

**BRIDGEND COUNTY BOROUGH COUNCIL**

**REPORT OF THE CLERK & TECHNICAL OFFICER**

**COYCHURCH CREMATORIUM JOINT COMMITTEE**

**4 MARCH 2011**

**RECRUITMENT**

**1. Purpose of the Report**

- 1.1 The purpose of this report is to advise the Joint Committee of recent officer resignations and subsequent recruitment arrangements.

**2. Background**

- 2.1 The Crematorium's staff structure was last reviewed in September 2009. Positions remain unchanged and any officer replacements will be at current grades.

**3. Current Situation/Proposal**

- 3.1 Following the resignation of a Cremator Technician in January 2011, who has since left the post, there has been a formal recruitment process to replace the officer.
- 3.2 Following the announcement of early retirement by the Crematorium's Administrative Assistant, a formal recruitment process has commenced. Due to the individual skills and experience required of this post, it is anticipated that any new appointment will overlap with the previous officer. The intention is to allow for a smooth transition of duties and responsibilities. Interviews have been conducted and the appointed officer is expected to commence during April 2011.

**4. Effect upon Policy Framework and Procedure Rules**

- 4.1 There is none.

**5. Equalities Impact Assessment**

- 5.1 There is no impact on specific equality groups and disability duties.

**6. Financial Implications**

- 6.1 As the Crematorium Technician's post is unlikely to be filled before the incumbent leaves, there will be a small saving to staff budgets in

2011/12. However, the overlap in the Administrative Assistant's post will offset this saving.

**7. Recommendation:**

- 7.1 The Joint Committee is recommended to approve the replacement of the Administrative Assistant and Cremator Technician posts.

**RICHARD FLETCHER  
CLERK AND TECHNICAL OFFICER  
4th March 2011**

**Contact Officer:**

Huw Jenkins, Group Manager Street Works, Telephone No. 01656 643416

E-mail: [Huw.Jenkins@bridgend.gov.uk](mailto:Huw.Jenkins@bridgend.gov.uk)

**Background Papers:** Equalities Impact Assessment Toolkit