



**Oversight and Governance**

Chief Executive's Department

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Published 25/05/22

## Delegated Decisions

### Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The decisions detailed below may be implemented immediately.

## **Delegated Decisions**

### **I. Council Officer Decision - Andy Ralphs (Strategic Director of Customer and Corporate Services):**

I.1. Transportation of Bodies on Behalf of HM Coroner - Award **(Pages 1 - 12)**

# EXECUTIVE DECISION

made by a Council Officer



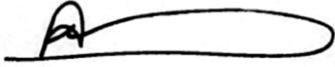
## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD29 21/22

Decision	
1	<b>Title of decision:</b> Transportation of Bodies on behalf of HM Coroner - Award
2	<b>Decision maker (Council Officer name and job title):</b> Andy Ralphs, Strategic Director of Customer and Corporate Services
3	<b>Report author and contact details:</b> Cheryl Spear Cheryl.spear@plymouth.gov.uk
4a	<p><b>Decision to be taken:</b></p> <p>It is recommended that a contract be awarded to the highest scoring Tenderer to deliver services on behalf of HM Coroner within Plymouth, Torbay and South Devon. This award will be provisional and subject to the outcome of the satisfactory self-certification documents detailed in the Suitability assessment questionnaire.</p>
4b	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b></p> <p>CCLS01 21/22</p>
5	<b>Reasons for decision:</b> To award a contract to ensure statutory duties are fulfilled on behalf of HM Coroner.
6	<b>Alternative options considered and rejected:</b> None - PCC has to fulfil statutory duties on behalf of HM Coroner.
7	<p><b>Financial implications and risks:</b></p> <p>A 5 year Contract at £130,000 per year (totalling £650,000).</p> <p>The new service arrangements will provide continuity of service to the Coronial function and it is proposed to effectively mirror the current arrangements in terms of specification and outputs. This will be the first year of a combined approach to the transportation of bodies across the Coronial jurisdiction.</p>

8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
				in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
		x		is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The renewal of this Contract will enable effective delivery of our priority within the Corporate Plan of being a Caring Council ensuring statutory duties are fulfilled on behalf of HM Coroner.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None directly arising from the decision to renew a Contract to transport the deceased on behalf of the Coroner.		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members'	Yes		

	<b>portfolios affected by the decision?</b>	<b>No</b>	<input checked="" type="checkbox"/>	(If no go to section 14)				
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>							
<b>13c</b>	<b>Date Cabinet member consulted</b>							
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>	<input type="checkbox"/>	If yes, please discuss with the Monitoring Officer				
		<b>No</b>	<input checked="" type="checkbox"/>					
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Andy Ralphs					
		<b>Job title</b>	Strategic Director of Customer and Corporate Services					
		<b>Date consulted</b>	4 May 2022					
<b>Sign-off</b>								
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS147 21/22					
		<b>Finance (mandatory)</b>	Ba.22.23.15					
		<b>Legal (mandatory)</b>	MS/38558					
		<b>Human Resources (if applicable)</b>	N/A					
		<b>Corporate property (if applicable)</b>	N/A					
		<b>Procurement (if applicable)</b>	PW/PS/627/ED/0522					
<b>Appendices</b>								
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
<b>Confidential/exempt information</b>								
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	<input type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.				
		<b>No</b>	<input checked="" type="checkbox"/>					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

18b	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Council Officer Signature</b>								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
<b>Signature</b>			<b>Date of decision</b>	9 May 2022				
<b>Print Name</b>	Andy Ralphs							

## **BRIEFING PAPER**

Transportation of Bodies on behalf of HM Coroner



### **1. BACKGROUND**

The Coroner for Plymouth, Torbay and South Devon is required to arrange the removal of bodies from the place of death or body holding area to the designated mortuary in order to allow the investigation of sudden unexpected death, unnatural deaths and those required to be reported to the Coroner under the Coroner's Act. This service is a statutory service in which the Coroner needs to work closely with police and other statutory agencies such as the Health and Safety Executive to preserve the evidence and establish the identity of the deceased to an appropriate level, and establish the cause of death. Removal of the body by an undertaker to a public mortuary or designed holding place is required by the Local Authority to comply with Public Health legislation especially where it is a destitute body.

Plymouth is the relevant authority for the combined coronial jurisdiction for Plymouth, Torbay and South Devon. Torbay Council also has a contract for body removals, which ceases at the same time as Plymouth's current Contract. As part of the Service Level Agreement arrangement, Torbay's contract is the only legal contract that they hold in their own right and it was agreed that any new contract going forward reflects the whole Coroner area. Plymouth has agreed to take the lead on any new procurement process.

