

## NOTICE OF MEETING

# CABINET MEMBER SIGNING

Thursday, 11th July, 2024, 1.00 pm - Alexandra House, 10 Station Road, N22 7TR (watch the live meeting [here](#), watch the recording [here](#))

**Councillors:** Dana Carlin

### 1. **FILMING AT MEETINGS**

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The Chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

### 2. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### 3. **URGENT BUSINESS**

### 4. **DECLARATIONS OF INTEREST**

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

**5. DEPUTATIONS/PETITIONS/QUESTIONS**

To consider any requests received in accordance with Part 4, Section B, paragraph 29 of the Council's Constitution.

**6. AWARD OF CONTRACT FOR PROVISION OF PATHOLOGISTS (PAGES 1 - 18)**

**7. EXCLUSION OF THE PRESS AND PUBLIC**

Item 6 is likely to be subject to a motion to exclude the press and public from the meeting as *it* contains exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paras 3 and 5, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**8. EXEMPT - AWARD OF CONTRACT FOR PROVISION OF PATHOLOGISTS (PAGES 19 - 22)**

Kodi Sprott, Principal Committee Coordinator  
Tel – 020 8489 2929  
Fax – 020 8881 5218  
Email: ayshe.simsek@haringey.gov.uk

Fiona Alderman  
Head of Legal & Governance (Monitoring Officer)  
George Meehan House, 294 High Road, Wood Green, N22 8JZ

Wednesday, 03 July 2024

**Report for:** Cabinet Member Signing

**Item number:** To be added by the Committee Section

**Title:** *Award of contract for provision of pathologists*

**Report authorised by :** Jess Crow

**Lead Officer:** Fiona Alderman

**Ward(s) affected:** All

**Report for Key/  
Non Key Decision:** Key Decision

## **1. Describe the issue under consideration**

- 1.1. This report seeks approval for award of contract for the provision services to supply pathologists to carry out post-mortems examinations on behalf of the Coroners at the North London Coroner's court, as set out in Appendix A (the procurement specification).
- 1.2. The aim is to secure better continuity for provisions of post-mortems examinations over a longer period, by having one contracted supplier arranging the post-mortem examination rotas at the two mortuaries in the North London Coroner's area over a four-year contract period.

## **2. Cabinet Member Introduction**

- 2.1. N/A

## **3. Recommendations**

- 3.1 Approval of the award of a four-year contract for pathologists to carry out post-mortem examinations on behalf of the Coroners at the North London Coroner's Court, to the supplier with the highest scored bid. The recommended total aggregate value of the contract is £2,500,000, to allow for contingency (details set out in Part B of the report).

## **4. Reasons for decision**

- 4.1 The decision to engage a single supplier for pathologist services at the Coroner's Court is driven by the principle of obtaining the best value.
- 4.2 The lack of a formal contract has resulted in inconsistent pathologist availability. For years, the court has depended on an agency to fill this role, as it has been

unable to secure pathologists at the statutory fee of £96.80 per post-mortem examination (PME).

- 4.3 Whilst coroners are responsible for selecting and instructing pathologists, the Council, as the Lead Authority, has conducted a procurement process to achieve more favourable pricing and to negotiate a comprehensive agreement with a provider.
- 4.4 A formal contract with a single provider will create a structure for accountability and ongoing improvements. This will allow the Council to effectively oversee service quality and make timely modifications to meet changing needs.
- 4.3 The recommendation to engage a dependable pathologist supplier is a calculated strategy to remedy the current issues and ensure best value for the Council.

## **5. Alternative options considered**

- 5.1 The possibility of maintaining the current practice, whereby coroners direct pathologists to perform post-mortem examinations without a formalised service contract was considered. However, this method was determined to be fiscally untenable. this approach was deemed financially unsustainable due to the significant costs associated with each post-mortem examination, and this was exaggerated with high volumes of post-mortems carried out each year in the North London Coroner Area.

