



**Cambridge City Council**

**Item**

**To:** Executive Councillor for Community Development & Health – Councillor Mike Pitt  
**Report by:** Tracy Lawrence  
**Relevant scrutiny committee:** COMMUNITY SERVICES  
**Wards affected:** All

### **Project Appraisal and Scrutiny Committee Recommendation**

**Project Name: Refurbishment of Chapels and Public Areas at Cambridge City Crematorium**

### **Recommendations**

#### **Financial recommendations –**

- The Executive Councillor is asked to approve the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan (SC524).
  - The total cost of the project is £120,000, funded from R&R
  - There are no ongoing revenue implications arising from the project.

#### **Procurement recommendations:**

- The Executive Councillor is asked to approve the carrying out and completion of the procurement for the refurbishment of the Chapels and public areas to be carried out under a phased programme by requesting separate quotes.
- Subject to:  
The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

## **1 Summary**

Refurbishment of all public areas at Cambridge City Crematorium to greatly improve standards and the ambience for bereaved persons and visitors.

## 1.1 The project

Target Dates:	
Start of procurement	June 2012
Award of Contracts	From July 2012
Start of project delivery	August 2012
Completion of project	December 2012

## 1.2 The Cost

Total Project Cost	<b>£ 120,000</b>
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### Cost Funded from:

Funding:	Amount:	Details:
Reserves	<b>£</b>	
Repairs & Renewals	<b>£120,000</b>	R&R Fund (Premises) 21181

### Ongoing Revenue Cost

Funding:	Amount:	Details:
Year 1 & Ongoing	<b>£</b>	Within existing ongoing R&R provision

## 1.3 The Procurement

The programme constitutes a number of very different discrete work packages and separate request for quotations to each market sector will deliver better value than one single contract.

## 1.4 The Project

The Refurbishment Project will ensure that we continue to provide an exceptional service to all users of our facilities, in a comfortable and aesthetically pleasing environment. The improvements will enhance the professional service already provided, enabling us to

have the competitive edge on neighbouring crematoria, thereby maintaining, if not increasing, current income streams.

- Redecorate the East and West Chapels together with the waiting rooms and toilet areas.
- Introduce low energy lighting to all areas.
- Redecorate and improve facilities in two vestries.
- Improvements to all public toilet facilities
- Introduce new soft furnishings to improve the ambience and aesthetics of all public areas.
- Introduce new technology to offer more choice.
- Provide a Bearers room for Funeral Directors and their staff.

### **1.5 Aims & objectives**

A city that celebrates its diversity, unites in its priority for the disadvantaged and strives for shared community wellbeing.

- To make effective and efficient use of Council buildings.
- Improve facilities for those attending funeral services that are using the Chapels, waiting rooms and vestries.
- Improve welfare facilities for visitors to the Crematorium.
- Offer more choice to bereaved people.

### **1.6 Major issues for stakeholders & other departments**

Various stakeholder groups will benefit from the proposed works:

- **Bereaved People** – offering more choice to facilitate their funeral service requirements.
- **Public** – both mourners attending funerals and visitors to the crematorium with improved waiting room and toilet facilities. Improved information systems.
- **Officiants** – redecorate and improve facilities within both vestries, install a new lectern in the West Chapel and relocate the lectern in the East Chapel.
- **Funeral Directors** – provision of a Bearers room.

### **1.7 Summarise key risks associated with the project**

- Complaints to the local/national press.
- Funeral services taking place at neighbouring Crematoria.

- Further deterioration of facilities

## 1.8 Financial implications

Appraisal prepared on the following price base: 2012/13

## 1.9 Capital & Revenue costs

<b>(a) Capital</b>	<b>£</b>	<b>Comments</b>
Building contractor / works	110,000	
Professional / Consultants fees	5,000	
Other capital expenditure	5,000	
<b>Total Capital Cost</b>	<b>120,000</b>	

<b>(b) Revenue</b>	<b>£</b>	<b>Comments</b>
R&R Contribution	0	To be reviewed as part of service contribution in 2012/13
<b>Total Revenue Cost</b>	<b>0</b>	

## 1.10 VAT implications

No VAT implications identified.

## 1.11 Environmental Implications

Climate Change impact	
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+L Introduction of low energy lighting throughout and 'green' hand driers in the toilet areas

## 1.12 Other implications

These proposals will allow us to improve services to the bereaved and visitors to the crematorium.

**1.13 Staff required to deliver the project**

Lead Officer (Bereavement Services) – Tracy Lawrence

Project Management – Tracy Lawrence

Legal and Procurement Support

**1.14 Dependency on other work or projects**

None identified

**1.15 Background Papers**

**Bereavement Services Business Plan 2011-16.**

**1.16 Inspection of papers**

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