

Capital Bid Mandate Proposal -Bereavement Services (Cemetery Tarmacking & Curbing)

Author: Ann Carroll on behalf of Natasha Precious

Introduction and background

This Mandate is to request **Capital bid** for the following works Tarmacking and curbing in two cemeteries (The Mount and Stoke Cemetery).

Within these cemeteries they have Vehicular roads which have cross sections. The Criss cross sections where not meant for vehicles but as coffins cannot be carried over graves, hearses have to use to transport the deceased to the area of burial. This has caused these areas to ware down and slope at edges, causing firstly a health and safety risk and undignified journey for loves ones in the hearses.

The Council are required by law to keep cemetery in good working order and good state of repair. (Local Authority Order per 1977).

1. Why should a project be started, or a growth bid be considered now?

This has been requested before, due to long standing health and safety concerns which include degradation of pathways and curbing, and not progressed.

Should a visitor hurt themselves we would leave ourselves open to a claim and bad publicity. The Council have an obligation to ensure that the areas used but visitors to visit their loved ones is safe and in good order. When hearses are carrying coffins, it is not the safe and smooth journey through the cemetery the Council want it should be.

2. What is the good idea or problem to be solved?

Unsafe pathways contributing to unsafe and unsuitable environments for hearses to travel over and public to use due to health and safety concerns.

3. What will be delivered? What are the success criteria? What is the purpose of the project?

Safe roads and pathways which are safe for the public and hearses to vehicular standards so that this does not pose a problem in the future, apart normal wear, and tear

4. What priority, corporate objective or strategy is fulfilled by this project?

Maintaining community/Corporate assets and obligation to the Public

5. What are the strategic options available to GBC to deliver a solution?

Tarmacking & re-curb at Stoke & Mount Cemeteries

Option 1 – Implement as planned through planned works via engineering programme

Option 2 – The Council do nothing – This would be a health and safety concern and the Council are not fulfilling our legal obligation to maintain site in good order and good state of repair which is a health safety risk.

Note: The Council are required by law to keep cemetery in good working order and state of repair. (Local Authority Order per 1977).

Option 1 is our preferred option.

| |
|---|
| 6. Who is the lead Director and Service Manager and portfolio Holder (Cllr) who will lead and direct the project and use the products in live service |
| <p>Ian Doyle – Director of Service Delivery Chris Wheeler – Head of Operations and Technical Services Natasha Precious - Bereavement Services Lead Joss Bigmore – Lead Cllr Darren Burgess – Assets/Surveyor</p> |
| 7. What impact assessments have been undertaken? What are the impacts on other service leaders or projects? |
| <p>No Impact assessments yet undertaken for this project</p> <p>Input will be required from the following teams/responsible persons at various stages of the project:</p> <ul style="list-style-type: none"> • Engineering • Bereavement Ground Staff |
| 8. What general approach will be taken to deliver? |
| <p>Speak to engineering if can utilise agreed resource otherwise will need to look at procurement via engineering to add to their programme of works.</p> |
| 9. When and why must the work/project start? |
| <p>April 2022 if funding available as there has been significant delays already and to ensure Health and Safety risks are mitigated.</p> |
| 10. What stakeholders will need to be involved? |
| <p>Natasha Precious: Bereavement Services Lead Chris Wheeler: Head of Operations and Technical Services Victoria Worsfold – Lead Finance Specialist Michelle Rogers – Finance Specialist (Capital) Simon Tarrant - Engineering Communications/Web Team Joss Bigmore – Lead Cllr</p> |
| 11. What resources (internal and external) are needed to consider this mandate and to develop the business case or progress this request? |
| <p>Internal resource required</p> <ul style="list-style-type: none"> • Engineering • B.S ground team • Comms/Web Teams <p>External resource required</p> <ul style="list-style-type: none"> • Engineering |
| 12. What are your best estimates for the Whole Life Costs of this request or investment proposed? Split by capital, revenue and income stream/savings for this and future years. |
| |

| Year | Capital Total (£) | Revenue Total (£) | Income Total (£) |
|---------|-------------------|-------------------|------------------|
| 2020/21 | | | |
| 2021/22 | | | |
| 2022/23 | | | |
| 23/24 | | | |
| 24/25 | | | |

12a. For projects, what are the potential resource costs to progress to the next stage/gate?

The ROM for the whole life costs is estimated at approx. £100k-£150k

13. What are the strategic Issues, Assumptions, Constraints, Dependencies, Opportunities, Risks

Issue – There is an issue that..

- we are not meeting our obligation to health and safety
- Internal resource is restricted, and we cannot fulfil the requirements of the works required
- If we don't have the correct resources involved to manage how closures of the cemeteries are managed, this may cause problems, as this needs to be for minimal time and conducted with sensitivity.

Assumptions – There is an assumption that...

- due to Local Authority Order, work is required and must be completed.

Dependencies – There is a dependency on...

- sufficient funding agreed to enable the project to be realised
- internal resources to fulfil design and completion of project

Constraints – A constraint is...

- operation of cemetery closure for minimal amount of time to allow works to be completed. This will be required, and it will need to be planned carefully with the assistance of Comms Team.

Opportunities – There is an opportunity to...

- to provide a safe place for visitors and those working in them.

Risks – There is a risk that...

- if a member of the public had an accident then the Council will be liable to a claim related to Health and Safety, especially as these are known problems.

- If the Council do not fulfil our obligation then families may lose confident in service, potential PR concerns and loss of future business.

14. Reviewer List:

Involved or sighted so far and to be updated on changes:

- Chris Wheeler
- PPM Group
- Victoria Worsfold/Michelle Rogers
- Engineering
- Churchyard groups

Next to be consulted

- engineering
 - Chapel consultants/ministers to be notified

15. CMT Direction

Next steps: