

Nottingham City Council Delegated Decision



Reference Number:

5206

Author:

Matthew Woods

Department:

Finance and Resources

Contact:

Matthew Woods

(Job Title: Business Development & Improvement Manager, Email: matthew.woods@nottinghamcity.gov.uk, Phone: 01158761209)

Subject:

HM Coroner's Transportation of Bodies Contract 2024

Total Value:

725,000 (Type: Revenue)

Decision Being Taken:

To note the approval of the S151 Officer to undertake a procurement process to identify a provider(s) for the transportation of deceased on behalf of the HM Coroners' Service for Nottingham City and Nottinghamshire County, for a period of 3+1 years commencing on 1 October 2024 (Spend Control ID to be granted retrospectively).

To delegate authority to the Director of Customer Services to award and sign the contract(s) with the chosen provider(s).

Reasons for the Decision(s)

Delivering a service to the satisfaction of HM Senior Coroner is a statutory duty.

Nottingham City Council is the lead authority providing a service for the City of Nottingham and County of Nottinghamshire. Section 15 of the Coroners and Justice Act 2009 allows HM Coroner to order the removal of a body to a suitable place to ensure appropriate examinations can take place.

Contract(s) are required to ensure these transportation's takes place appropriately, within agreed time-frames and with due sensitivity, professionalism, and care.

Significant consultation has been undertaken with emergency services and local funeral directors both ahead of and throughout the term of the current contract duration. The purpose of this is to ensure appropriate management of the use of the services. A new model for the delivery of the services based on geographical zones was established for the current contract. The new model has ensured reliable, 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.

The existing contract is due to expire and so a replacement contract is required. The value of £725,000 is the combined value for both Nottingham City Council and Nottinghamshire County Council.

Other Options Considered: No other options are appropriate. Not having a contract has been rejected previously 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: 21/06/2024
Other: Local Funeral Directors and Nottinghamshire Police.
Over the course of the current contract regular the service maintained regular engagement with Nottinghamshire Police, Funeral Directors and the Senior Coroner.

Those not consulted are not directly affected by the decision.

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: 11/11/2024

Advice Sought: Legal, Finance, Procurement

Commissioner Comments: Commissioners have noted the content of the decision and are content to approve.

Legal Advice:

The proposal in this report is a statutory duty for the Council and it is mandatory for the Council to deliver these services. The existing contract is due to expire, and continuity of service is required to commence on the 1st October 2024. Therefore a proposal to commences a tender process for the services jointly with Nottingham City and Nottinghamshire County, for up to a period of 4 years.

The report author has confirmed that the new model for the delivery of the services is based on geographical zones and was established for the current contract and that this model has ensured reliability, cost effectiveness and have ensured an efficient delivery of the services in accordance with market operation thus achieving best value. It is envisioned that any procurement process could result in one contract with one provider for all zones, or multiple providers delivering the services over different zones.

Given that this is intended to be a joint tender process with Nottinghamshire County Council being liable for half the cost of the services, it is expected that under the joint contract arrangements, separate contract payment schedules would be in place for Nottingham City Council and Nottinghamshire County Council with the providers directly to minimise financial administration and risk.

The report author will need to secure spend approval from the section 151 officer for the anticipated spend on the proposed new contract.

The new contract must be secured following a tender process that complies with the applicable regime as at October 2024 (it is anticipated that a new regime under the Procurement Act 2023 will likely be in place).

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

In consideration of the above observations, the proposal in this report raises no legal concerns.

Advice provided by: Vendie Charles (Contracts and Commercial Solicitor) Date: 22.07.2024

Finance Advice:

This decision seeks approval to delegate authority to the Director for Customer Services to award and sign the contract(s) with the chosen provider(s) up to the value of £0.181m per annum for 4 years. Total value of this decision over 4 years is £0.725m.

Nottingham City Council are the lead authority providing the service for the whole county. The coroner service proposes to follow the current model for the delivery of the services based on geographical zones as it ensures reliable, cost effective and efficient delivery of the services.

There is an agreement in place that the County Council funds 50% of total cost as this a joint cost for both the Nottingham City and Nottinghamshire County. The city council's portion will be funded from the 2024-25 MTFS revenue allocation within the coroner service. There are no additional financial implications as a result of this decision.

Advice provided by Alfred Ansong (Interim Strategic Business Partner) on 01/08/2024.

Procurement Advice:

The procurement team will support the tendering exercise and support the decision to be taken, noting that Nottinghamshire County Council will be paying half the costs. Advice provided by Paul Ritchie (Procurement Manager) on 17/07/2024.

Signatures

Linda Woodings as Portfolio Holder (Executive Member - Finance and Resources)
SIGNED and Dated: 04/11/2024
Sajeeda Rose (Chief Executive)
SIGNED and Dated: 04/11/2024