

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
15 SEPTEMBER 2014**

REPORT BY: CLERK TO THE JOINT COMMITTEE

**PORTCHESTER CREMATORIUM –
SCHEME OF DELEGATIONS TO OFFICERS**

1. Purpose

- 1.1 To advise on a change that is required to an officer delegation relating to the appointment of staff.

2. Recommendation

That Part A 4 (in respect of staffing) of the Scheme of Officer Delegations be revised (effective from 1 August 2014) to read as follows –

The Manager and Registrar is authorised to appoint staff and to agree an appropriate salary level within the scale applicable to the post, and in the case of a post above spinal point 28 the appointment shall be made in consultation with the Clerk to the Joint Committee.

3. Introduction and Background

- 3.1 The current Scheme of Officer Delegations includes the following provision (Part A4) in respect of staffing –

‘The Manager and Registrar is authorised to appoint staff on a grade up to and including spinal point 28 and to agree an appropriate salary point within the scale applicable to the post’.

- 3.2 In practice this covers the appointment of the technical and administrative staff working at the crematorium, but not an appointment to the post of deputy manager and registrar. In recent years I have participated in all staffing appointments, as part of a two person appointing panel.
- 3.3 It was necessary recently to invite applications for the post of deputy manager and registrar following the present post holder’s decision to retire, after some 27 years’ service. Arrangements were made to hold interviews in early August. In the circumstances I consulted with the Chairman who agreed that it would be appropriate to proceed with the interviews, to be conducted by the Manager and Registrar and myself, and subsequently to report to the Joint Committee on the outcome and the need to retrospectively amend this particular delegation.

John Haskell
Clerk to the Joint Committee

JH/me
Background Documents - Nil