

# **MARGAM JOINT CREMATORIUM COMMITTEE**

## **REPORT OF THE CLERK – C.GRIFFITHS**

**22 June 2018**

### **Matter for Decision**

**Wards Affected:** All Wards

**Proposal to create an additional Crematorium Assistant**

### **Purpose of the Report**

1. To obtain approval from members to replace a weekend Crematorium Assistant post with an average 28 hour per week Crematorium Assistant Post (Grade 3) to improve the running of the Margam Crematorium and to ensure further resilience in staff levels.

### **Background**

2. There is presently a vacancy within the Margam Crematorium staffing structure for a weekend attendant to work every other weekend at the Crematorium. Currently the structure has two weekend posts, who alternate on each weekend, with one full time member of staff also undertaking weekend duties. One of those weekend posts is vacant.
3. As part of a review of staff levels and efficiency at the Crematorium it is considered appropriate to propose the recruitment of a 28 hour per week position rather than a weekend only post. It is also expected that there will be some additional hours available for other weekend and staff rota cover.
4. There is presently one weekend assistant who works every other weekend. Where the proposed Crematorium Assistant would not be required to work that particular weekend, hours of work will be offered throughout the week, to accommodate staff leave, sickness and operational requirements (presently anticipated as being Monday – Wednesday) but with an expectation that where the

Weekend attendant was on annual leave or unable to attend work for whatever reason, that person would be available to work those hours instead.

5. The proposed hours of work would be flexible with 34 hours in one week and then 22 hours the following week. Additional working hours to cover weekend and other staff rota will also be available.
6. Members will note that in recent years the number of cremations at Margam Crematorium have increased steadily to the extent that there are now approximately 1,550 cremations per year and the presence of an additional member of staff could have a number of proposed benefits to the Margam Crematorium (as set out in paragraphs 7-8 below).

| Year    | Number of Services            |
|---------|-------------------------------|
| 2011-12 | 1448                          |
| 2012-13 | 1338                          |
| 2013-14 | 456 (fire in the crematorium) |
| 2014-15 | 1485                          |
| 2015-16 | 1455                          |
| 2016-17 | 1517                          |
| 2017-18 | 1551                          |

7. Having an additional member of staff present at the Crematorium during the weekdays will also have the effect of ensuring greater resilience amongst the staff and to ensure that service levels do

not diminish at times of when staff are on annual leave as an appropriate number of staff will be present to ensure service delivery continues in an efficient and sensitive way.

8. With the various responsibilities imposed on the Superintendent and Registrar and the Deputy Superintendent in respect of the management of the Margam Crematorium, this additional member of staff will allow the Superintendent and Deputy to spend more time on management, supervision and ensuring an efficient and sensitive service delivery. It will also allow the Superintendent and Deputy to look at new ways of working for the Crematorium, including developing more of an online presence in line with the Council's Digital by Choice Strategy and reviewing systems of working to establish areas of improvement within the Margam Crematorium

### **Equality Impact Assessment**

9. There are no equality impacts associated with this report.

### **Financial Impact**

10. Within the salaries budget for the Margam Crematorium that is presently a weekend position vacant, the additional cost of this post to the Margam Crematorium would be the sum of approximately £15,000. The additional cost can be covered by revenue generated at Margam Crematorium.

### **Workforce Impacts**

11. The proposal will have a positive impact on Margam Crematorium as it will result in increased numbers of staff and will further ensure the resilience of staff members to continue providing this important service to the public.

### **Legal Impacts**

12. There are no legal impacts associated with this report.

### **Consultation**

13. There is no requirement under the Constitution for external consultation on this item.

## **Recommendation**

14. It is recommended that Members approve the creation of an additional Crematorium Assistant post on the basis set out in this report.

## **Reasons for Proposed Decision**

15. To ensure appropriate staff levels at the Margam Crematorium and to ensure increased resilience amongst staff members to ensure sufficient cover at all times at the Margam Crematorium

## **List of Background Papers**

16. None

## **Officer Contact**

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