

DEATH PROTOCOL – STAFF, GOVERNORS AND MEMBERS OF THE COURT

1. As soon as a member of the College receives the news of the death of a:
 - a. [Current or former senior member of staff](#) (including Visiting Professors and Honorary Staff)
 - b. [Governor](#) (a Governor is member of the College's Council)
 - c. [Member of the Court](#)

The information should be passed on to the relevant Responsible Adviser (defined below) as soon as possible, who will co-ordinate the College's response.

Protocol to be followed in the event of the death of a student is covered in a separate document, available on the HR Polices webpage.

FOR CURRENT AND FORMER SENIOR MEMBERS OF STAFF

2. **The Responsible Adviser is the Director of Human Resources (HR)** who must:
 - a. Where appropriate, ensure that the following are notified:
 - (1) President
 - (2) Provost
 - (2) College Secretary and Registrar
 - (3) Dean of the relevant Faculty
 - (4) Head of the relevant Department/ Division
 - (5) Head of Communications
 - (6) Director of Occupational Health
 - (7) The relevant HR representative (who will notify Pensions, Research Services (where relevant), Payroll and HR support staff)
 - (8) Vice Provost Institutional Affairs

Giving the date and cause of death (if known), together with any other relevant information available regarding the circumstances.

- b. In the unlikely event that the next of kin has not been informed of the staff member's death, ensure that they are told, in conjunction with the Police and/ or other emergency services, if they have been involved; this will depend upon the circumstances surrounding the death.
- c. Ensure the drafting of an official College letter of condolence to the deceased's family to be signed and sent by the President, or nominated person in the Presidents absence, (with a copy to Human Resources who will in turn forward a copy to the Department/ Division concerned). The host

Department/Division is encouraged to send its own letter of condolence to the family. The draft letter from the President should be prepared by the local HR team with input from the department and reviewed by the Director or Deputy Director of HR before submission to the President.

- d. In case of internal or external enquiries about the deceased, for example, from the Coroner, agree a contact person with the Head of Department/ Division and Central Secretariat Legal Services to agree who will be able to deal with all such enquiries.

3. **The HR representative** must ensure that:

- a. The official College letter of condolence is drafted for the President to sign. It must be reviewed by the Director or Deputy Director of HR before submission to the President.
- b. Send a copy of the draft condolence letter to the Pensions Specialists so that they are aware who the next of kin is. Confirm once the President has signed the condolence letter and it has been issued and inform the Pensions Specialists so they know it's time to make contact.
- b. Payroll, Research Services and HR Support staff, including the relevant HR Administrator, are informed of the staff member's death.
- c. The HR Administrator amends ICIS and file details.

4. **The HR Administrator** must:

- a. When a Leaver's Form is received from a Head of Department/Division, send a copy of it to Payroll, Pensions Specialists, the Library, ICT, Security and Research Accounts, if necessary, to inform them of the death. Security and ICT must be told of the death *via* the Leaver's Form, so that the ID card of the deceased can be de-activated and e-mail forwarded to an authorised person.
- b. Amend ICIS and the file details (or file archive for former members of staff).

5. **The Pensions Specialists** must deal with all pensions and pay issues, liaising with the relevant pension's authority, next of kin, the relevant Department/ Division and other College staff, including those in HR and Payroll, as appropriate. If the deceased was a current staff member (excluding Senior Research Investigators, Distinguished Research Fellows or any other staff who were re-employed following retirement), this will include organising an *ex gratia* payment of two months' gross salary regardless of whether or not the deceased was a member of a College pension scheme.

6. **The Head of Department/Division** must:

- a. Co-ordinate any departmental/ divisional action such as informing their staff, including the Departmental/ Divisional Administrator, and writing a letter of condolence.
- b. Liaise with the deceased's family to find out the funeral arrangements and whether a floral tribute and/ or charity donations are requested. If they are requested, make the necessary arrangements, keeping HR informed as appropriate. It is not normal College practice to send a floral tribute or make a donation to charity for former members of staff that have left College employment for more than 6 months. However, exceptions may be made where, for example, the deceased was a member of the College for many years.
- c. Disseminate information in the Department/ Division about the deceased's funeral (and/ or memorial service, if appropriate) and, where appropriate, arrange for someone to represent the Department/ Division on the day, if this is acceptable to the deceased's family.
- d. If the deceased was a current member of staff who died in service:
 - (1) Complete a Leaver's Form. This should state which member of staff has been authorised to have the deceased e-mail forwarded to them.
 - (2) Authorise, in consultation with the College Secretary, a staff member to check through the deceased's desk and e-mail account.
 - (3) Check if the deceased was a central College authorised signatory or had access to a College credit card. If so, the Head of Department/ Division must inform the Financial Controller.
 - (4) Check if the deceased had a College mobile phone and, if so, inform the relevant Departmental Telecom Representative.
 - (5) Check if the deceased held a CBS Personal/ Project Licence and, if so, inform CBS.

7. **The Departmental/Divisional Administrator** must:

- (1) Check the departmental web pages, calendar entries, directory information and organisation charts and, where necessary, make the appropriate amendments.
- (2) Check whether the deceased had a Professional Web Page, blog or wiki. If so then the departmental/divisional administrator should make arrangements to update the pages and, when appropriate, to have them removed.

8. **The College Secretary** must, in the event that there are security or safety implications (such as a death on College premises or College-related business), co-ordinate any related action and inform the following of any developments:

- a. President

- b. Director of HR
- c. Head of Communications
- d. Head of the relevant Department/ Division

9. **The Head of Communications** must:

- (1) Deal with media and similar external queries (if any), in consultation with the relevant Department/ Division, and, where appropriate, deal, in liaison with the President and the relevant Department/ Division, with such matters as the preparation of an obituary and enquiries regarding a memorial service (usually only necessary in the case of Senior Staff).
- (2) Ensure that, where appropriate, the central mailing lists, calendar entries, media liaison register and central College web pages are amended.

FOR CURRENT OR FORMER GOVERNORS AND MEMBERS OF THE COURT

10. **The Responsible Adviser is the College Secretary and Registrar** who must:

- a. Inform the Chairman, President, and Head of Communications of the death, giving the date and cause of death (if known), together with any other relevant information available regarding the circumstances.
- b. Draft an official College letter of condolence for the Chairman to sign.
- c. Liaise with the deceased's family to find out the funeral arrangements and whether a floral tribute and/ or charity donations are requested. If they are requested, make the necessary arrangements.
- d. Disseminate information in the College about the deceased's funeral (and/ or memorial service, if necessary) and, where appropriate, arrange for someone to represent the College on the day, if this is acceptable to the deceased's family.
- e. In the event that there are security or safety implications (such as a death on College premises or College-related business), co-ordinate action and inform the following of any developments:
 - (1) President
 - (2) Director of HR
 - (3) Head of Communications

11. **The Head of Communications** must:

- a. Deal with media and similar external queries (if any) and, where appropriate, deal, in liaison with the President and the College Secretary, with such matters

as the preparation of an obituary and enquiries regarding a memorial service (usually only necessary in the case of Governors).

- b. Ensure that central mailing lists, calendar entries, the media liaison register and central College web pages (if appropriate) are amended.