

EXECUTIVE DECISION

made by a Council Officer



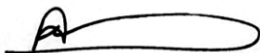
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD21 22/23

Decision	
1	Title of decision: Contract Award: Transportation of Bodies on behalf of HM Coroner
2	Decision maker (Council Officer name and job title): Andy Ralphs, Strategic Director of Customer and Corporate Services
3	Report author and contact details: Cheryl Spear Cheryl.spear@plymouth.gov.uk
4a	<p>Decision to be taken:</p> <p>During the award phase of the Procurement activity and prior to issuing of the award notification letters and Mandatory Standstill period commencing, the Council were notified that Chapter Response Ltd had ceased trading; consequently, their Tender was rejected in accordance with the ITT Instruction Document, Section 4.2 Rejection of Tender.</p> <p>As a result, the Tender response from the second highest scoring Tenderer, First Care Ambulance Ltd is now recommended for award of contract.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>CCLS01 21/22 COD29 21/22</p>
5	Reasons for decision: To award a contract to ensure statutory duties are fulfilled on behalf of HM Coroner.
6	Alternative options considered and rejected: None - PCC has to fulfil statutory duties on behalf of HM Coroner.
7	<p>Financial implications and risks:</p> <p>A 5 year Contract at £130,000 per year (totalling £650,000).</p> <p>We anticipate an increase in expenditure for the transportation of bodies for both Plymouth and Torbay and we will 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.</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</p>

	across the Coronial jurisdiction.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
	x		is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/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.		
Urgent decisions				
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 for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation			
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	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	If yes, please discuss with the Monitoring Officer
		No	x
15	Which Corporate Management Team member has been consulted?	Name	Andy Ralphs
		Job title	Strategic Director of Customer and Corporate Services
		Date consulted	22 July 2022
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS40 22/23
		Finance (mandatory)	Ba.22.23.15
		Legal (mandatory)	MS/38558
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	N/A
		Procurement (if applicable)	PW/PS/627/ED/0522
Appendices			
17	Ref.	Title of appendix	
	A	Briefing report for publication	
	B	Equalities Impact Assessment	
Confidential/exempt information			
18a	Do you need to include any confidential/exempt information?	Yes	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.
		No	x
		Exemption Paragraph Number	

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
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>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Council Officer Signature								
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>							
Signature				Date of decision	15 August 2022			
Print Name	Andy Ralphs							