTEMBER	176 + 2*	173 + 5*	-3+ 3*
TOTAL QTR2	500 + 7*	527 + 9*	=27 + 2*
	2009/2010	2010/2011	Change
Quarter 3			
OCTOBER	192 + 1*	181 + 1*	-11
NOVEMBER	167 + 2*	204 + 0*	+37 - 2*
DECEMBER	172 + 3*	178 + 3*	+6
TOTAL QTR3	531 + 6*	563 + 4*	=32 - 2*

* = 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, 432 cremations have come from Durham and 658 from outside of the area. This has led to 527 + 9 Nvf cremations undertaken for the period 1st July 2010 to 30th

September 2010, compared to 500 + 7 Nvf in the comparable period last year, an increase of 27. As for the period 1st October 2010 to 31st December 2010, 563 + 4 Nvf cremations were undertaken, compared to 531 + 6 Nvf in the comparable period last year an increase of 32.

Memorials

4. The table below outlines the number and value of the Memorials sold for the last two quarters:

	QTR2 2010/11 [July to Sept]		QTR3 2010/11 [Oct to Dec]	
	Number	£	Number	£
Vase Blocks	13	£ 5,946.55	10	£ 5,481.00
Large Plaques	36	£ 11,568.13	23	£ 8,182.00
Small Plaques	4	£ 828.92	2	£ 436.00
Columbaria	0	£ -	4	£ 4,239.90
Total	53	£ 18,343.60	39	£ 18,338.90

Operational matters

Crematorium Risk Register – Contaminated Bodies

5. The Audit Action plan highlighted that there was no documented guidelines in place regarding the disposal of a contaminated body. Guidance has been sought from the Consultant in Communicable Disease at The Health Protection Agency in Newcastle and I have been informed by them that, upon notification that a contaminated body was to be cremated, contact should be made with the Health Protection Agency, whereby advice would be given on a case by case basis.
6. This advice has been discussed with the Internal Auditors and it has been agreed that, in order to satisfy the requirement of the Audit Action Plan in respect of contaminated bodies, the following action will be added to the operational risk register: “*Such directions as may be given by the Health Protection Agency will be adhered to*”. Procedures will be put in place to ensure that, in the event of the receipt or potential receipt of a contaminated body, staff are aware of the need to contact the Health Protection Agency to seek advice and to make appropriate records of and act on that advice.

Staffing Issues

7. At the CDCJC meeting on 29 September 2010 Members considered and agreed that a vacancy that had arisen at the Durham Crematorium should be recruited to and internally advertised at both DCC and Spennymoor TC.
8. This has not occurred and this vacancy has been continued to be covered by using temporary staff trained up in preparation for a Pandemic and operating without any difficulties. The position remains vacant, however, due to the scale of the budget cuts

from Government and ongoing Expressions of Interest for Early or Voluntary Retirement/ Redundancy taking place within the County Council (which closes on the 21 January 2011), a recruitment process has yet to commence. With all these factors taken into account it is proposed to continue with the current "temporary" arrangements until such time as the overall situation is clearer and then advertise to fill this post.

Joint Conference of Cremation and Burial Authorities

9. The Federation of Burial & Cremation Authorities / Cremation Society of Great Britain are to hold their Joint Conference in Bristol on 4 to 6 July 2011. In line with previous arrangements, two places have been reserved at the Annual Conference in respect of the Chairman and the Superintendent & Registrar.
10. As members of the F.B.C.A. (Federation of Burial and Crematoria Authorities) it is required that Statistical and Annual return is submitted each January together with confirmation that the F.B.C.A. Code of Practice has been observed during the year. A copy of this report is set out in Appendix 3.

Cremator Replacement & Crematoria Redevelopment Project - Update

11. At the Special Meeting on 21 December 2010 it was agreed to proceed with the planning application and award of the contracts for the required works. In doing so members were keen that they received regular updates on the progress made.
12. In response to this, the lead officers and I have met to further discuss works scheduling and the practicalities in terms of ensuring that, in between formal meetings of the Joint Committee, members receive regular updates, including financial updates on expenditure in relation to the project. Once the works commence it is proposed that a monthly email communication be distributed to members of the committee to advise of works underway, spend to date and forthcoming milestones. Appropriate site visits will also be arranged at key points in the construction phase. This will be preceded by a regular update within this report. Special Meetings could also be convened if members so wished.
13. In terms of progress since the Special Meeting on 21 December, there is little further to report at this stage, other than to confirm that the planning application has been submitted, in accordance with the timescales outlined in the December report. Discussions with planning colleagues reveals that a decision is expected within the next 8 weeks.
14. The Chair and Vice Chair have requested that a visit be arranged to Bretby Crematorium to provide Members of the Committee with the opportunity to see an IFZW Cremator installation, which is fully operational and installed in the last year. The Crematorium is located in Staffordshire (@ 3 hours drive) and enquiries have been made with the Registrar for this facility, who is happy to assist.

