



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -
9TH DECEMBER 2019**

REPORT BY: THE CLERK TO THE JOINT COMMITTEE

PORTCHESTER CREMATORIUM MANAGER AND REGISTRAR - RETIREMENT

1. James Clark, the current post holder, has given formal notice that he wishes to retire on the 29 February 2020. Under the terms of the member and officer delegations, appointment to the post is currently reserved to the Joint Committee.
2. Because of the timescale involved and to seek to ensure that a new post holder is able to take up the position at or soon after Mr Clark retires, the following arrangements have been made, in consultation with the chairman –
 - Fareham BC's personnel unit has been consulted and involved in the recruitment process;
 - Job description and details have been reviewed;
 - The post has been advertised, with a closing date of 12 December;
 - Interviews are to be undertaken on the 8 & 9 January;
 - The interviewing panel will comprise the Clerk and the Treasurer plus a personnel officer, with authority to appoint after consultation with the Chairman.
3. Since the Crematorium opened in 1958, it has only had 3 managers, and at one time Mr Clark worked with both of them (having started his career at Portchester in 1983) and becoming Manager and Registrar in 1989.

RECOMMENDATIONS

- (1) That the arrangements made for the recruitment to the post of Manager and Registrar be noted and that authority be delegated to the Clerk, Treasurer and personnel officer to make an appointment after consultation with the Chairman;**
- (2) That the grateful thanks of the Joint Committee be placed on record for the long and distinguished service given by James Clark upon his retirement in February 2020 and for his valuable and outstanding contribution for 31 years to the work of Portchester Crematorium and the Joint Committee as Manager and Registrar.**

*John Haskell
Clerk to the Joint Committee*

**Background List of Documents –
Section 100D of the Local Government Act 1972: None**

JH/me
26 November 2019