



Belfast City Council

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| Report to: | Parks and Leisure Committee |
| Subject: | Bereavement Administration |
| Date: | 14 March 2013 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Jacqui Wilson, Business Manager |

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| 1 | Relevant Background Information |
| | <p>At February Committee the Assistant Director outlined the principal aspects of the improvement programme and answered a number of questions in respect of the administrative arrangements at the public office at the City Cemetery. After further discussion, the Committee requested that a report in respect of the administrative arrangements at the public office at the City Cemetery be submitted to a future meeting.</p> |

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| 2 | Key Issues |
| | <p>At Committee on the 11 October 2012 the recommendations of the review of bereavement administration particularly at Dundonald and City Cemeteries were agreed.</p> <p>Committee agreed that:</p> <ul style="list-style-type: none">• Administrative cover at Dundonald Cemetery is provided Monday to Friday 10-2pm and Saturday 9.30-12.30pm and that burials can only take place during these time slots.• one part time vacant post can be filled at Dundonald Cemetery as per the proposed rota and a second part time post is recruited as a 'floater' to provide cover for the current gaps identified at the busier sites of Roselawn and the City Cemetery. This arrangement will be reviewed within the year and any issues reported back to committee. |

See appendix 1 for the agreed shift patterns for the sites to ensure the appropriate operational cover is in place

These arrangements are currently being implemented and the recruitment has just been completed in relation the cemetery administrators. They have been appointed and are currently being trained and should be fully operational in the next week.

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| 3 | Resource Implications |
| | <p><u>Finances</u> There are no financial implications as all posts have been provided for within the revenue estimates.</p> <p><u>Human Resources</u> This proposal is currently being implemented and the recruitment has just been completed.</p> |
| 4 | Equality Implications |
| | <p>There are no known equality implications associated with this update report.</p> |
| 5 | Recommendations |
| | <p>The Committee is asked to note the contents of the report and that a review will be carried out within the year and any issues reported back to Committee.</p> |
| 6 | Decision Tracking |
| | <p>The Business Manager will be responsible for carrying out the actions associated with the decision in conjunction with Human Resources.</p> |
| 7 | Key to Abbreviations |
| | <p>None</p> |
| 8 | Documents Attached |
| | <p>Appendix 1 rotas for the cemetery administration staff</p> |