

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

16 December 2010

DEATH IN SERVICE POLICY

Purpose of Report

1. This report presents the new death in service policy.

Background

1. The council have not previously had formal employee policies for death in service, and have been requested by the emergency planning team to put some procedures in place.

Main Considerations for the Council

2. In compiling this policy key stakeholders were consulted including the emergency planning team, the legal team and the unions.
3. The policy gives advice on the actions required if an employee dies or is injured whilst working for the council. This could include death by natural causes or be as the result of an accident at work.
4. The policy covers the following arrangements:
 - the notification of emergency services, management, next of kin, and the occupational health department
 - dealing with media enquiries
 - dealing with a large scale incident
 - informing staff members, customers and suppliers
 - payroll implications
 - funeral arrangements
 - staffing cover issues
5. The policy also includes a section on line manager responsibilities and a number of FAQs.

Environmental Impact of the Proposal

6. None.

Equalities Impact of the Proposal

7. An Equalities Impact Assessment will be undertaken on 14th December 2010.

Risk Assessment

8. None

Options Considered

9. None.

Recommendation

10. To recommend Council approve the new death in service policy.

**Barry Pirie
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The following unpublished documents have been relied on in the preparation of this Report: None