

Report to: Chief Officer Parks and Countryside

Date: 24 September 2018

Subject: Design and Cost Report for (urgent cremator replacement at Lawnswood)

Capital scheme number: 33021

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number: 1	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

1. There are three cremator machines at Lawnswood of which two machines are coming towards the end of their operational lives.
2. There is a reputational risk to the Council if cremation services were to be disrupted for any length of time due to machine break down. In addition, the service is likely to incur increased costs associated with any subsequent maintenance or repairs.
3. There is a clear service need to urgently replace one of the three machines with the same suited set as that of the other Crematoria to ensure service continuity, running efficiency and value for money. It is also proposed to install a cold store to bring Lawnswood in line with the other Council managed crematoria
4. Funding for this can be met via the Capital programme.

Recommendations

5. The Chief Officer Parks and Countryside is requested to approve the authority to spend as set out within the attached appendix for the urgent replacement of one of the cremators at Lawnswood Crematorium including cold store.

1 Purpose of this report

- 1.1 The purpose of this report is to request approval to spend from the capital programme in order to replace one of the cremators at Lawnswood Cemetery within the Parks & Countryside service.

2 Background information

- 2.1 Leeds City Council is one of the busiest Crematoria Authorities dealing with over 5,000 cremations per year and manages three crematoria located at Cottingley, Rawdon and Lawnswood.
- 2.2 During the last seven years, the cremator machines have all been replaced following a procurement tender exercise at both Rawdon and Cottingley Crematoria. Facultative Technologies Ltd (FT) were successful in both of these recent tenders.
- 2.3 This report relates to one of two cremators at Lawnswood that are coming towards the end of their operational lives.
- 2.4 The current manufacturer has managed to keep two cremators going however, in recent weeks, both machines have required urgent work during the same period of time. Given the age of two of the cremators there is a high risk of disruption to services and reputational risk to the Council due to any length of machine down time and an increase in costs associated with the maintenance service and repair.
- 2.5 It is also proposed to install a secure refrigeration unit for the storage of coffins in the event of any unforeseen emergency or breakdown. This would bring Lawnswood in line with the other two Council managed crematoria.

3 Main issues

- 3.1 **Design proposals and full scheme description.**
- 3.2 **Programme** – The ordering will consist of using the existing manufacturer for which a procurement waiver has been approved to purchase one new cremator. This will be of the same bespoke specialist design as those machines that have already been procured at both Rawdon and Cottingley.
- 3.3 The manufacturer has also confirmed that there will be little if no service disruption as works will be undertaken outside of the normal operational working hours and they will be able to install the new cremator before the end of this financial year.
- 3.4 No additional infrastructure works are required as it involves replacing an existing machine with a new one, utilising the same space and area.
- 3.5 This equipment is of a technical and specialist nature that is required to replace a suite of machines that have been procured at both Rawdon and Cottingley Crematoria and the procurement method is also considered within the confidential appendix and is attached to this report.

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 The Executive Member for Environment & Active Lifestyles has been consulted on these proposals.

4.2 Equality and diversity / cohesion and integration

4.2.1 Due regard has been given throughout the decision making process and a screening document has been prepared and an independent impact assessment is not required for the approvals requested. The screening document has been sent to the equality team to be approved and published.

4.3 Council policies and the best council plan

4.3.1 This report draws attention to co-ordinated working that demonstrates a contribution towards the following priorities contained in the City Priority Plan:

- Best city for communities:
- Best city to live:
- Best Council Plan 2015 to 2020
- Vision for Leeds 2011 – 2030

4.3.2 Enjoy greater access to greenspaces where our cemeteries are places for quiet relaxation and spiritual reflection.

4.4 Resources and value for money

4.4.1 **Full scheme estimate** The expenditure for this procurement exercise is funded through the capital programme as detailed in Appendix 1.

4.4.2 Capital funding and cash flow.

4.4.3 The financial table has been removed from the main body of this report and has been included within the confidential appendix.

4.4.4 The Appendix to the report is Exempt/Confidential under Access to Information Procedure Rules 10.4(3) as this information is considered to be commercially sensitive as it is important for businesses to maintain their competitive edge as a participant within a commercial environment.

Parent scheme number : 33021

Title : Replacement Cremator at Lawnswood

Revenue effects

There are no impact on the Parks & Countryside revenue accounts as the capital expenditure is funded through LCC supported borrowing.

4.5 Legal implications, access to information and call-in

4.5.1 This is a high value procurement decision.

4.6 Risk management

- 4.6.1 If the service were unable to urgently procure this new machine there would be a detrimental impact on the quality of the service provided and reputational risk to the Council if cremations had to be delayed due to an increase in operational machine down time.

5 Conclusions

- 5.1 There is a clear service need to urgently replace one of the three cremators at Lawnswood Crematorium to ensure operational efficiency and meet current demands should one or more of the other cremators break down for any length of time.

6 Recommendations

- 6.1 The Chief Officer Parks and Countryside is requested to approve the authority to spend as set out within the attached appendix for the urgent replacement of one of the cremators at Lawnswood Crematorium including cold store.

7 Background documents¹

- 7.1 Executive Board Reports June 2016 and July 2017

¹ The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.