## **6. Background information**

- 6.1 Under the Coroners and Justice Act 2009, local authorities in England and Wales have significant responsibilities to ensure the effective functioning of the coroner system within their jurisdiction. The Act mandates local authorities to appoint and fund Senior Coroners, Area Coroners, and Assistant Coroners, as well as to provide necessary staff and facilities for the smooth operation of the service. This includes the provision of adequate office space, administrative support, and the essential resources required for the coroners to carry out their duties effectively.
- 6.2 Furthermore, the Act imposes a duty on local authorities to oversee the financial aspects of the coroner services, which encompasses the allowances, fees, and expenses associated with inquests and investigations into deaths. This financial responsibility ensures that coroners are able to conduct thorough and independent investigations, hold inquests where necessary, and ultimately, provide answers to the bereaved families about the circumstances surrounding their loved ones' deaths.
- 6.3 Where a Coroner area spans more than one local authority, one of those authorities is known as the 'Relevant Authority', and for the North London Coroner's Area, London Borough of Haringey is the Relevant Authority.

- 6.4 The Coroners Allowances, Fees and Expenses Regulations 2013 fee for a post-mortem examination and preparing the report with the result is only £96.80, and for a post-mortem examination involving additional skills the fee is £276.90. The fee has not substantially increased over time, leading to challenges in securing pathologists for these services. Pathologists, who are highly trained and specialised medical doctors, often find the statutory fee does not commensurate with the level of skill, expertise, and time required to perform these complex examinations. Furthermore, the fee does not typically account for the preparatory work, the actual conduct of the post-mortem, any tests that may be required, and the subsequent reporting to the coroner. This has led to a reluctance among pathologists to undertake such work, which is not considered part of NHS duties, contributing to a shortage of professionals willing to perform these essential services.
- 6.5 The North London Coroners Court is no longer able to attract pathologists at the statutory fee and instead, the Court is reliant on pathologists who have joined agencies. The agencies allocate the work to pathologists and they secure a more representative rate per post-mortem.
- 6.6 The level of post mortem examination (PME) carried out by North London Coroner area is high and roughly 1,700-1,800 PMEs per year. The post-mortem examination cost is a significant part of the overall financial contribution for the 5 boroughs ("the Consortium" – including Barnet, Brent, Enfield, Haringey and Harrow) within the North London Coroner Area have to make to support the effective operation of Coroner's Court. Therefore, a reduction in the fee was required and the Council, the Consortium and the Senior Coroner agreed to go out to tender for this service provision with the view of reducing the overall cost to the consortium and securing a sufficient pool of trained pathologists for the Senior Coroner to access.
- 6.7 The procurement process for the Pathologist Provision service was initiated to ensure the availability of qualified pathologists to conduct post-mortem examinations (PMEs) at Haringey Public Mortuary and Brent, Harrow & Barnet Public Mortuary, serving the North London coroner area. The opportunity was formally announced on the Haringey Procurement & Contract System (HPCS) on 13th February 2024, inviting potential bidders to participate in the tender.
- 6.8 During the open period, the procurement team received five requests for clarification from interested parties, all of which were duly addressed. The submission window for bids closed on the 15th of March 2024, and four suppliers submitted responses.
- 6.9 A moderation panel convened on the 22nd of April 2024 to evaluate the received bids. The assessment criteria were evenly split between price and quality, each constituting 50% of the total evaluation each. After a thorough review process, Bidder C emerged as the supplier with the highest final score, indicating a balanced offering that met the procurement objectives in terms of cost-efficiency and service quality. The final scores were as follows:

Supplier	Price Score	Quality Score	Final Score
Bidder A	49	21	70
Bidder B	50	20	70
Bidder C	46	30	76
Bidder D	44	15	59

The method statement template can be found in Appendix B and the Pricing template can be found in Appendix A

## **7. Contribution to the Corporate Delivery Plan 2022-2024 High level Strategic outcomes'?**

- 7.1 This contract is not directly related to the high-level strategic outcomes of the Corporate Delivery Plan 2022-2024. Its primary objective is to fulfil the Council's obligations under the Coroners and Justice Act 2009 and assist the coroners ensure that there is contingency in place for reliable provision of qualified pathologists who are readily available for selection by coroners to support post-mortem examinations as needed.

