

DECISION NOTICE - CORONAVIRUS EMERGENCY RELATED
Key Executive Decision taken by an OFFICER

KEY DECISION Subject: Cemetery Arrangements

DECISION TAKER:

Name: Richard Protheroe

Job Title: Strategic Director

Signature:

Date:

REASON WHY THIS DECISION DID NOT APPEAR ON THE FORWARD PLAN AND THE URGENCY PROVISIONS WERE NOT FOLLOWED:

This key decision was taken as part of the Council's emergency response to the national Coronavirus Emergency. Due to the necessary speed of decision taking at this time it was not possible to comply with the Council's Constitution that includes the requirement to give 28 days' notice of the decision to be taken; publish details 5 clear days before the decision was taken; publish the decision within 2 days of it being taken; and provide the 5 day call-in period before implementation. Nor was it possible to comply with the Urgency provisions in the Constitution

DECISION TAKEN:

6 additional grounds maintenance operatives will be allocated to the cemetery service to increase capacity from 10 burials per week to 40 burials per week if needed (the maximum capacity that can be provided with the shoring equipment currently available).

SBC and funeral directors are working together with the following common understanding of arrangements to minimise the risks of spreading the virus:

- No Hymn books
- No soil box
- Gloves to be worn by bearers at all times
- Immediate family in attendance only (roughly 10 or less)
- No touching/kissing the coffin
- No donation boxes
- Ensure social distancing
- Graveside services only – unless the chapel can accommodate social distancing (8 people max)
- No meet and greet by the cemetery officer who will wait by the graveside

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REASONS FOR DECISION:

- To ensure that a dignified and efficient bereavement service continues to be provided, in line with government guidance.
- To discourage non-essential journeys that could lead to the spreading of Covid-19.
- To discourage public gatherings that breach social distancing rules.
- To ensure a safe working environment for staff, and reduce risk of further staff depletion through illness.

OTHER OPTIONS CONSIDERED AND REJECTED:

The continuation of normal arrangements was considered but rejected as inconstant with Government advice and the Coronavirus Act 2020.

FINANCIAL IMPLICATIONS:

None identified

LEGAL IMPLICATIONS:

This action is required to comply with the Coronavirus Act 2020.

EQUALITIES AND DIVERSITY IMPLICATIONS:

EIA screening identified no differential adverse impact as follows:

Characteristic	Differential Impact
Age	None
Disability	None
Gender	None
Gender re-assignment	None
Marriage or civil partnership	None
Pregnancy or maternity	None
Race	None
Religion	None
Sexual orientation	None

CONSULTATIONS:

SBC internal COVID Business Continuity Cell - concur
Strategic Leadership Team - concur
Council Leader (Sharon Taylor) and Portfolio Holder (John Gardiner) - concur

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Chair of the Overview & Scrutiny Committee

I agree that this decision was reasonable in all the circumstances, was urgent and could not reasonably be deferred

I further agree that any delay likely to be caused by the call -in process would prejudice the Council's or the public interest and that the decision should not therefore be subject to call-in.

Signed:

Chair of the Overview & Scrutiny Committee

Date:

DATE OF IMPLEMENTATION OF DECISION: 26/03/20