### **2. PROJECT SUMMARY**

The project will provide a 5-year Contract for contractors to provide a service to transport deceased persons between the place of death to the Coroner's chosen destination(s). The majority of bodies are currently transported to the Department of Anatomical Pathology at University Hospitals Plymouth NHS Trust in Plymouth. In some cases, bodies may need to be transported to other locations including long distance transfers within the UK for forensic and non-forensic post mortems.

In certain cases when there is a sudden death other than by natural causes, it is the responsibility of the Coroner to examine the cause of death. This may result in a post mortem examination being carried out. It is also the Coroner's responsibility to remove bodies from the scene of death to the mortuary, pending investigation into the death.

The current Contract expires 28 May 2022 and has one contractor.

### **3. PROCUREMENT PROCESS**

Following a procurement options appraisal, it was determined that a competitive procurement exercise should be undertaken utilising the 'Open' Procedure in accordance with the Public Contracts Regulations 2015.

The Tender opportunity received a good level of interest, with 9 organisations registering an interest, of which 2 submitted Tenders, 1 opted out and a further 6 not providing a Tender response.

The received Tender submissions, were evaluated in accordance with the overall evaluation strategy set out above, and were independently evaluated by Council Officers, all of whom had the appropriate skills and experience, in order to ensure transparency and robustness in the process. In order to ensure fairness of the process the evaluation of Quality, Social Value and Price were split, with Price information being held back from the Quality evaluators.

### **4. FINANCIAL POSITION**

Version 1 | 13 July 2021

A 5 year Contract at £130,000 per year (totalling £650,000).

We anticipate a material reduction in expenditure for the transportation of bodies for both Plymouth and Torbay and we hope to quantify this over the next few months. The number of collections vary on a year to year basis and the new contract will be delivered part year for 2022/2023.

Most significantly, the Successful Tenderer has not submitted an additional charge for recovery of a dirty or decomposed body which is likely to bring more favourable billing.

The new service arrangements will provide continuity of service to the Coronial function and it is proposed to effectively mirror the current arrangements in terms of specification and outputs. This will be the first year of a combined approach to the transportation of bodies across the Coronial jurisdiction.

## **5. RECOMMENDATION**

It is recommended that a contract be awarded to the highest scoring Tenderer to deliver services on behalf of HM Coroner within Plymouth, Torbay and South Devon.

# EQUALITY IMPACT ASSESSMENT

Transportation of bodies on behalf of HM Coroner



## STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

<p><b>What is being assessed - including a brief description of aims and objectives?</b></p>	<p>The project will look to renew a Contract for contractors to provide a service to transport deceased persons between the place of death to the Coroner's chosen destination(s). The majority of bodies are currently transported to the Department of Anatomical Pathology at University Hospitals Plymouth NHS Trust in Plymouth. In some cases, bodies may need to be transported to other locations including long distance transfers within the UK for forensic and non-forensic post mortems.</p> <p>The Coroner for Plymouth, Torbay and South Devon is required to arrange the removal of bodies from the place of death or body holding area to the designated mortuary in order to allow the investigation of sudden unexpected death, unnatural deaths and those required to be reported to the Coroner under the Coroner's Act. This service is a statutory service in which the Coroner needs to work closely with police and other statutory agencies such as the Health and Safety Executive to preserve the evidence and establish the identity of the deceased to an appropriate level, and establish the cause of death. Removal of the body by an undertaker to a public mortuary or designed holding place is required by the Local Authority to comply with Public Health legislation especially where it is a destitute body.</p> <p>The new service arrangements will provide continuity of service to the Coronial function and it is proposed to effectively mirror the current arrangements in terms of specification and outputs.</p> <p>A joint procurement exercise with Torbay Council will ensure that any new contract for the transportation of bodies reflects the whole Coroner area (Plymouth, Torbay and South Devon) and supports the Service Level Agreement arrangement.</p>	<p>Page 7</p>	
<p><b>Author</b></p>	<p>Cheryl Spear</p>		
<p><b>Department and service</b></p>	<p>Customer Services – Coroner's Service</p>		
<p><b>Date of assessment</b></p>	<p>1 May 2022</p>		

