

To: **Executive Member for Culture, Delivery and Public Protection**
22 Nov 2023

Cremator Servicing and Maintenance Contract
Executive Director of Delivery

1 Purpose of Report

- 1.1 To outline a proposed service and maintenance contract for the cremators and associated plant at Easthampstead Park Cemetery and Crematorium.

2 Recommendations

- 2.1 To approve the proposed direct award contract via a framework agreement for the servicing and maintenance of cremator equipment.

3 Reasons for Recommendations

- 3.1 Bracknell Forest Council's existing cremation plant was installed by one of the UK's manufacturers of such equipment. The servicing and maintaining of that equipment requires engineers with specific training and knowledge of the equipment plus specific parts which are supplied by that manufacturer.

4 Alternative Options Considered

- 4.1 Please refer to confidential appendix 1.

5 Supporting Information

Climate Change Governance

- 5.1 Easthampstead Park Cemetery & Crematorium is located in the Great Hollands South ward, opposite the Great Hollands recreation ground. The facility which first opened in 1971, provides a venue for funeral services with accompanying burials or cremations.
- 5.2 The site averages around 2,300 cremations per annum using two gas-fired cremators, which typically operate from 8am – 5pm Monday to Friday with the option to extend operations into the evening or weekend wherever demand dictates.
- 5.3 The current cremators were installed in 2012 and have a current life expectancy of a further 10-11 years. This life expectancy is based on there being a full and robust servicing and maintenance regime in place to prolong the life of the equipment. BFC Procurement have suggested that it would make sense to align the duration of any further servicing and maintenance contract to the life of the equipment itself.
- 5.4 The existing service and maintenance contract expires on 31st October 2024. Since installation the servicing and maintenance of the equipment has been provided by the company who manufactured and installed that equipment. Their operational support has proven to be excellent so far, both in terms of planned maintenance and their reactive maintenance response times and actions.

- 5.5 A Strategic Procurement Plan outlining the proposal for a new service and maintenance contract is attached as confidential appendix 1.
- 5.6 Given the performance of the current provider, the existence of a suitable framework and the difficulties in getting any other provider to offer the service it is proposed to issue a direct award through the Yorkshire Purchasing Organisation (YPO) Crematoria Solutions III framework. The award will require approval by both the Executive Director of Delivery and the Executive Member for Culture, Delivery and Public Protection.

6 Consultation and Other Considerations

Legal Advice

- 6.1 As noted below the proposed procurement will comply with the Public Contracts Regulations 2015 and the Council's Contract Standing Orders.

Financial Advice

- 6.2 The financial implications are contained within the report/associated documentation. Whilst the individual budget line cannot contain the increase in contract cost, it is envisaged that additional income above budget will be achieved to offset this increase.

Other Consultation Responses

- 6.3 Corporate Procurement

The proposed procurement is compliant with the Public Contracts Regulations 2015 and the Council's own Contract Standing Orders. It is also the most likely to deliver the Council's ongoing requirement. It is recommended that the Decision be approved.

Equalities Impact Assessment

- 6.4 An initial EIA has been completed and is attached as appendix 2.

Strategic Risk Management Issues

- 6.5 The Council acting as the cremating authority as defined within The Cremation (England and Wales) Regulations 2008 is required to ensure all plant and equipment is maintained in good working order. There is a significant risk that were a suitable servicing and maintenance contract not in place the facility may cease to operate.

Climate Change and Ecological Impacts

- 6.6 The recommendations in Section 2 above are expected to:

Maintain current emissions of CO₂. The reasons the Council believes that this will maintain emissions centres around this being an extension of an existing service contract with no material changes to plant or equipment which could bring about alterations to CO₂ emissions .

Health & Wellbeing Considerations

- 6.7 The ability for the Council to maintain provision of a cremating service impacts directly on the health and wellbeing of the local community.

Background Papers

Appendix 1: Strategic Procurement Plan_Cremator Servicing and Maintenance

Appendix 2: EIA_Cremator Servicing and Maintenance

Contact for further information

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