

Agenda Item No: 11

Report to: Cabinet

Date of Meeting: 31 March 2014

Report Title: Tender for Welfare Funerals

Report By: Virginia Gilbert
Head of Amenities, Resorts and Leisure

Purpose of Report

To inform the Cabinet of the outcome of the tender evaluation process relating to the procurement of the welfare funeral service and to seek approval to award the contract

Recommendation(s)

- 1. That Cabinet agree to the appointment of contractor 1.**
- 2. That Cabinet delegate authority to the Corporate Director of Environmental Services or his nominee to finalise details relating to the implementation of the contract.**

Reasons for Recommendations

Hastings Borough Council has a duty under the Public Health (Control of Disease) Act 1984 to arrange for the disposal of the body of any person who has died or has been found dead within the Borough where no suitable arrangements have been made by anyone else. This activity is termed a welfare funeral.

We have tendered for the provision of this service by a funeral director for a five year period commencing on 1st April 2014. This report seeks agreement to appoint the most economically advantageous tenderer.

Background

1. Hastings Borough Council has a duty under the Public Health (Control of Disease) Act 1984 to arrange for the disposal of the body of any person who has died or has been found dead within the Borough where no suitable arrangements have been made by anyone else. This activity is termed a welfare funeral.
2. The Council uses a funeral director to provide this service for us through a contract. The current contract with Co-operative Funeralcare was for a 4 year term which ends on 31st March 2014. The current annual value of the contract is approximately £30,000 including disbursements (fees for cremation, certification by two doctors and a minister's fee for the service). There are approximately 30 welfare funerals each year.
3. The Council is permitted under legislation to recover the expenses incurred from the estate of the deceased person where possible.

Procurement

4. Through the East Sussex Procurement Hub, we have tendered for a five year contract from 1st April 2014. The contract includes:
5. collection of the deceased, Chapel of Rest, notification of friends and relatives, provision of a hearse and coffin, conveyance to the Cemetery, provision of bearers, supervision of the burial or cremation and liaison with the appropriate authorities.
6. Two tenders were received and evaluated with a scoring system that first tested, on a pass/fail basis, financial information, insurance cover, health & safety arrangements, equality and diversity policies, relevant experience and references. Having successfully met these requirements, the tenders were scored 85% on price and 5% each for service standards, capacity and contingency, and added and social value.
7. Tenderer 1 earned the highest score and therefore we recommend the awarding of the contract to Tenderer 1.

Financial Implications

8. The contract fixes the cost of the funeral arrangements (excluding all disbursements) to be charged by the funeral director. The successful tenderer has quoted £475 for overseeing the arrangements for the burial or cremation of a person over 16; we current pay £426.
9. The contract allows for an annual increase based upon the percentage increase in the Consumer Price Index.
10. Assuming 30 welfare funerals annually, the Council's costs for funeral arrangements would increase by £1,470. However, as the number of welfare funerals and the extent to which the Council can recoup costs from the estates of

deceased persons will vary, it is not possible to be precise about annual cost variations.

Recommendations

11. That Cabinet agree to the appointment of contractor 1.
12. That Cabinet delegate authority to the Corporate Director of Environmental Services or his nominee to finalise details relating to the implementation of the contract.

Wards Affected

Ashdown, Baird, Braybrooke, Castle, Central St. Leonards, Conquest, Gensing, Hollington, Maze Hill, Old Hastings, Ore, Silverhill, St. Helens, Tressell, West St. Leonards, Wishing Tree

Area(s) Affected

Central Hastings, East Hastings, North St. Leonards, South St. Leonards

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

Background Information

None

Officer to Contact

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