## **8. Carbon and Climate Change**

- 8.1 This contract is addressing the immediate needs within the coronial system rather than proactive environmental strategies and it aims to ensure that the Council meets its legal responsibilities in supporting coroners, which, although important, operates independently of the initiatives aimed at reducing carbon footprint and addressing climate change.

## **9. Statutory Officers comments (Director of Finance ( procurement), Head of Legal and Governance, Equalities)**

### **Finance**

The cost of operating the Coroner's Court is shared by Barnet, Brent, Enfield, Haringey and Harrow, and Haringey's share of the total cost is 17.3%. The £2,500,000 cost (including contingency) of this four-year contract award for the provision of pathologists will be funded from the Coroner's Service budget which was supplemented with an additional £166k in the 2024-25 Budget and 2024-29 Medium Term Financial Strategy to reflect, among other pressures, the increased contract costs necessary to enable the Service to operate on a sustainable financial basis.

### **Procurement**

Strategic Procurement have been consulted in the preparation of this report.

An open tender process in compliance with CSO 9.01.2a) has been undertaken and lead by Strategic Procurement.

CSO 9.07.1d permits the Cabinet to award all contracts valued at £500,000 or more at the time of award.

Strategic Procurement support the recommendations in Section 3 of this report

### **Assistant Director of Legal & Governance (Monitoring Officer)**

The Assistant Director of Legal and Governance (Monitoring Officer) has been consulted in the preparation of this report.

CSO 9.07.1.d states that all contracts valued at £500,000 or more at the time of award may only be awarded, assigned, or novated by the Cabinet.

CSO 16.02 states that decisions reserved to Members under CSO's will ordinarily be taken at a Cabinet Meeting. Notwithstanding this, the Leader may take any such decision between meetings of the Cabinet, including decisions that have become urgent, and the Leader may also allocate any such decision whether urgent or not to the Cabinet Member having the relevant portfolio responsibilities.

Strategic Procurement have confirmed that the open tender process was in compliance with CSO 9.01.2.a.

In light of the above, the Assistant Director of Legal and Governance (Monitoring Officer) confirms that there are no legal reasons preventing the Cabinet Member for Finance and Corporate Services from approving the recommendations in this report.

### **Equality**

The council has a Public Sector Equality Duty (PSED) under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct
- prohibited under the Act
- Advance equality of opportunity between people who share protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not

The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.

Whilst the selection of an individual pathologist is down to the Coroners, the Council's contract management arrangements with the supplier will ensure that they give due regard for the need to achieve the three aims of the Public Sector Equalities Duty as stated above.

**10. Use of Appendices**

PART B – Exempt report  
Appendix A – Specification  
Appendix B – Method Statement  
Appendix C - Pricing

**11. Background papers**

- a. Coroners and Justice Act 2009,  
<https://www.legislation.gov.uk/ukpga/2009/25/contents>
- b. *The Coroners Allowance, Fees and Expenses Regulation 2013*,  
<https://www.legislation.gov.uk/uksi/2013/1615/contents/made>

## **Service Specification – Pathologist Provision**

### **1 The Service.**

The contractor shall:

**1.1** guarantee to provide Pathologists to carry out post mortem examinations (PME's) at Haringey Public Mortuary and Brent, Harrow & Barnet Public Mortuary on behalf of the coroners for the North London coroner area,

**1.2** guarantee to provide Pathologists to cover the following sessions for which the council will use its best endeavors to guarantee a minimum number of 3 cases for PME for each session. If for any reason on the day of the PME session this turns out to be less than 3, the Council shall not be liable for any PME cancellation fees:

<b><u>Mortuary</u></b>	<b><u>PME session days</u></b>
Brent, Harrow & Barnet	Monday
	Tuesday
	Wednesday
	Thursday
	Friday
Haringey	Monday
	Tuesday
	Wednesday
	Thursday
	Friday

