

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT OF THE CLERK & TECHNICAL OFFICER
COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 19TH SEPTEMBER 2014

STAFFING ISSUE

1. Purpose of the Report

- 1.1 The purpose of the report is to update the Joint Committee on a recent staff retirement and to seek Committees approval to appoint a replacement member of staff.

2. Background

- 2.1 As host authority, all staff at the Crematorium are part of the staff structure of Bridgend County Borough Council's (BCBC) Communities Directorate and are employed under the Council's terms and conditions. A copy of the Crematorium Structure is shown as **Appendix A**.

- 2.2 The Council has completed the Job Evaluation process, which will become effective from this month.

3. Current Situation

- 3.1 At the end of September, the crematorium's Organist/General Assistant will retire after 40 years' service. He has proved an asset to the services held at Coychurch Crematorium and will be sadly missed.

- 3.2 The Organist assists with the administration processes and specifically the co-ordination of music for each service. This post was re-assessed during Job Evaluation and is currently a Grade 2. The availability and provision of musical accompaniment to the services held at the crematorium is an integral part of the facilities ongoing reputation and value to the public and the bereaved. The ongoing commitment to providing this level of service is core to the business model and services of the Crematorium,

4. Effect upon Policy Framework and Procedure Rules

- 4.1 There are no effects.

5. Equalities Impact Assessment

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

6. Financial Implications

6.1 The costs of this post is fully met from income generated by the Crematorium.

7. **Recommendations:**

The Joint Committee is asked to note the retirement of the crematorium's Organist/General Assistant and to approve the recruitment of a replacement.

ANDREW HOBBS
ACTING CLERK AND TECHNICAL OFFICER
29th August 2014

Contact Officer:

Sian Hooper, Bereavement Service Manager, Telephone No. 01656 643469

E-mail: Sian.Hooper@bridgend.gov.uk

Background Papers:

Equalities Impact Assessment Toolkit

APPENDIX A

