

**1 Purpose of Report**

To advise members of the urgent action taken by the chairman of the committee on 30 May 2019 for the use of a capital project underspend.

**2 Executive Summary**

Urgent action was taken by the chairman of the resources committee on 30 May 2019 to authorise the use of a Nene Valley Crematorium (NVC) capital project underspend to fund another previously approved scheme (Skylight Ref J189). This action was necessary to enable work to progress during the quieter months at NVC to minimise business impact.

**3 Appendices**

Appendix A – Request for urgent Action

**4 Proposed Action:**

**The committee is invited to RESOLVE to note the urgent action taken.**

**5 Background**

- 5.1 The crematorium was constructed in 2015/16 and opened in September 2016. The roof over the waiting area was omitted as a cost reduction, and because the original concept architect had proposed that the area be left open.
- 5.2 The covering of the area has been requested by the NVC board following user feedback.
- 5.3 The construction architect designed a roof solution within the existing roof structure but when the contractors carried out pre-construction inspections it was discovered that upright steel columns are required to support the weight, hence the additional cost now requested.

**6 Legal Powers**

Section 3.3.08 of the council's constitution states that "when action is urgently needed and cannot be reasonably delayed for a decision of the council, or any committee, the relevant chief officer shall be authorised to take appropriate action. This action may only be taken after consulting the chairman of the relevant policy committee or, in their absence, their vice-chairman, and the chairman of the resources committee (or in their absence, their vice-chairman) in the case of a matter which has financial implications. The matter must be reported to the next meeting of the relevant policy committee concerned."

**7 Financial and Value For Money Implications**

The additional funding requested is available as a result of an underspend within another NVC project. The value of the request, however, is outside the delegated authority for the Section 151 Officer.

**8 Risk Analysis**

<b>Nature of risk</b>	<b>Consequences if realised</b>	<b>Likelihood of occurrence</b>	<b>Control measures</b>
Funding delayed	Business impact if delivered during busier months. Loss of contractors to deliver the scheme	High  Medium	As per the action taken

**9 Implications for Resources, Stronger and Safer Communities and Equalities**

None identified.

**10 Author and Contact Officer**

Karen Denton, Assistant Director





**11 Consultees**

Liz Elliott, Managing Director  
Shaun Darcy, Director of Resources

**12 Background Papers**

[Nene Valley Crematorium – First Annual Report](#)

**REQUEST FOR URGENT ACTION**  
(In accordance with Section 3.4.09 Urgent Action of the Constitution)

<b>REPORTING COMMITTEE:</b> Resources Committee	
<b>DATE OF NEXT MEETING:</b> 19 JUNE 2019	
<b>PURPOSE OF REPORT:</b> TO SEEK APPROVAL FOR THE USE OF £15,000 OF UNDERSPENT CAPITAL FUNDING FOR A PRE-APPROVED SCHEME (SKYLIGHT REF J189) AT NENE VALLEY CREMATORIUM.	
<b>REASON FOR URGENCY:</b> PROCUREMENT FOR THIS PROJECT TOOK PLACE IN 2018 BUT WAS POSTPONED DUE TO DESIGN AND TECHNICAL CONCERNS. AN ACCEPTABLE REVISED DESIGN HAS NOW BEEN RECEIVED AND IS £15,000 OVER THE PREVIOUSLY APPROVED BUDGET; THE VARIATION IS OUTSIDE OF THE DELEGATED AUTHORITY FOR THE S151 OFFICER. THE SCHEME HAS BEEN PLANNED FOR SOME TIME AND IT IS INTENDED TO DELIVER THE PROJECT DURING THE LESS BUSY SPRING/SUMMER MONTHS AT THE CREMATORIUM.	
<b>KEY FACTS:</b> THE CREMATORIUM WAS CONSTRUCTED IN 2015/16 AND OPENED IN SEPTEMBER 2016. THE ROOF OVER THE WAITING AREA WAS OMITTED AS A COST REDUCTION, AND BECAUSE THE ORIGINAL CONCEPT ARCHITECT HAD PROPOSED THAT THE AREA BE LEFT OPEN. THE COVERING OF THE AREA WAS REQUESTED BY THE NVC BOARD FOLLOWING USER FEEDBACK. THE CONSTRUCTION ARCHITECT DESIGNED A ROOF SOLUTION WITHIN THE EXISTING ROOF STRUCTURE BUT WHEN THE CONTRACTORS CARRIED OUT PRE-CONSTRUCTION INSPECTIONS IT WAS DISCOVERED THAT UPRIGHT STEEL COLUMNS ARE REQUIRED TO SUPPORT THE WEIGHT, HENCE THE ADDITIONAL COST NOW REQUESTED. THE RECENT MEMORIAL WALL CAPITAL FUNDED PROJECT HAS CONCLUDED UNDER BUDGET BY £18,500 AND IT IS PROPOSED TO UTILISE THIS UNDERSPEND TO FUND THE SKYLIGHT PROJECT.	
<b>FINANCIAL IMPLICATIONS (SEE BELOW):</b> RESOURCES COMMITTEE ON 13 DECEMBER 2017 APPROVED £50,000 FOR THIS CAPITAL PROJECT. THIS REQUEST WILL TAKE THE SCHEME TO £65,000.	
<b>SIGNATURES:</b>	
• REPORT AUTHOR: 	DATE: 29/05/19
• CORPORATE DIRECTOR: 	DATE: 29/05/19
• CHAIRMAN/VICE-CHAIRMAN OF COMMITTEE: 	DATE: 30/05/19
<b>IF FINANCIAL IMPLICATIONS SIGNATURE OF:</b>	
• CHAIRMAN/VICE-CHAIRMAN OF RESOURCES COMMITTEE: 	DATE: 30/05/19

**NB:** To comply with the Constitution this signed urgent action pro forma must be attached to a report to the next meeting of the Committee concerned.