**STAGE 2: EVIDENCE AND IMPACT**

<b>Protected characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact</b> See <a href="#">guidance</a> on how to make judgement	<b>Actions</b>	<b>Timescale and who is responsible</b>
<b>Age</b>	<p>It is estimated that 6.4 per cent (330) of young people in our city aged 16 and 17 are Not in Education, Employment or Training (NEET) (DFE, 2019). Young people highlight training and employment opportunities, particularly apprenticeships, as a key priority.</p> <p>Of the 16 South West authorities we have the third lowest percentage of older people (75 years), and the fifth highest percentage of children and young people (under 18). Children and young people (CYP) under 18 account for 19.9 per cent of our population, within this 90 per cent are under 16.</p> <p>People are living longer and one in three people in our community is aged over 50. There will be a shift in the population structure of Plymouth over the next fifteen years as the proportion of the population aged 65 and over increases.</p>	<p>No adverse impact.</p> <p>The service is provided regardless of age.</p>		
<b>Disability</b>	<p>10 per cent of our population have their day-to-day activities limited a lot by a long-term</p>	<p>No adverse impact.</p> <p>The service is provided regardless of disability.</p>		

	<p>health problem or disability. – 2011 census data</p> <p>Similarly, 148,950 people were registered as partially sighted (640 in Plymouth). Our Translate Plymouth services recorded that BSL is amongst our most requested languages.</p> <p>British Sign Language (BSL) is the preferred language of over 87,000 Deaf people in the UK for whom English may be a second or third language (British Deaf Association).</p> <p>1,845 adults registered with a GP have some form of learning disability (as recorded on practice disease registers), 2017/18.</p> <p>A total of 31,164 people declared themselves as having a long-term health problem or disability in the 2011 Census.</p> <p>1,224 adults currently registered with a GP in Plymouth have some form of a Learning Disability.</p>			
<p><b>Religion or belief</b></p>	<p>Data shows that 32.9% of the Plymouth population stated they had no religion.</p> <p>Hindu, Buddhist, Jewish and Sikh combined totalled less than 1%.</p> <p>0.5% of the population had a current religion that was not</p>	<p>No adverse impact.</p> <p>The service is provided regardless of faith/religion or belief</p>	<p>Wherever possible, Coroners will take into account your faith and cultural needs and preferences.</p>	

	Christian, Islam, Buddhism, Hinduism, Judaism, or Sikh such as Paganism or Spiritualism.			
<b>Sex - including marriage, pregnancy and maternity</b>	<p>Citywide data shows that overall 50.2% of our population are women; this reflects the national figure of 50.7%</p> <p>Of those aged 16 and over, 90,765 people (42.9 per cent) are married and 78,544 (37.1 per cent) are single. 5,190 (2.5 per cent) are separated and still legally married or legally in a same-sex civil partnership. 22,272 (10.5 per cent) are divorced.</p>	<p>No adverse effect.</p> <p>The service is provided regardless of gender, marriage, pregnancy or maternity.</p>		
<b>Gender reassignment</b>	<p>There are no official estimates for gender reassignment at either national or local level. However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIREs) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>	<p>No adverse effect.</p> <p>The service is provided regardless of gender reassignment.</p>		
<b>Race</b>	<p>92.9% of Plymouth's population is White British</p> <p>7.1% are Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common.</p>	<p>No adverse effect.</p> <p>The service is provided regardless of race.</p>		

	<p>Our recorded BME population rose from 3 per cent in 2001 to 6.7 per cent in 2011, and therefore has more than doubled since the 2001 census. Recent census data suggests we have at least 43 main languages spoken in the city, showing Polish, Chinese and Kurdish as the top three</p>			
<p><b>Sexual orientation - including civil partnership</b></p>	<p>When looking to specifically profile LGBT+ issues in Plymouth there is very little local data to draw on and much of the data refers to the LBGT+ community and therefore includes 'transgender'.</p> <p>New figures from the annual population survey have revealed that the number of people identifying as lesbian, gay or bisexual in the UK has increased from 1.6% in 2014 to 2.2% in 2018, an increase of more than a third</p>	<p>No adverse effect.</p> <p>The service is provided regardless of regardless of sexual orientation.</p>		

**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
<p><b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b></p>	<p>None</p>	
<p><b>Pay equality for women, and staff with disabilities in our workforce.</b></p>	<p>None</p>	

<p><b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b></p>	<p>None</p>	
<p><b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b></p>	<p>None</p>	
<p><b>Plymouth is a city where people from different backgrounds get along well.</b></p>	<p>None</p>	
<p><b>Human rights</b> Please refer to <a href="#">guidance</a></p>	<p>None</p>	

**STAGE 4: PUBLICATION**

Responsible Officer Cheryl Spear

Date 1 May 2022

Strategic Director, Service Director or Head of Service