

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT OF THE CLERK & TECHNICAL OFFICER

COYCHURCH CREMATORIUM JOINT COMMITTEE

FRIDAY 24TH JUNE 2016

STAFFING STRUCTURE

1. Purpose of the Report

- 1.1 The purpose of this report is to update the Joint Committee on the staffing structure at Coychurch Crematorium.

2. Background

- 2.1 On 6th March 2015 the Joint Committee approved the proposed changes to the staffing structure and officer functions at the Crematorium, subject to the relevant consultation with the affected staff.
- 2.2 The proposed changes were to strengthen the management and administration support at the Crematorium and Bridgend County Borough Council's (BCBC) Burials Service by forging closer working relationships between the two areas, as part of BCBC'S response to secure in the current economic conditions, business continuity and succession planning in important front line services.
- 2.3 Under the proposal the role of the Crematorium Manager and Registrar had been expanded to include the management and administration functions associated with the Authority's Burials Service with the job title changing to Bereavement Services Manager and Registrar and the grade of the post being increased to accommodate this. The operational aspects of the burials service relating to grave digging and grounds maintenance was proposed to remain with BCBC's Parks Department's grounds maintenance managers and operational grounds team
- 2.4 To support the new post of Bereavement Services Manager and Registrar, the Authority's Burial Officer would transfer to the Crematorium to the newly created post of Senior Assistant Registrar (Burials) and support the functions of the Crematorium, increasing the resilience of the service and cover for absence. The post title of the current Senior Assistant Registrar at the Crematorium would change to Senior Assistant Registrar (Cremations) and the grade altered to reflect changes to the job description. Under the proposed new structure, other changes to the job descriptions of the Crematorium administrative staff were agreed to reflect the services being delivered by the Crematorium.

2.5 Proposals to change the structure were also accompanied by appropriate adjustments to the staffing budgets to recognise the balance of work undertaken by officers on BCBC bereavement services and Crematorium work.

3. Current Situation/Proposal

3.1 The proposed changes to the staffing structure and officer functions, as detailed in the report of 6th March 2015, were implemented on Monday 6th June 2016.

3.2 Appropriate budget adjustments will be made during the 2016/17 financial year to accommodate the changes to the staffing arrangements.

4. Effect upon Policy Framework and Procedure Rules

4.1 There are no effects.

5. Equalities Impact Assessment

5.1 There are no effects.

6. Financial Implications

6.1 The increase in costs are accommodated within the 2016/17 annual expenditure budget for the Crematorium.

7. Recommendation

7.1 The Joint Committee is asked to note the report.

Zac Shell
CLERK AND TECHNICAL OFFICER
13th June 2016

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Background Papers: Crematorium Joint Committee Report of 6th March 2016,
Future Staffing Structure for the Crematorium.