OFFICER DECISION RECORD

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| **Officer:** Head of Neighbourhoods – Sarah Troman | | **Date of Decision: 14-01-2022** |
| **Title/Reference: Waiver of Saturday Cremation Surcharges**  **Delegated Decision Reference: 22/06/NS** | | |
| **Consultee Member (if applicable):** All elected members of the Joint Crematorium Committee, (representing Ashfield District Council, Newark and Sherwood District Council and Mansfield District Council) | | |
| **Record of Decision:**  Due to the Covid 19 pandemic and the work being completed around emergency planning across the county, it has been identified that there is growing pressure on funeral directors and their capacity to deal with increased demand across bereavement services.  Unfortunately Mansfield & District Crematorium is currently operating at a reduced capacity for cremations, due to the mechanical breakdown of Cremator 3. This has led to some families and funeral directors experiencing a delay in being able to carry out services, which has raised some concerns around the ability to respond to any increase in deaths through the pandemic.  The elected members of the three authorities have been consulted and have agreed to waive the Saturday surcharge to encourage families to take up these additional slots to reduce any delay in holding services, until the cremator is repaired and the number of available slots during the week can be increased again.  The fee was waived at the beginning of the pandemic in order to open up more slots to families to avoid any delay in holding services and reduce the pressure on mortuary spaces. However the uptake of these slots during this period was extremely limited.  The Saturday surcharge fee is £110 per service, with a maximum of eight service slots available on a Saturday, which will provide an opportunity for families to book their services in a more timely fashion without being impacted by increased fees.  This waiver of the surcharge will remain in place until the works are completed, which is expected to be mid-February. | | |
| **Legal Powers / Authority:**  The Head of Neighbourhood Services has delegated authority within the Constitution as follows:  **3.01.17.1** To take all operational decisionsin respect of the Council’s functions in respect of car parks, cemeteries and crematorium, fleet, trade waste, waste, transfer station, Hermitage Lane depot, parks and open spaces, street cleansing, town centre management and waste and recycling. | | |
| **Implications:**  You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility. | **Relevant Legislation: N/A** | |
| **Finance:** The waiver of the surcharge would reduce the potential income to the crematorium by £110 per Saturday service, however based on experience earlier in the pandemic the uptake is unlikely to be significant, with 5 services booked in for Saturday services during previous 6 month waiver period costing £540. This cost is based on the 20/21 surcharge fee of £108. | |
| **HR: N/A** | |
| **Climate Change: N/A** | |
| **Data Protection: N/A** | |
| **Human Rights: N/A** | |
| **Equality and Diversity: N/A** | |
| **In consultation with:**  (Where applicable) | **Head of Paid Service: N/A** | |
| **Monitoring Officer: No specific comments** | |
| **Section 151 Officer: No specific comments** | |
| **Signature of Decision Taker:**  (Please do not ‘pp’) | **Sarah Troman** | |

Please send all decision for publication to: Democratic Services, at [democraticservices@mansfield.gov.uk](mailto:democraticservices@mansfield.gov.uk).

All decisions with exempt information should be sent to Mark Pemberton, Democratic Services Manager at [mpemberton@mansfield.gov.uk](mailto:mpemberton@mansfield.gov.uk).