**1.3** guarantee to provide a replacement Pathologist for any PME session when the regular Pathologist has a planned absence eg annual leave, training etc. In the event of an unplanned absence for which the contractor does not give the council, the coroner and the mortuary at least 48 hours' notice that there is no pathologist to cover the PME session, the contractor shall incur a penalty charge of £100 for each PME on the list for that session and which has to be delayed to a later date,

**1.4** by 2pm on Fridays, supply the Coroner's Office and both mortuaries with a list of the names of the Pathologists who will be carrying out PME's for each of the weekday sessions as set out in 1.2 above for the following week,

**1.5** provide Pathologists to carry out PME's outside of mortuary normal operating hours during the week and at weekends and on public holidays when required, subject to the Coroner's Office providing at least 48 hours notice.

### **2. Submission of timesheets and PME reports.**

The contractor shall:

**2.1** ensure that its Pathologists carry out the PME's on the daily list, and immediately following the end of each session the Pathologist must complete the short report form recording his/her opinion as to the cause of death in each case on the list, and email it to the coroner's office before the end of the day,

**2.2** ensure its Pathologists submit the full and final written, dated and signed PME report in each case to the Coroner's Office within 28 calendar days of the PME session and include any coroner's reference number where previously given. If blood, tissue or organs are taken

for analysis which prevent the report from being submitted within 28 calendar days, the Pathologist must advise the Coroner's Office as to when the results are to be expected. The Pathologist report must include as a minimum requirement detail, as to the extent and findings of both the external and internal examination together with any toxicological or histological examination, the clinical-pathological correlation and any cause of death. The report itself will be used by the Coroner as evidence at the Inquest and it may, in some circumstances, be necessary for the Pathologist to attend the Inquest to give evidence as to his/her findings.

**2.3** The service providers pathologist must sign and date the PME report and include any Coroner's reference number where previously given. Please note: PME reports should not include the history as provided by the Coroner's Officer including any family concerns within the body of the PME report. It will suffice to say, "History or details provided as per the Coroner's Officer's Report". This will ensure that the Coroner can then copy the report to Properly Interested Persons, as required, without redacting it.

**2.4** within 5 working days of the PME session ensure that the Pathologists timesheet is emailed to the coroner's office for signature to confirm that the PME's took place.

### **3 The Coroners Requirements of Pathologists**

The contractor shall:

**3.1** ensure that its Pathologists complete and comply with the Coroner's specific instructions for each PME, to meet the requirements of the Coroners and Justice Act 2009, the Coroners (Investigations) Regulations 2013, the Human Tissue Act 2004 and the latest relevant guidance from the Royal College of Pathologists. If the Pathologist becomes aware (whether before the PME or at any time during the course of it) of any reason why he/she should no longer continue to conduct the examination, then he/she must cease forthwith and advise the Coroner of the reason for so doing at the earliest opportunity.

**3.2** ensure its Pathologists follow the Coroners instructions on a case by case basis. The instructions will normally follow a common form supplied by the Coroner's Office based on information provided to the Coroner at the time of the referral having been made. The accuracy of the information provided cannot be guaranteed at this stage. If the Pathologist requires further information before the PME can be conducted, then she/he should contact the Coroner's immediately in order to prevent any delay in it taking place.

**3.3** ensure that trainee Pathologists are always under the supervision of a fully trained Pathologist. The Pathologist shall satisfy him/herself as to the quality of any PME carried out by a trainee Pathologists and the conclusions reached and countersign the report to verify and confirm the cause of death. There will be no additional fee for a PME where a trainee is in attendance.

**3.4** ensure that at all times its Pathologists have proper regard to S14 (4) of the Coroners and Justice Act 2009. If a Pathologist becomes aware of any potential issue which is not apparent in the instructions provided by the Coroner, for example criticism as to the care or treatment of the deceased by medical practitioners within a Pathologists own hospital Trust (whether or not leading to death) then he/she should immediately contact the Coroner's Office for further direction from the Coroner before conducting the PME. This applies regardless of how such potential issues may have come to the Pathologists attention.

