

**EXECUTIVE DECISION**  
made by a **Cabinet Member**



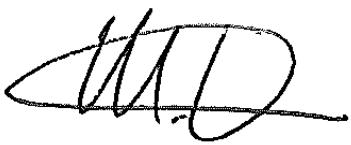
**REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN  
INDIVIDUAL CABINET MEMBER**

**Executive Decision Reference Number – CCLS01 21/22**

Decision				
1	<b>Title of decision:</b> Transportation of Bodies on behalf of HM Coroner			
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Mark Deacon, Cabinet Member for Customer Services, Culture, Leisure and Sport			
3	<b>Report author and contact details:</b> Cheryl Spear Cheryl.spear@plymouth.gov.uk			
4	<p>• <b>Decision to be taken:</b></p> <p>It is recommended that the Cabinet Member for Customer Services, Culture, Leisure and Sport:</p> <ul style="list-style-type: none"> <li>• Approves the Business Case</li> <li>• Authorises the procurement process 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</li> <li>• Delegates the award of the contract to the Andy Ralphs, Strategic Director for Customer and Corporate Services</li> </ul>			
5	<b>Reasons for decision:</b> To undertake a fully compliant procurement process 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	<b>Financial implications:</b> A fully compliant procurement process to be undertaken jointly with Torbay Council.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>
			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
			x	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>£1 million</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.
	If yes, date of publication of the notice in the <b>Forward Plan of Key Decisions</b>			
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 Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</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' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			

14	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	
15	<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>	8 February 2021	
<b>Sign-off</b>				
16	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS22 21/22	
		<b>Finance (mandatory)</b>	djn.21.22.31	
		<b>Legal (mandatory)</b>	MS/21.06.21	
		<b>Human Resources (if applicable)</b>		
		<b>Corporate property (if applicable)</b>		
		<b>Procurement (if applicable)</b>	<b>PW/PS/590/ED/0721</b>	
<b>Appendices</b>				
17	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Briefing report		
	B	Equalities Impact Assessment		
<b>Confidential/exempt information</b>				
18a	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		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 18b below.  (Keep as much information as possible in the briefing report that will be in the public domain)
		<b>No</b>	x	
		<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>18b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	<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>Cabinet Member Signature</b>								
<b>20</b>	<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>				
<b>Print Name</b>	Councillor Mark Deacon, Cabinet Member for Customer Services, Culture, Leisure and Sport							