

DEATH BENEFIT SCHEME

(Covering all staff apart from teaching staff)

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1. INTRODUCTION

- 1.1 The Council and the Trades Unions have agreed to operate a Death Benefit Scheme to be paid to the dependents of staff who die in service. The benefit is to help cover the costs associated with a bereavement.

2. SCOPE OF SCHEME

- 2.1 The Scheme applies to all staff who had a contract of employment with the Council at the time of their death. The Scheme applies to full-time and part-time staff equally.
- 2.2 The Scheme also applies to fixed-term staff and to any casual staff who die during active periods of employment.
- 2.3 The Scheme does **not** apply to those engaged under a contract for services e.g. self-employed contractors, consultants or agency staff.

3. SCHEME BENEFIT

- 3.1 The benefit takes the form of a lump sum of £4,000, which will be paid to either the deceased employee's next of kin or to the executor of their estate.
- 3.2 Staff can choose to nominate someone else to get the benefit by giving the name and address of their nominated person to their Head of Service in writing.

4. ADMINISTRATION OF SCHEME

- 4.1 Normally, the employee's line manager takes the lead role in maintaining contact with the employee's next of kin (or the executor or nominated individual) and making sure that the benefit is paid. The cost of the lump sum will be met from departmental budgets.
- 4.2 In order to pay the benefit, the manager needs to obtain the following from the deceased employee's next of kin (or executor or the nominated individual):
- (a) **For payments to next of kin or a nominated individual:** a photocopy of the death certificate, which should be passed to the HR & Payroll Service Centre. They'll then arrange for the payment to be made;
 - (b) **For payments to the executor of the deceased employee's estate:** a photocopy of the death certificate plus a photocopy of the "Confirmation of Estate. Again, these should be passed to the HR & Payroll Service Centre, who will process the payment.
- 4.3 Payment should be made directly to the next of kin or the nominated individual. If the payment is being made to an executor, they will advise how the payment should be made.

4.4 The Council reserves the right to pay the benefit to the estate of the deceased employee where settlement difficulties arise.

5. REVIEW

5.1 The Head of People & Organisation will monitor the effectiveness of the Scheme and will review it as necessary.

6. LOCAL COLLECTIVE AGREEMENT

6.1 This document is a local collective agreement between the Council and the recognised Trade Unions. Every effort will be made by both parties to ensure that this document is maintained as a local collective agreement and adjusted by agreement to meet changing future needs. In the event of a failure to reach agreement, both parties reserve the right to terminate this local agreement by giving four months notice in writing. In such circumstances, the terms of the local agreement will cease to apply to existing and future staff.