

Communities

S 4537 Bereavement Services - service review

This briefing note aims to inform Members

- How the value of this item was determined
- In what way the new operational structure is expected to be different from today
- How any changes will assist facing future challenges and opportunities

1. How the value of this item was determined

Assuming the service review follows the expected route, then the Grounds Supervisor post will be deleted delivering a saving of £36k against the FY20/21 budgeted saving of £30k.

This deletion is not expected to create a redundancy risk.

FY20/21	Basic	NI	Super	Total
	£29,505	£2,880	£5,130	
Less Turnover	£1,180	£115	£205	
	£28,325	£2,765	£4,925	£36,014

2. In what way is the new operational structure expected to be different from today

The deletion of the Grounds Supervisor post.

3. How any changes will assist facing future challenges and opportunities

The new operational structure would introduce new ways of working, integrating the core areas of administration, operations and grounds maintenance. This would be achieved via the development a generic JD/PS with specified to role requirements.

The Bereavement Services would have a team of multi-skilled colleagues who are trained to cross work improving the flexibility and resilience of the service.

- The administration team being trained to undertake chapel services to relieve pressure on the operations team at peak periods. The team would also be trained to assist in the crematory and with walk ups to the grave side.
- The operations team will be cross trained to assist the grounds maintenance team. This would involve the grounds care and maintenance of the site with some colleagues being trained in grave digging
- The grounds maintenance team will undertake training in the crematory to enable members of the team to operate the cremators.

The service review aims to create more diverse roles, removing key single person dependency, reducing the risk of any under-resourcing during holiday and/or prolonged periods of sickness.

4. Summary

Through a combination of a post deletion and an upskilling programme the service will become more resilient and future fit and deliver an annualised saving.