

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number: 3050
Author: Dave Stretton
Department: Commercial and Operations
Contact: Dave Stretton
(Job Title: Cemeteries & Crematorium Manager, Email: dave.stretton@nottinghamcity.gov.uk, Phone: 07961481125)

Subject: Public Health Funerals Provision Contract 2018

Total Value: Total value of the decision: £541,000
Funeral costs - £168,000
Disbursement costs £373,000 (Type: Revenue)

Decision Being Taken: ***** ERROR *** - CONTAINS CHANGES THAT HAVE NOT BEEN ACCEPTED BY THE DECISION AUTHOR**
1) To approve the procurement and authorise the subsequent award of a new Public Health funeral contract commencing April 1st 2018 for a period of 5 years, (3 years plus a possible 2 year extension).

2) To delegate *authority to award and sign* the contract and the permission to extend beyond 3 years to the Corporate Director of Commercial and Operations.

Reasons for the Decision(s) The provision for Public Health funeral is a legal requirement and as such Nottingham City Council has to offer this service. The provision of a new contract is required in order for Nottingham City Council to continue with its legal obligations and to provide the related service for the Citizens of Nottingham beyond the current contract expiry date of March 31st 2018.

Other Options Considered: As the provision of this service is a legal requirement no other options are available at this time.

Background Papers:

Published Works:

Affected Wards:

Citywide

**Colleague / Councillor
Interests:**

Consultations:

Date: 19/09/2017
Other City Council Bodies: Paul Ritchie
On-going discussion regarding process for going to re tender

Those not consulted are not directly affected by the decision.

**Crime and Disorder
Implications:**

There are no implications for Crime & Disorder

Equality:

EIA not required. Reasons: This decision does not include proposals for new or changing policies, services or functions.

Decision Type:

Portfolio Holder

Subject to Call In:

Yes

Call In Expiry date:

24/01/2018

Advice Sought:

Legal, Finance, Procurement

Legal Advice:

The Council as a Local Authority has a statutory duty under the provisions of Section 46 of the Public Health (Control of Disease) Act 1984 to undertake the funeral of a deceased person, who died in the City and where no other arrangements have been made or are about to be made.

The existing contract for these services is due to expire. The commencement of a procurement process to re-let the contract and identify a new provider for the services will ensure continued service delivery and seek to ensure the Council is achieving value for money whilst complying with its duties.

Legal services will support the client department and procurement colleagues as necessary to ensure appropriate contractual documents are prepared. Advice provided by Dionne Claire Screamon (Solicitor) on 29/11/2017.

Finance Advice:

The total cost as a result of this decision is up to £541,000 for a period of 5 years. The Council has a statutory duty to provide public health funerals. Wherever possible the Council will seek to recover the cost of these funerals from the estates of the deceased. Where costs cannot be recovered, there is an approved budget provision of £66,000 in the Cemeteries and Crematorium service. In the event the costs exceed the budget provision, this would become a pressure on the Council's resources.

Advice provided by Maria Balchin (Finance Analyst) on 12/12/2017.

Procurement Advice:

The procurement team will assist with the tendering exercise to ensure that a fully compliant, value for money contract is entered into. Advice provided by Paul Ritchie (Lead Procurement Officer) on 28/11/2017.

Signatures

David Trimble (Portfolio Holder for Leisure and Culture)
SIGNED and Dated: 16/01/2018
Andrew Vaughan (Corporate Director Commercial and Operations)
SIGNED and Dated: 16/01/2018