

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B.....n/a

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: *(If a Key Decision please use the same title as provided in the Forward Plan)*

Type of Decision: Non-Executive
(Please delete as applicable)

Key Decision (Executive Functions only): No
(Please delete as applicable)

Executive Member/Committee Chairman:

Bob Deering

Portfolio (Executive Functions only):

N/A

Officer Contact:

Tel: 01707 292788 or 07580 743516

April 2020

1. **Decision**

Award CPJ Field, Dale & Sons, Daniel Robinson & Sons, W. Austin & Son and Warwick & Peters a contract to Provide Body Removal services to the Hertfordshire Coroner Service for a 4 year duration with an option to extend the contract for a further 2 years.

2. **Reasons for the decision**

The Local Authority has a statutory duty to provide a Coroner Service for the community of Hertfordshire.

As part of the Coroner's public protection duties, he/she must establish a cause of death if none has been provided by the signing/authorising medical practitioner.

To facilitate post-mortem examinations Hertfordshire County Council has contracts with local NHS Hospital mortuaries who store the deceased and facilitate the examinations.

Removal of dead bodies to the mortuary following a sudden or unexpected death is carried out by a Funeral director contracted to HCC. The contract is managed by the Head of Coroner Service.

3. **Alternative options considered and rejected**

Yes, enquiries were made with Community Protection to potentially bring this service in house but this was rejected.

4. **Consultation** (see *Summary of Requirements below*)

Was any Councillor consulted? No

If yes:

(a) Comments of Executive Member/Committee Chairman (*delete as applicable*)

(b) Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

N/A

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **I am proceeding with the proposed decision.**

Signed: Rich Doggett

Title: Head of Coroner Service

Date: 08/08/2024

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor

April 2020

General or County-wide	No	<p>Executive Functions: Consult relevant Lead Executive Member (s)</p> <p>Non-Executive Functions: Consult relevant Committee Chairman</p>
General or County-wide	Yes	<p>Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council</p> <p>Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups</p>