

Draft Scoping Document

Name of Review/Project:

Cemetery service

Terms of reference:

To clarify statutory and discretionary responsibilities for a district council in providing a burials service.

To clarify the scope of the current service including facilities, management arrangements, burial statistics, plots available, costs etc.

To examine the potential for new sites.

To explore options and attendant financial implications for service delivery

To make policy recommendations.

Please provide details of relevant Corporate Plan Themes and Priorities:

Value for Money

Key Issues and Aim(s) of the Review

Issues

Plots running out in Gresley cemetery

Identifying community need

Maximising income

Aims

Understand current service delivery and current need.

Explore alternative delivery or service improvements

Agree policy for future.

Reduce costs

Why should the review take place now?

Plots running out in Gresley cemetery, so forward strategy required.

Pressure on Council resources means it is timely to review existing service, it's income and costs and check it offers value for money and meets Council

objectives and obligations.

Potential outcome/s

Future policy identified
Improved revenue position

What will not be included: N/A

Risks:

Reduced service in urban core and consequent adverse public reaction.
Increased capital and or revenue costs

Members undertaking the Review (if a sub-group is to be used):

Members of the Overview and Scrutiny Committee

Possible co-options:

None requested

Which policy committee(s) does it relate to?

Housing and Community Services
Finance and Management

Key stakeholders/ consultees:

Cemetery team (Rita McGoldrick, Joanne Abbassi)
Service users
Grounds maintenance service
Funeral directors

Potential contributors and research required:

Neighbouring authorities
Service monitoring info
Public opinion and views

Potential visits: Existing sites

Are there any Budgetary Implications?

The review may unearth potential savings or opportunities for income generation or conversely identify requirement for investment.

If Council owned land is unavailable then should it be decided new sites are needed there will be purchase, set up and ongoing costs to consider.

Officer support required:

M Roseburgh
Rita McGoldrick
Joanne Abbassi
Steve Sheppard

Period for Review:

Start date: June 11th 2012

Approximate meeting dates:

Proposed completion date:

Report date(s) to committees:

Publicity (e.g. of recommendations)

Date Scoping Document Completed: June 6th 2012