

Committee: Merton and Sutton Joint Cemetery Board

Date: 15 July 2016

Wards: All

Subject: Appointment of a Clerk to the Board

Lead officer: Chris Pedlow, Clerk to the Board

Contact officer: chris.pedlow@merton.gov.uk (020 8545 3616)

Recommendations:

- A.** That Lisa Jewell, Democratic Services Officer, London Borough of Merton, be appointed Clerk to Merton and Sutton Joint Cemetery Board, with effect from 1 September 2016.
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1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. To seek the Board's agreement to formally appoint Lisa Jewell as the Clerk to the Board, with effect from 1 September 2016.

2 DETAILS

- 2.1. The Board is required to appoint a Clerk and this appointment, together with all other senior officer appointments, has normally been made on the nomination of the Chief Financial Officer of the London Borough of Merton.
- 2.2. Chris Pedlow has been as the Board's Clerk since 1 April 2014, and has handed his notice to the Board Treasurer with his last day as an employee of the Board being 31 August 2016.

3 ALTERNATIVE OPTIONS

- 3.1. The Board can appoint any suitable person as its Clerk. However, appointing an officer from Democratic Services will ensure the officer has the appropriate skills and qualifications and enable the Board's required activities to dovetail with those of the Authority which are subject to audit and review to ensure their appropriateness.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. The Director of Corporate Services, London Borough of Merton, has been consulted and has made this nomination.

5 TIMETABLE

5.1. The appointment will commence on 1 September 2016.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

6.1. The budget for this post is included in the annual estimates of the Board.

7 LEGAL AND STATUTORY IMPLICATIONS

7.1. The Board is required to appoint a Clerk to the board

8 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

8.1. It is essential for the proper management of the Board that a suitably qualified and experienced person is appointed to this position.