

Notification Procedure for Death of a Colleague

Enabling Policy Statement. Executive Owner; Approval Route:	Our Colleagues – Chief Operating Officer – Operations Committee
Associated Policy Statements:	Disclosable
Authorised Owner:	Human Resources Director
Authorised Co-ordinator:	Associate Director (People Services)
Effective date:	31 March 2025
Due date for full review:	31 March 2028
Sub documentation:	N/A

Approval History

Version	Reason for review	Approval Route	Date
1.0	Migration to the POPP structure	Operations Committee (Chair's Action)	31 March 2025

1. Purpose

- 1.1. This Procedure sets out the process to be followed in the event of the death of a current or former colleague.
- 1.2. This Procedure does not form part of any employee's contract of employment. It may be amended from time to time.

2. Scope and Exceptions to the Procedure

- 2.1 This Procedure applies to a current or past colleague at the University of Surrey and its subsidiaries.

3. Definitions and Terminology

N/A

4. Procedural Principles

4.1 Process

- 4.1.1 Anyone who becomes aware of the death of a member of staff or a colleague previously employed at the University should inform the HR Business Partner.
- 4.1.2 The person reporting the death of a colleague is requested to supply the following details:
 - Name of the deceased member of staff and the name of their line manager (if known).
 - Date of the death (if known).
 - Name and contact details of person passing on the news.
 - Brief career history (duration of employment, Department/School and Faculty, details of role/achievements) of the deceased.
 - Address for letter(s) of condolence including details of dependents.
 - Funeral details and whether the family wish for flowers (to be provided by the local Department/School on behalf of the University and for people to attend).
- 4.1.3 HR Business Partner/HR Advisors to then inform the following contacts:
 - Line manager to notify close colleagues and students and offer support.
 - Vice-Chancellor's office to send letter of condolence on behalf of the University.
 - Head of Department/School to send letter of condolence on behalf of senior management.
 - HR Operations to update employee record and notify Payroll.
 - Pension Team to contact the family to establish any potential dependents for pension purposes, obtain a death certificate and to assist the family with any pensions scheme forms and queries they may have.
 - Communications Team for an announcement on SurreyNet/other media only when it is appropriate.
 - Digital Team in order to update any local web page containing staff member's profile.
 - Alumni and Supporter Engagement Team for updating contacts database.
- 4.1.4 The Communications Team will post an announcement on SurreyNet, offering condolences and details of funeral arrangements if available and considered appropriate.

- 4.1.5 The line manager is requested to action a prompt and sensitive local notification process, individually notifying close colleagues/students prior to the SurreyNet announcement.
- 4.1.6 Line managers may refer staff to the Employee Assistance Programme and/or affected students to the Wellbeing Centre or seek further advice from HR in relation to supporting colleagues and personal support. The line manager may also arrange to meet with family members to convey condolences/messages from colleagues/students and return any personal items.

5. Governance Requirements

5.1 Implication; Communication Plan

The procedure was embedded when first published and is available on SurreyNet (HR Procedures Page) for all staff to access.

5.2 Implication: Training Plan

The procedure was embedded when first published. Further support will be provided to colleagues implementing the procedure when required.

5.3 Review

This procedure will be reviewed every 3 years or sooner if required by a change in legislation or practice.

5.4 Legislative Context and Higher Education Sector Guidance or Requirements

N/A

5.5 Sustainability

This procedure is deemed to have little to no impact on sustainability.

6. Stakeholder Engagement and Equality Impact Assessment

6.1 An Equality Impact Assessment was completed on 24 January 2025 and is held by the Authorised Co-ordinator.

6.2 Stakeholder consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Review of Version 1.0	N	30 July 2024	Kelley Padley, Governance Officer
H&S	Review of Version 1.0	N	September 2024	Matt Purcell, Director of Health and Safety
Sustainability	Review of Version 1.0	N	06 March 2025	Martin Wiles, Head of Sustainability