

Checklist of Tasks

		Completed by: (Print name)	Date completed:
1	Obtain the following information from the employee's next of kin. <ul style="list-style-type: none"> • Name • Address • Relationship to the deceased • Contact details for the next of kin • Date of the employee's death • The employee's National Insurance Number 		
2	Ascertain the wishes of the family/next-of-kin regarding how staff (and external contacts, where appropriate) are informed about the employee's death.		
3	Notify HR Services of the death via the submission of a Leaver Form through SAP Fiori. Provide them with the next of kin's details.		
4	Arrange to inform close colleagues and internal teams who worked with the deceased. Bear in mind that there may be a close relative who also works for the Council, in which case they should be informed first.		
5	Divert the deceased's telephone calls and emails to the wider team until cover for the position can be arranged.		
6	Arrange immediate cover for the position if required, or delegate tasks to other members of the team where resources allow. It may be appropriate to delay covering the post immediately.		
7	Issue a letter of condolence to the next of kin. A template can be found at Death in service - Our Derbyshire		
8	Ascertain the family's/next-of-kin's wishes regarding funeral arrangements: <ul style="list-style-type: none"> • where and when the funeral will take place 		

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	<ul style="list-style-type: none"> if the funeral is open to the general public for appropriate members of staff to attend 		
9	Inform any external partner organisation contacts and business clients who worked closely with the deceased employee as soon as possible.		
10	Arrange for the return of any of the employee's personal items held on Council premises.		
11	Arrange for the collection of any equipment or documentation belonging to Derbyshire County Council that was in the possession of the colleague in a sensitive manner.		