**3.5** ensure that when toxicology is considered necessary to help establish the cause of death, the Pathologist must complete the necessary request form to Haringey Councils toxicology laboratory provider (Sheffield Teaching Hospitals NHS Trust) before leaving the

mortuary. Under no circumstances should samples be removed by the Pathologist for analysis at a different laboratory without the express consent of the Coroner's Office.

**3.6** ensure that its Pathologists do not routinely take histology where a cause of death is evident from a macroscopic examination, or solely to confirm a cause of death. Where histology is considered necessary, the Pathologist must record this on the short cause of death form listing what tissue and/or whole organ has been retained. In the event that whole organs require further examination by a specialist practitioner, the Pathologist retains the responsibility for communicating the reason for the examination to the specialist to whom the organ is being sent.

**3.7** ensure that its Pathologists understand and follow each licensed mortuary's operational procedures and relevant codes of the Human Tissue Act (2004) in undertaking PME's especially in the retention and disposal of tissue. Reporting where necessary to the sites Designated Individual any incident that may be considered a reportable incident (HTARI).

**3.8** ensure that when a Pathologist takes histology samples, he/she is responsible for their analysis. If they are not analysing these themselves, it is their responsibility to arrange transportation for them to be analysed at a laboratory of their choice. In such cases the council will not be liable for any transportation/courier fees.

**3.9** ensure the Pathologist confirms to the Coroner's Office that tissue and or organs have been disposed of in accordance with the directions of the family or other nominated person and that this is recorded in the final PME report in all cases where a tissue disposal form has been provided.

**3.10** ensure its Pathologists attend Inquests to give evidence when required to do so by the Coroner. When attending an Inquest to give evidence, the service providers pathologist will be paid as a 'professional witness' in accordance with the rates set out in Paragraph 5 of the Schedule to The Coroners Allowances, Fees and Expenses Regulations 2013.

**3.11** ensure that on no account whatsoever its Pathologists disclose or copy their PME reports to a third party (including hospital management, any consultant or other clinician) without the prior consent of the Coroner. However, if material has been removed from the deceased for transplant purposes before any PME has been conducted and, in the course of the examination, it becomes apparent that the deceased person suffered from a malignancy or other serious illness that might be relevant to the persons into whom the organs were transplanted, the Pathologist must advise the Coroner and the transplant coordinator as a matter of urgency so that the necessary information can be made available to the clinicians who care for the recipients of the transplanted material.

#### **4 Conduct, Behavior and Timekeeping of Pathologists**

The contractor shall:

**4.1** in discussion and agreement with Haringey Council put a system of appraisal in place whereby at six monthly intervals Haringey Council, the Senior Coroner and the two mortuaries can provide feedback on the timekeeping, conduct and behavior of the contractor's pathologists. Haringey Council reserves the right to remove a pathologist from the list if his/her timekeeping, conduct or behavior is unacceptable and/or does not conform to mortuary operating requirements.

**4.2** ensure that its Pathologists behave in a manner that shows dignity and respect to mortuary staff at all times,

**4.3** ensure that its Pathologists are punctual in their attendance at the mortuaries and if they are late for any reason, they must keep the mortuary informed with an ETA. Should a Pathologist not have a valid reason for the lateness that is acceptable to the mortuary, then the mortuary reserves the right to levy a charge to the contractor for any overtime incurred by its staff as a consequence of having to work beyond normal opening hours to complete the PME session list. The hourly rate applicable per APT is £50.

## **5 Complaints**

The contractor shall:

**5.1** put a written complains procedure in place which sets out the process to be followed for investigating and responding to complaints made by Haringey Council, the Senior Coroner, the mortuaries or a bereaved family and this must include the initial response time to acknowledge the complaint, and the formal response time as to when the complaint will be answered.

## **6 Performance Management**

The contractor shall:

**6.1** attend regular performance management meetings with Haringey Council. These will normally take place quarterly, but for the first 3 months of the contract these will be held monthly, but may be held more frequently if the Council deems it necessary. The exact dates, times and locations will be mutually agreed by both parties.

