

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	4166
<b>Author:</b>	Dave Stretton
<b>Department:</b>	Commercial and Operations
<b>Contact:</b>	Dave Stretton (Job Title: Cemeteries & Crematorium Manager, Email: dave.stretton@nottinghamcity.gov.uk, Phone: 07961481125)
<b>Subject:</b>	The Nottingham Funeral and Public Health Funerals Provision
<b>Total Value:</b>	£975,000 (Type: Revenue)
<b>Decision Being Taken:</b>	1) To authorise going out to tender for the award of a contract for the operation of the Nottingham Funeral, and to award the contract to the successful tenderer. The contract length is to be three years, with the option to extend for a further one plus one years. 2) To authorise going out to tender for the procurement and subsequent award of a new Public Health Funeral contract for a three-year period, with the option to extend for a further one plus one years. 3) To delegate authority to award and sign both contracts to the Strategic Director of Neighbourhood Services.
<b>Reasons for the Decision(s)</b>	To ensure that an affordable burial or cremation is available to all citizens within the City of Nottingham by way of the Nottingham Funeral. The provision of Public Health funerals is a legal requirement and, as such, the Council must provide this service. The provision of a new contract is required in order for the Council to continue with its legal obligations and to provide Public Health funeral services to the citizens of Nottingham.
<b>Briefing notes documents:</b>	Nottingham Funeral Briefing note 2021.doc, Public Health Funerals Briefing Note 2021.doc
<b>Other Options Considered:</b>	To do nothing would result in the citizens of Nottingham not having access to an affordable funeral package in conjunction with the Council. As this service provision is a legal requirement, no other options are available at this time. The duty is that under Section 46 of the Public Health (Control of Diseases) Act 1984, the Council has a duty to undertake a funeral of a deceased person who died within the City boundary and where no other arrangements have been made.
<b>Background Papers:</b>	None

<b>Published Works:</b>	None
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	None
<b>Equality:</b>	EIA not required. Reasons: This decision does not include proposals for a new or changing policy, service or function.
<b>Social Value Considerations:</b>	Not applicable
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	31/03/2021
<b>Advice Sought:</b>	Legal, Finance, Procurement
<b>Legal Advice:</b>	<p>The proposals in this report raise no significant legal issues and are supported. The current contracts will be due for renewal and a compliant tender processes will be undertaken to ensure that new contracts are put into place in accordance with the Council's Contract Procedure Rules. Legal Services will assist as necessary during the process.</p> <p>Advice provided by Dionne Claire Screamon (Solicitor) on 04/03/2021.</p>

**Finance Advice:**

This decision seeks two types of approval. The first being to tender for the service of 'The Nottingham Funeral Package'. This is a non-statutory budget, but it does provide a widely approved 'value for money' service to the City of Nottingham's citizens. Secondly, it seeks approval to tender for the service of the 'Public Health Funeral', with an approved net budget of £975,000 over five years. This service is a legal requirement and, as such, the Council must comply. The £975,000 is not a committed spend and is only an indicative figure, based on previous years' spend.

Every effort is made to recover the costs of the 'Public Health Funeral', and there is a dedicated back-office team who have the expertise to be able to make claims against the deceased's estates. In both instances above, the Council has to date been able to mitigate costs in both packages by being able to increase the revenue streams. With each tender, the final approved service provider has historically used the Council's cremation services as part of the contract.

Advice provided by Meagan Milic (Commercial Business Partner) on 03/03/2021.

**Procurement Advice:**

The Procurement Team will assist with the tendering exercise to ensure a fully compliant, value for money contract is entered into.

Advice provided by Paul Ritchie (Lead Procurement Officer) on 16/02/2021.

**Signatures**

David Trimble (Portfolio Holder for Leisure, Culture and IT)

SIGNED and Dated: 23/03/2021

Dave Halstead (Strategic Director of Neighbourhood Services)

SIGNED and Dated: 10/03/2021