METHOD STATEMENTS

Nan	ne of Service Provider: (please enter)
1.	MOBILISATION 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. [Weight 10]
	Response
	[Word Limit: 5000]
2.	WORKING RELATIONSHIPS Please describe how you will build strong and effective working relationships with the Coroner's Office and the two mortuaries. Please also include details of the appraisal procedure that you will put in place to satisfy clause 4.1 of the specification. [Weight 10]
	Response [Word Limit: 2000]
3.	COMPLAINTS INVESTIGATION 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. [Weight 5]
	Response:
	[Word Limit: 2000]

4.	SERVICE RESILIENCE		
	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.		
	[Weight 10]		
	Response:		
	[Word Limit: 2000]		
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5.	POST MORTEM EXAMINATION REPORTS AND KPI's 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.		
	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. [Weight 5]		
	Response:		
	[Word Limit: 2000]		

6. SOCIAL VALUE

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.

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.

NOTE: Please follow links to:

<u>Borough Plan - https://www.haringey.gov.uk/local-democracy/policies-and-strategies/borough-plan</u>

Equalities Principles haringey	https://www.haringey.gov.uk/local-democracy/about-council/equalities-
[Weight 10]	
Response:	
[Word Limit: 500]	

END