

SUBJECT:	Bierton Crematorium Staffing
REPORT OF:	Clerk to the Chilterns Crematorium Joint Committee – Bob Smith
RESPONSIBLE OFFICER	Head of Environment – Chris Marchant
REPORT AUTHOR	Superintendent and Registrar – Charles Howlett
WARD/S AFFECTED	All

1. Purpose of Report

1.1 To seek approval to appoint staff for Bierton Crematorium earlier than originally anticipated to enable them to be fully trained in their duties and certificated to operate the cremator.

RECOMMENDATIONS

1. **To give sufficient time for the necessary training and certification for operating the cremator, the crematorium attendants for Bierton Crematorium be appointed in May 2018.**

2. Content of Report

2.1 Members have already approved the staffing arrangements for the new crematorium at Bierton (Minute 43, meeting 14th February 2017 refers). In the report it was proposed to recruit to these posts when the new crematorium was nearing completion, giving sufficient time for the new staff to be trained in their duties at Amersham in preparation for its opening.

2.2 At a subsequent meeting it was approved that the two part time clerical assistant posts be recruited once the tenders were returned and the project progressed to construction (Minute 51, meeting 19th June 2017 refers). The reason for this is not only to allow sufficient time for training but also to provide additional clerical cover in the interim as the superintendent and senior administrator's time is diverted to tasks in connection with equipping and setting up the new crematorium. One of these posts has been filled and the second is currently being recruited.

2.3 A minor adjustment to the structure was also approved at this meeting, upgrading one of the crematorium attendant posts to crematorium supervisor. The approved structure for Bierton is attached to this report as **Appendix 1**.

2.4 In the report to the Joint Committee in February 2017 a number of staff retirements were anticipated and since then three of the four crematorium attendants and the part time chapel attendant at Amersham have all retired. In the light of experience since in recruiting and training several new staff at the same time, and the fact that the crematorium attendants at Bierton will not only need to be trained and certificated in the operation of the cremator but also in grounds maintenance operations as well, the officers consider it preferable to recruit the new staff sooner than originally envisaged e.g. six months rather than three months before opening. This timing will also help ensure they are fully trained in time to help with the set-up in the weeks leading up to the

opening as well as assisting in the establishment of the memorial shrubberies and other grounds features. The additional cost of this proposal would be in the region of £4,500.

4. Corporate Implications

4.1 Financial – the additional costs have been included in the 2018/19 budget for salaries.

4.2 Legal – to comply with environmental legislation to ensure the control of emissions to atmosphere it is necessary for a person operating a cremator to be properly trained, tested and certificated unless they are being supervised by another person who holds an operating certificate. Failure to comply with this requirement could bring the Council into disrepute.

5. Links to Chilterns Crematorium Joint Committee Objectives and Service Plan

5.1 This report links to the Joint Committee's objective of ensuring cremations are carried out in accordance with statutory requirements and recognized industry standards.

5.2 This report links to the Joint Committee's service plan for 2017-18 in connection with the implementation of the job evaluations, harmonisation and new staff structure and progression of the project to build and open the new Bierton Crematorium.

6. Next Step

6.1 Following agreement recruitment to the new posts for Bierton will take place in accordance with the agreed timetable.

Background Papers:	None
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