**6.2** The following (or their nominated representative(s)) will be expected to attend these meetings:

- The Council's Contract Manager
- The Service Providers Account Manager
- Any other parties as may from time to time be deemed to be relevant by the Council and the Provider.

**6.3** The meetings will be organised by the council's Contract Manager.

**6.4** Agenda items will normally be as follows:

- Service quality (including service issues such as complaints, incidents, service user feedback)
- Rota coverage
- Management data and invoicing
- Proposed agreement variations
- Local and national developments or intelligence that could have a bearing on the agreement
- Any other business

**6.5** Performance monitoring will be based upon a risk approach to determine the frequency and intensity of the meetings.

**6.6** Within 7 working days following each meeting the contractor's Account Manager will prepare minutes and submit these to the Council's Contract Manager for review and agreement within a further period of 7 working days. Where no response is received within

such period, the Council will be deemed to have agreed the content of the relevant minutes.

## **7 Key Performance Indicators (KPI's)**

The contractor shall:

**7.1** comply with the following KPI's and submit monthly monitoring reports to the Councils Contract Manager by the 15<sup>th</sup> day of each month for the preceding month.

<b><u>KPI</u></b>	<b><u>% requirement</u></b>
Provision of substitute Pathologist to cover absences	100%
Submission of short form PME report to Coroner's Office by the end of the same day after the PME session has concluded	100%
Submission of full and final PME report to Coroner's Office within 28 calendar days of conclusion of PME session	95%
Submission of timesheets to Coroner's Office within 5 working days of conclusion of PME session	100%
Submission of invoices that include only cases where the full and final PME report has been submitted to the Coroner's Office	100%
Completion of toxicology request form prior to leaving the mortuary after the PME session has concluded	100%

**7.2** Should the contractor's performance of any of the KPI's fall below the requirement, the council will require the contractor to submit a performance management plan (within 14 days of being so notified by the council), that outlines the steps and timescales that it proposes to take in order for it to be able to meet the KPI requirement. Failure to submit a performance management plan, or failure to meet the steps and timescales set out in the performance management plan may result in termination of the contract at the council's discretion.

This page is intentionally left blank

## METHOD STATEMENTS

**Name of Service Provider:** ..... (please enter)

<p>1.</p>	<p><b>MOBILISATION</b></p> <p>Please describe your contract mobilisation plans, to include timeline from date of contract award to the first day of service, how you will recruit (and retain) sufficient pathologists to service the contract, vetting, training and deployment of pathologists, and your procedures for the submission of timesheets and invoices.</p> <p><i>[Weight 10]</i></p>
	<p><i>Response</i></p>     <p><i>[Word Limit: 5000]</i></p>

[illegible]

3.	<b>COMPLAINTS INVESTIGATION</b>
	Please describe your procedures for the investigation of complaints about any aspect of the work of your Pathologists. Include how you would seek to address any complaints from the coroner's office, bereaved families (or the representatives) and the mortuary, identifying preventive measures, corrective remedies and how this may feed back into working practices in relation to delivery of this service. <i>[Weight 5]</i>
	Response:
	<i>[Word Limit: 2000]</i>

