

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3818
Author:	Matthew Woods
Department:	Strategy and Resources
Contact:	Matthew Woods (Job Title: Business Development & Improvement Manager, Email: matthew.woods@nottinghamcity.gov.uk, Phone: 01158761209)
Subject:	HM Coroners Transportation of Bodies
Total Value:	£240,000 (Type: Revenue)
Decision Being Taken:	<p>1) To undertake a procurement process to identify a provider for the transportation of deceased persons from place of death to appropriate mortuary facilities on behalf of the HM Coroners Service for Nottingham City and Nottinghamshire County Council for a period of 3+1 years, starting on 1 April 2020, at a maximum cost of £240,000 to the City Council.</p> <p>2) To delegate authority to the Corporate Director for Strategy and Resources to award and sign the contract(s) with the chosen provider following completion of the procurement process.</p>
Reasons for the Decision(s)	<p>Delivering a service to the satisfaction of HM Senior Coroner is a statutory duty. Nottingham City Council are the lead authority providing a service for the whole county on behalf of Nottingham City Council and Nottinghamshire County Council, with the county paying half of the costs of running the service (total cost £480,000).</p> <p>When a person dies and the death is one which is potentially referred to HM Coroner, the body has to be taken to a mortuary for the purpose of post mortem examination. A contract is required to ensure this transportation takes place appropriately, within agreed timeframes and with due sensitivity and care.</p> <p>Significant consultation has been undertaken with emergency services and local funeral directors to ensure appropriate management of the use of the services and the occasions upon which the current providers are called to deliver transportation services and this has seen a recent reduction in cost to the Council.</p> <p>A new model for the delivery of the services based on geographical zones has been established. It is believed that the new model will ensure cost effective and efficient delivery of the services in accordance with how the market operates. The procurement process could therefore result in one contract with one provider for all zones or a number of different providers delivering the services over different zones.</p> <p>The existing contract is due to expire and so a replacement contract is required.</p>

Other Options Considered: Not having a contract was rejected as the Council has a statutory duty to provide the service.

Background Papers: None

Published Works: None

Affected Wards: Citywide

Colleague / Councillor Interests: None

Consultations:
Date: 28/01/2020
Other: Local Funeral Directors
They agree that the requirements are achievable

Crime and Disorder Implications: None

Equality: EIA not required. Reasons: No change to service already undertaken.

Social Value Considerations: N/A

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 12/03/2020

Advice Sought: Legal, Finance, Procurement

Legal Advice:

The proposals in this decision raise no legal issues and are supported.

The existing contract for these services is due to expire and as the Council has a statutory duty to deliver the services, a replacement contract is required.

An EU compliant tender process will be undertaken in order to identify a new supplier(s) for the services. The existing contract was let as a framework agreement. Following a re-modelling of the service specification it is proposed to split the requirements into zones and award a contract to only one provider in each zone. The outcome of the tender process could result in one provider for all zones or multiple providers across the zones.

Legal services will continue to support the decision author and procurement colleagues with the necessary documentation in preparation of the tender process.

Advice provided by Dionne Claire Screamon (Solicitor) on 17/02/2020.

Finance Advice:

This decision seeks approval to undertake a procurement process and award a contract in relation to the transportation of deceased persons on behalf of Nottingham City Council and Nottinghamshire County Council.

The value of this decision is £0.480m over a potential 4 year period (3 year contract to be awarded plus optional 4th year). This equates to an expected annual gross spend of £0.120m. This is in line with current contract spend on this activity for which there is existing MTFP base budget in the Coroners service within S&R. The decision value of £0.480m is gross costs of providing the transportation service, however 50% of these costs are chargeable in full to Nottinghamshire County Council. This makes the net costs incurred by Nottingham City Council £0.240m over the 4 year period.

The new geographical zone delivery model is expected to be more cost efficient with possible savings as a result of this exercise, however this is unknown at present until the procurement exercise has completed. Should any savings be made then they will remain in the Coroners service area to support the variable nature of these costs and to ensure no financial pressure occurs.

Close monitoring of this contract spend is needed to ensure no financial pressure occurs. If expenditure is forecast to outweigh available budget then mitigating actions need to be implemented to manage within the overall available budget. Liaison with Nottinghamshire County Council should be made throughout this contract to ensure all parties are aware of the financial situation and well as ensuring all reimbursable costs have been received in a timely manner.

Advice provided by Philip Gretton (Finance Analyst) on 17/02/2020.

Procurement Advice:

Procurement colleagues will assist with the tendering exercise to ensure that a fully compliant value for money contract is entered in to.

Advice provided by Paul Ritchie (Lead Procurement Officer) on 21/02/2020.

Signatures

Sally Longford (PH for Energy, Environment and Democratic Services)

SIGNED and Dated: 03/03/2020

Candida Brudenell (Corporate Director for Strategy and Resources)

SIGNED and Dated: 27/02/2020