

FOI 568/2015

REQUEST AND RESPONSE

1) What is the procedure for external suppliers to who want to provide services to the council?

If you email [procurement@tendringdc.gov.uk](mailto:procurement@tendringdc.gov.uk) with a short introduction for their company to be added to a “known suppliers list”. This list is published on the councils internal website so that anyone in TDC may select the supplier to use. However, it is not guaranteed that anyone will use them. Alternatively, they can check Contracts Finder and the TDC website for any current invitations to quote (Links below).

Contracts Finder: <https://www.gov.uk/contracts-finder>

TDC Website: <http://www.tendringdc.gov.uk/business/doing-business-council>

2A) Does the council have a contract set up with a genealogy firm or a company which traces the next of kin?

**No**

2B) Please include details of the contract mentioned in Q2A.

**N/A**

3) What website does the council post contracts to tender?

**The TDC website has a “Doing Business with the Council” page which includes a link to the ‘Contracts Register’**

4) Does the council have a procurement or tendering process in place? If yes, please provide information on how suppliers can do business with the council.

**Please see question 1**

5) Does the council use an e-procurement system/website? If yes, please provide name and details.

**We do not currently use an e-procurement system.**

6) If the council does not use an e-procurement system, how does the council decide on what suppliers to use?

**The council can invite preselected suppliers that they are already aware of to quote. If this is not an option, they can use Contracts Finder to publish a notice for anyone to quote on. Alternatively, the council may use a Framework to select suppliers from.**

7) How often and on what occasion does the council need to trace the next of kin or locate family members?

**We always try and trace any known next of kin on all cases – some information is given via the Coroners Office (if relevant) or we will try and trace by way of searching through personal possessions of the deceased.**

8A) Which department is responsible for tracing the next of kin or locating family members of a deceased individual?

**All elements of the Public Health Funerals are undertaken by Pollution & Environmental Control Team.**

8B) Please provide name of department, name of staff members involved, telephone details and email.

**Dept. of Public Experience, Katie W Smith: 01255 686763, [kwesley-smith@tendringdc.gov.uk](mailto:kwesley-smith@tendringdc.gov.uk), Sarah Townes: 01255 686762, [stownes@tendringdc.gov.uk](mailto:stownes@tendringdc.gov.uk)**

9) What is the name of the staff member and departments who decide when to place a contract to tender?

**Above department, Manager: Mr John Fox**

10) What type of contracts do the following departments have out to tender at the moment:

- |                          |             |
|--------------------------|-------------|
| - Environmental Health   | <b>None</b> |
| - Cemeteries/Bereavement | <b>None</b> |
| - Court of Protection    | <b>N/A</b>  |
| - Adult Safeguarding     | <b>N/A</b>  |
| - Client Affairs         | <b>N/A</b>  |

11) Currently does the council have a contract to tender, where you require services to trace the next of kin or locate family members?

**No**

12) Currently does the council have a contract to tender, where you require services of a genealogy firm? Please provide details of where this contract is listed and how to apply as a supplier.

**No**

13) How many public health funerals have taken place within the past year? (From January 2015)

**29**

14) Of these public health funerals that have occurred, please provide:

a) Name of deceased

- b) Date of birth and date of death
- c) Last known residential address
- d) Have the next of kin/family members been traced?
- e) What date have the details been referred to the QLTR, Bona Vacantia, Treasury Solicitor, Government Legal Department, NUHU, Duchy or Farrer & Co?

**Under section 21 of the Act, we are not required to provide information in response to a request if it is already reasonably accessible to you.**

**The information you requested is available on the public authority's website under <http://www.tendringdc.gov.uk/environment/cemeteries-crematorium/assisted-funerals>. If you have difficulty in accessing the information or if you have any queries about this email please contact me.**