



OFFICIAL EXECUTIVE DECISION NOTICE PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

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| Title of decision | CAPITAL RELEASE REPORT (MARCH 2023) DEPARTMENT: CENTRAL SERVICES SERVICE AREA / PROGRAMME: Corporate Technology & Innovation Programme RELEASE NO: 1 – Digitisation of Cremation, Burial Records & Plans |
| Reference No. | 754 |
| Date of decision | Wednesday 12 April 2023 |
| Call-in expiry date | Wednesday 19 April 2023 |
| Relevant Select Committee | Residents' Services Select Committee |
| Relevant Wards | All |

Decision made

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| Cabinet Members making the decision | Councillor Martin Goddard – Cabinet Member for Finance Councillor Douglas Mills – Cabinet Member for Corporate Services Councillor Eddie Lavery – Cabinet Member for Residents' Services |
| | Approved That the Cabinet Member for Finance, Cabinet Member for Corporate Services and the Cabinet Member for Residents' Services: <ol style="list-style-type: none">1. Agreed to awarding the contract to Clear Skies for the Digitisation of the maps and plans for Bereavement Service at the cost of £35,770; and,2. Agreed to the capital release request of £41,136 from the 2023/24 Corporate Technology & Innovation programme budget for the Digitisation of Cremation and Burial Records and Plans on BACAS (Burial and Cremation Administration System). |
| Reason for decision | The service is seeking to digitise the grave maps by creating digital maps and linking these to individual BACAS records and scanning of the 180 burial record books so that all the information can be held electronically. |

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| Alternative options considered and rejected | <p>To do nothing – this was not recommended as the Cemeteries records will continue to exist in physical paper format, which could impose future threats on files being lost in an event of fire, flood or due to decomposition.</p> <p>To tender for a new Bereavement Management System - Indicative costs to implement a solution from an alternative specialist supplier in Cemeteries management were acquired from the Digital Marketplace, however the costs were significantly more than the current suppliers offering.</p> |
| Classification | Part I – Public |
| Link to associated report | Report |
| Relevant Officer contact & Directorate | Harjeet Sohal – Central Services Directorate |
| Any interest declared by the Cabinet Member(s) / dispensation granted | N/A |

Implementation of decision & scrutiny call-in

| [Internal Use only] | |
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| When can this decision be implemented by officers? | <p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p>5pm on Wednesday 19 April 2023</p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p> |
| Councillor scrutiny call-in of this decision | <p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p>Scrutiny Call-In - Power Apps (secure)</p> |
| Further information | <p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> |

If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: democratic@hillington.gov.uk.

Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.

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