4.	<p><b>SERVICE RESILIENCE</b></p> <p>Please describe how you will ensure that any absences (planned or unplanned) of your regular Pathologists will be covered by a stand in Pathologist so that all Post Mortem Examination (PME) sessions at both mortuaries are always staffed, thus ensuring no delays to PME turnaround. This should include how you will manage last minute notifications to you of absence by a Pathologist e.g. due to sickness.</p> <p><i>[Weight 10]</i></p> <p>Response:</p> <p><i>[Word Limit: 2000]</i></p>
5.	<p><b>POST MORTEM EXAMINATION REPORTS AND KPI's</b></p> <p>Please describe how you will ensure that your Pathologists will adhere to the requirements of Clause 2.2 of the specification with regards to the submission of PME reports. This should also include submission of the short report form by the end of the day, immediately following the PME session.</p> <p>Please also describe the processes that you will put in place to ensure that the KPI's in 7.1 are met. Please include an example of a monthly report that details these KPI's.</p> <p><i>[Weight 5]</i></p> <p>Response:</p> <p><i>[Word Limit: 2000]</i></p>
6.	<p><b>SOCIAL VALUE</b></p> <p>Haringey Council is committed to the priorities set out in our borough plan and the equality of opportunity, fairness and quality of life for all. The council's commissioned and procured services should align to our vision and values and the supplier should be able to demonstrate how they can improve the economic, social and environmental wellbeing of our residents, businesses and other key stakeholders within the borough.</p> <p><i>The response should describe how your organisation would be able to support the council in delivering social value to the residents, businesses, and other key stakeholders. Where possible, align your examples to the vision and values set out in the council's Borough Plan and Equalities Principles. Also include any Environmental initiatives that support EDIT and directives set out by government e.g. COP26.</i></p> <p><u>NOTE: Please follow links to:</u></p> <p><u>Borough Plan - <a href="https://www.haringey.gov.uk/local-democracy/policies-and-strategies/borough-plan">https://www.haringey.gov.uk/local-democracy/policies-and-strategies/borough-plan</a></u></p>

	<p>Equalities Principles - <a href="https://www.haringey.gov.uk/local-democracy/about-council/equalities-haringey">https://www.haringey.gov.uk/local-democracy/about-council/equalities-haringey</a></p> <p>[Weight 10]</p>
	<p>Response:</p> <p>[Word Limit: 500]</p>

END

This page is intentionally left blank

**Please use this format only.**

**Note: Alteration to the format, or tenders submitted in an alternative format will be rejected.**

Cost Summary	Year 1	Year 2	Year 3	Year 4	TOTAL
<b>Direct Costs</b>					
Pathologist fee per postmortem	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Indirect Costs per postmortem</b>					
Mandatory training	£0.00	£0.00	£0.00	£0.00	£0.00
Appraisal and re-accreditation	£0.00	£0.00	£0.00	£0.00	£0.00
Vetting & ID	£0.00	£0.00	£0.00	£0.00	£0.00
Logistics	£0.00	£0.00	£0.00	£0.00	£0.00
Histology	£0.00	£0.00	£0.00	£0.00	£0.00
Administration	£0.00	£0.00	£0.00	£0.00	£0.00
Overheads	£0.00	£0.00	£0.00	£0.00	£0.00
Booking fee	£0.00	£0.00	£0.00	£0.00	£0.00
Other costs (please specify)	£0.00	£0.00	£0.00	£0.00	£0.00
Other costs (please specify)	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Fee per postmortem</b>	£0.00	£0.00	£0.00	£0.00	<b>£0.00</b>
This figure will be used for evaluation					

## Payment Terms

An invoice for a PME fee may only be submitted to the Council *after* the pathologist has emailed the full and final report to the coroner's office. If there are any cases on an invoice where the full and final report has not been received by the coroner's office, then the invoice will not be paid, and it will be withheld until the outstanding PME reports have been received. If the invoice is to be withheld the Council will notify the contractor accordingly. The contractor may choose to cancel the invoice and re-issue another invoice for those cases where the full and final report has been received and will notify Haringey Council accordingly in such cases. Invoices may be submitted weekly or monthly.

## Provision of Pathologists to the Coroner

### PRICING DOCUMENT

#### General Instructions for completing this Pricing Document

Please include ALL costs associated with the life of the contract.

Please quote prices for, and on the basis of the full initial 4-year term of the contract.

Failure to complete pricing table will result in a non-compliant bid.

Prices are to be quoted excluding VAT.

Prices are to be quoted in pounds sterling.

#### Price entry instructions

Please complete tab "Pricing Table". Complete cell in **red** only.

Your bid cost will be evaluated based on the total fee postmortem shown in the "Pricing Table" tab cell F25.

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is exempt

This page is intentionally left blank