

# **MARGAM CREMATORIUM JOINT COMMITTEE**

## **Report of the Clerk – Mr Craig Griffiths**

**31<sup>st</sup> October 2022**

### **Matter for Information**

### **Management Restructuring in Neath Port Talbot Council and designation of Clerk to Joint Committee of Margam Crematorium**

### **Purpose of the Report**

1. To update members on a change to the management structure within Neath Port Talbot Council and to seek approval to designate a new clerk to the Joint Committee of Margam Crematorium.

### **Background**

2. During the spring of 2022, the Chief Executive of Neath Port Talbot County Borough Council undertook a review of internal management structures with the aim of achieving an organisational design that enables the Council to do its work most effectively and efficiently to achieve our Corporate Plan, while delivering a high quality customer and employee experience. One of the complementary aims was to ensure more logical officer portfolios to drive greater synergy and value.
3. The Clerk to the Joint Committee of Margam Crematorium and the Council's head of service for the Crematorium is the current Head of Legal and Democratic Services and statutory Monitoring Officer of the Council. The Monitoring Officer has the specific duty to ensure that the Council, its officers, and its Elected Councillors, maintain the highest standards of conduct in all they do and to report on matters which are, or are likely to be, illegal or amount to maladministration.
4. One of the outcomes of management review is that the Chief Executive has determined that the line management of the Margam Crematorium should transfer from the Head of Legal and Democratic Services to the Council's Head of Streetcare, who is the appropriate head of service with the responsibility for the Council's cemeteries and burial functions. The Chief Executive has done this pursuant to the Local Government and Elections (Wales) Act 2021 and the associated statutory responsibility to ensure the manner in which the Council exercises its different functions are co-ordinated are appropriate, and regularly reviewed. Appropriate discussions will be ongoing with staff to facilitate this transfer and this will be ongoing throughout autumn 2022.

5. It is felt the change will allow greater synergy between the two services and allow for a joined up approach to bereavement services, allowing further relationships to be developed with the bereavement community and ensure that members of the public are aware of the range of services that the Council can provide.
6. Under the change, it will be the case that all functions relating to Margam Crematorium continue to be considered by the Joint Committee, the only impact that the proposed change will have, is that the head of service responsibility for the Margam Crematorium will move to the Council's Head of Streetcare.
7. Having said that it is noted however that a requirement of the Establishment Agreement for the Joint Committee is that a Clerk is appointed to oversee the functions of the Joint Committee and to fulfil the functions in law that are required for the Joint Committee. Accordingly, it would be proposed, that following the transfer of the service to the Head of Streetcare, the Joint Committee designate the Head of Streetcare as the Clerk to the Joint Committee of Margam Crematorium. A date has yet to be identified for the transfer to take place and approval is sought to re-designate this role on a date to be agreed with the Chair of the Joint Committee.

#### **Integrated Impact Assessment**

8. There is no requirement for an integrated impact assessment for this report as it relates to governance elements alone.

#### **Financial Impact**

9. No impact

#### **Workforce Impact**

10. There are no workforce impacts associated with this report

#### **Legal Impact**

11. There are no legal impacts associated with this report

#### **Consultation**

12. There is no requirement of external consultation for this item

#### **Recommendations**

13. It is recommended that members:
  - (a) Note the forthcoming change in management portfolios within Neath Port Talbot County Borough Council that will see responsibility for

Margam Crematorium transfer from the Council's Head of Legal and Democratic Services to the Head of Streetcare.

- (b) Designate the Head of Streetcare as the Clerk to the Joint Committee of Margam Crematorium on a date to be confirmed and agreed in consultation with the Chair of the Joint Committee of Margam Crematorium.

## **Appendices**

14. None.

## **Officer Contact**

Mr Craig Griffiths

Clerk to Margam Crematorium Joint Committee

Mr Michael Roberts

NPTCBC Head of Streetcare