Recommendations and reasons

15. It is recommended that Member of the Central Durham Joint Committee:-

- Note the content of this report with regards to current performance of the crematorium;.
- Note the comments regarding the Internal Audit action plan and action taken regarding amendments made to the operational Risk Register and operational procedures to accommodate this recommendation;
- Consider and agree to continue to temporarily fill the vacant post until the wider picture is clearer at which time a recruitment exercise will be undertaken, with the post advertised internally and simultaneously within the two partner authorities;
- Consider and agree to the Chairman and the Superintendent & Registrar to attend the Joint Conference;
- Note the progress with regards to the cremator replacement and crematoria redevelopment project; and
- Consider and agree to a visit to the IFZW installation site at Bretby Crematorium.

Contact(s): Alan José 0191 384 8677

Appendix 1: Implications

Finance – As identified in the report.

Staffing - A member of staff has left the Authority and this will be reviewed in due course.

Equality and Diversity - 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 - Officers of Spennymoor Town Council were consulted on the contents of this report.

Procurement - None

Disability Discrimination Act - None

Legal Implications - None

Appendix 2: Breakdown of figures

	JULY	AUG	SEPT	OCT	NOV	DEC
BARNARD CASTLE		1				1
Berwick			1			
Billingham			1			
BIRTLEY	1			1		
BISHOP AUCKLAND	7	8	9	11	13	11
BISHOP MIDDLEHAM	1					2
BLACKHALL	2	3	2	2		1
Bristol			1			
CHESTER LE STREET	7	10	6	14	14	9
CHILTON	2	5	2	1	1	3
CONSETT	2		3		1	
CORNSAY					1	
BOUNDON		1			2	
CROOK	9	5	7	7	9	4
DARLINGTON		1	1			
EASINGTON		4	4	2	4	3
ESH WINNING	2			1		
FENCEHOUSES	2	1	1	1	1	
FERRYHILL	11	6	11	3	9	8
FISHBURN	2				2	
FROSTERLEY			1	1		
GREAT LUMLEY				1		
HAMSTERLEY					1	
HARTLEPOOL		2	2	1	1	1
HASWELL	1	1		1	2	
HETTON LE HOLE	3	2	4	2	4	3
HORDEN	4	4	3	3	3	2
HOUGHTON	2	3	2	1	2	2
HOWDEN		1				
HUNWICK					1	
LANCHESTER	2	1				
LANGLEY PARK	1			1	2	2
NOTTINGHAM				1		
LONDON / KENT				1	2	
MIDDLETON/Teasdale		1				
MURTON	3	2		6	6	1
NETTLESWORTH				1		
NEWCASTLE	1	1	1			1
NEWTON AYCLIFFE	3	16	7	3	7	6
PELAW	1			2		
PETERLEE	11	8	10	13	3	9
SACRISTON	7	4	1	5	1	
SEAHAM	2	4	1	4	8	6
SEATON						
SEDFIELD	1	4	1	4	4	3
SHILDON	1		1	4	4	
SHOTTON	2	2	3	1	5	2

	JULY	AUG	SEPT	OCT	NOV	DEC
SOUTH HETTON		1	1			1
STANHOPE				2	1	2
STANLEY					1	
STATION TOWN					1	
STOCKTON		2	2			
SUNDERLAND						1
SUNNYBROW	1	2		1	1	
THORNLEY	2	1	1	1	2	
TOW LAW	1	2	1		1	
TRIMDON	1	2	2	4	2	2
WASHINGTON				1		4
WEST AUCKLAND	2					1
WEST CORNFORTH	2	1	2	7	2	3
WHEATLEY HILL	2	2	2		1	2
WILLINGTON	1	4	3	2	4	10
WINGATE	2	2	4	3		1
WOLSINGHAM	1	2	2	2		
TOTAL	108	122	106	122	129	107

Appendix 3: Breakdown of figures

NATIONAL CREMATION STATISTICS FOR THE YEAR 2010

Name: Durham Crematorium

S/060

NUMBER OF CREMATIONS

The LAST NUMBER in your Cremation Register at 31 December 2010 (a) **95425**

The LAST NUMBER in your Cremation Register at 31 December 2009 (b) **93149**

TOTAL CREMATIONS for the year 2010 [(a) – (b)] (c) **2276**

Add: Total Cremations SINCE OPENING to 31 December 2009 (d) **93149**

TOTAL CREMATIONS to 31 December 2010 [(c) + (d)] **95425**

DISPOSAL OF CREMATED REMAINS FOR THE YEAR 2010

Strew in grounds of this Crematorium **1049**

Interred in grounds of this Crematorium

Placed in niches at this Crematorium **13**
1214

Removed from this Crematorium

No collectible remains obtained

-

Awaiting instructions for disposal

Total [Should agree with (c) above] 2276

OTHER CREMATIONS CARRIED OUT IN THE YEAR 2010

(Not to be included in the above)

Number of CREMATIONS OF FOETAL REMAINS 20

Number of SOCIAL TERMINATIONS (identified by Hospital Number only)

Number of CREMATIONS OF BODY PARTS **0**

under the Cremation (Amendment) Regulations 2000

INSPECTION OF CREMATION FORMS IN THE YEAR 2010

Number of requests received to inspect cremation forms during the year ..0...

CODE OF CREMATION PRACTICE

It is hereby certified that during the year 2010 the Code of Cremation Practice of the Federation of British Cremation Authorities has been observed at this Crematorium

Date

Signature.....

Name of signatory (BLOCK CAPITALS
for (Name of Cremation Authority)

MR A S JOSÉ
Central Durham Crematorium Joint Committee