

REPORT OF THE BEREAVEMENT SERVICES MANAGER

1. Agency Administration staff member

- 1.1. Members will recall that during the height of the pandemic, we recruited an administration staff member to assist with the increased workload sustained throughout this period.
- 1.2. Members kindly agreed, previously, to retain the agency administration staff member and to keep this retention under review, as a precautionary contingency measure.
- 1.3. Members wished to discuss whether or not we should make this post permanent. Since the last meeting we have received a resignation from a permanent member of staff and another post remains unfilled within bereavement services after an interview process. This is resulting in a slight reorganisation of staffing within the service. The staff member who has resigned will be leaving at the end of December 2021. We will be in a position to advertise for 2 permanent administrative posts one for 30 hours and one for 37 hours. The agency staff member is very keen to apply for the 30-hour post which is good news given the positive impact they have had on the service during this difficult period. The management team believe when the 2 posts are filled that we will have adequate cover across both crematoria.
- 1.4. **RECOMMENDED:** That members give consideration to retaining the administration agency staff member, until the new posts can be advertised and filled.