



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Wednesday 23 September 2020. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented on Thursday 24 September 2020 if they are not called-in.

Delegated Decisions

I. Cabinet Member for Customer Focus and Community Safety:

Ia. Introduction of New Service - Bereavement Service

(Pages 1 - 10)

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

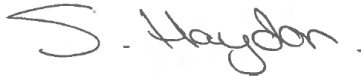
Executive Decision Reference Number – CFCS01 20/21

Decision	
1	Title of decision: Introduction of New Service – Bereavement Service
2	Decision maker (Cabinet member name and portfolio title): Councillor Sally Haydon, Cabinet Member for Customer Focus and Community Safety
3	Report author and contact details: Karen Jennings, Head of Bereavement Service (Karen.jennings@plymouth.gov.uk Tel: 304516)
4	Decision to be taken: That the Cabinet Member for Customer Focus and Community Focus: 1. Agrees to introduce a new service for unattended No Service Funerals to widen the choice for bereaved families in the city. . 2. Agrees to change the current No Service Funeral to an attended No Service Funeral.
5	Reasons for decision: <p>The introduction of an unattended No Service Funeral will widen the choice for bereaved families in the City.</p> <p>The reason for the introduction of this new service is based on feedback from Funeral Directors in the city who have reported that families have been seeking this option. Currently, families wanting this option have had to make the difficult decision for cremations to take place outside the city (some 30-40 miles away). The introduction of this service will avoid that in future and offer a service meeting the needs of a wider range of families.</p> <p>The current No Service Funeral will become an attended No Service Funeral which will mean that 2 members of the deceased family or friends can accompany the coffin and have a few minutes quiet contemplation as the deceased is received into the Chapel for cremation.</p> <p>This service was due to be introduced on 1st April 2020 at the time of that the annual review of fees and charges. A decision was made due to COVID not to implement the CPI uplift for 2020/21 and that has delayed the introduction of this new service.</p> <p>The fees have been set in line with Plymouth City Council's Corporate Charging Policy (of November 2016).</p>

	The proposed fee for the unattended No Service Funeral will be £500 and the fee for the attended No Service Funeral will remain at £675. Fees may be revised in the future.			
6	Alternative options considered and rejected: The alternative option is not to introduce this service, meaning that those families who want this option will have to continue to seek the service at crematoriums outside of the city.			
7	Financial implications: By making this decision, it will increase the options for families using our cremation service. It will also mean that families are not having to choose to have their cremation services outside the city. If the current number of these services remains, it would create a minimal loss of income of £0.011m. We are seeing an increased number of no service funerals due to COVID therefore this figure is a worst case scenario should all of the no service funerals for the remainder of 20/21 be delivered at the lower amount. Initially there will be provision for 8 services per week. We are aware that funeral directors are regularly travelling to neighbouring crematoria to use facilities that offer this service. The expected increase in demand will also create additional income to compensate.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
		X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This decision is an enactment of Plymouth City Council's Corporate Charging Policy (of November 2016). The expectation that this decision is taken (to increase discretionary fees and charges by the Consumer Price Index of 1.9%) is factored in to revenue budget planning considerations.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None		
Urgent decisions				

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
15	Which Corporate Management Team member has been consulted?	Name	Ruth Harrell	
		Job title	Director of Public Health	
		Date consulted	14/09/2020	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS30 20/21	
		Finance (mandatory)	djn.20.21.86	
		Legal (mandatory)	lt/35297/AC/4/9/20	
		Human Resources (if applicable)		
		Corporate property (if applicable)		

		Procurement (if applicable)							
Appendices									
17	Ref.	Title of appendix							
	A	New Fee of £500 for a Non Attended No Service Funeral							
	B	Equalities Impact Assessment (<i>where required</i>)							
Confidential/exempt information									
18a	Do you need to include any confidential/exempt information?		Yes	<input type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
			No	<input checked="" type="checkbox"/>					
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:								
Background Papers									
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.								
Title of background paper(s)			Exemption Paragraph Number						
			1	2	3	4	5	6	7
Cabinet Member Signature									
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.								

Signature		Date of decision	14/09/2020
Print Name	Councillor Sally Haydon		

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INTRODUCTION OF NEW SERVICE BRIEFING NOTE – BEREAVEMENT SERVICE

August 2020



1. Description of Proposal

The proposal is to introduce a new service – a non-attended funeral service and to change the current no service funeral to an attended funeral service allowing 2 attendees.

2. Background - Fees, Charges and Concessions Policy

The current fee for this new non-attended funeral service will be £500.

3. Reason for change

The introduction of this service is to increase the choice of cremation funeral service for the bereaved.

4. New Fee - No Service Funeral

It is proposed to introduce a second option for families who chose not to have a funeral service. We currently offer a no service funeral at a fee of £675 it is proposed to change this service to permit attendance but no service. This will mean that 2 members of the deceased family or friends can accompany the coffin and have a few minutes quiet contemplation as the deceased is received into the Chapel for cremation.

5. Financial Implications

By making this decision, it will increase the options for families using our cremation service. It will also mean that families are not having to choose to have their cremation services outside the city.

It is estimated that this may create a pressure of £0.011 million. We are seeing an increased number of no service funerals due to COVID therefore this figure is a worst case scenario should all of the no service funerals for the remainder of 20/21 be delivered at the lower amount.

Initially there will be provision for 8 services per week.

We are aware that funeral directors are regularly travelling to neighbouring crematoria to use facilities that offer this service. Therefore we hope that this will also create additional income.

6. Next Steps

Following the approval of the above proposal the bereavement service will introduce this new service from 1st October 2020.

Decision required by the Cabinet Member Councillor Sally Haydon

The Cabinet Member for Customer Focus and Community Focus:

1. Agrees to introduce a new service for unattended No Service Funerals.
2. Agrees to change the current No Service Funeral to an attended No Service Funeral.

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EQUALITY IMPACT ASSESSMENT

ODPH – Bereavement Service



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Implementing a New Service – Unattended No Service Funeral. Please refer to briefing note and delegated decision document
Author	Karen Jennings
Department and service	ODPH – Bereavement Service
Date of assessment	3 Sept 2020

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	The service provides for all age groups	No		
Disability	The service provides for all	No		
Faith/religion or belief	The service provides for all	No		
Gender - including marriage, pregnancy and maternity	The service provides for all	No		
Gender reassignment	The service provides for all	No		
Race	The service provides for all	No		

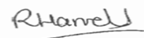
Sexual orientation - including civil partnership	The service provides for all			
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STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2020.	N/A	
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	It is not thought that there are any implications that are likely to arise by this decision	
Good relations between different communities (community cohesion)	Widening the range of funeral service types available for ALL is likely to help those who experience funeral poverty	
Human rights Please refer to guidance		

STAGE 4: PUBLICATION

Responsible Officer Ruth Harrell



Date 16/9/2020

Director of Public Health