

Dear Sir/Madam

Thank you for your Freedom of Information request concerning request Business supplier directory /No next of Kin.

The Trust can provide the following information:

Part A

1. Please state, which business directory the trust uses when searching for suppliers.

The Trust does not use a specific business directory but sources its product through utilising its contracts procedures. Opportunities are advertised on Contract finder and those above the OJEU threshold are put out to European Union (OJEU) advertisement as is the statutory requirement.

2. Does a company need to have a listing in a particular business directory in order for the trust to consider the company as a potential supplier?

A potential supplier should consult TED for opportunities above OJEU threshold level currently £113057 and Contract finder for opportunities below this value.

3. What is the name of the online business directory used by the trust?

See answer to No.1

4. What is the procedure in setting up a business contract with the trust?

The supplier examines an OJEU portal such as TED or Tenders daily. They respond to an advertisement relating to supply in their field and formally express an Interest. A competitive process is held, which may involve a Request for Quotation exercise, a mini-competition, a restricted tender with Pre-Qualification stage or a full open tender. The competitive process held will be dependent on the potential value of the contract.

Whatever competitive process is held, suppliers will required to submit a proposal which could be a simple quotation or a detailed solution with offer. This depends on the complexity of the Trust's requirement. Usually there follows some form of evaluation of all the competing offers, the form of which normally laid out at the starting of the process. If after the evaluation stage a candidate supplier is successful, they will be sent an offer letter and normally respond confirming their *Incorporating hospital and community health services, teaching and research*

acceptance of the offer. A purchase order with NHS Terms and Conditions is sent or a contract with NHS terms and conditions is drawn up and then a Purchase order is sent. Detailed contracts are used for complex procurements but if the procurement is simple it may only require a Purchase order. The contracts are sent to the supplier for signature and then countersigned upon return by the Trust.

OJEU tenders have formalised procedures in relation to timetables, evaluation methodologies and rights of challenge to award decisions.

Part B

1. Which funeral director does the trust use? The Trust have a contract with a funeral director [co-op] who in turn have a contract with the city of London crematorium.

What is the reasoning for using this particular funeral director?

We have used the co-op for many years and offer a very good service at a competitive price

2. Is there a contract with this funeral director?

Yes

3. What is the name of the firm, company and/or individual used by the trust, in order to help find missing or unknown family members in order to arrange a funeral?

The local council and/or police. We do not use heir hunters or beneficiary tracing services

4. Is there a contract with this firm, company and/or individual? What is the reasoning for using this particular firm, company and/or individual?

We have a S.L.A. with the local council

5. If a funeral needs to take place and there are no family members or next of kin who can arrange the funeral, who is responsible for finding missing or unknown family members? Please provide contact name and details.

Bereavement officer /mortuary officer – which comes under the directorate of nursing- Chief Nurse & Director of Governance- Sheila Adam - Sheila.Adam@homerton.nhs.uk

6. Within the trust who refers information to the council, Duchy of Cornwall, Duchy of Lancaster, Ultimus Haeres, QLTR, Farrer & Co and/or Treasury Solicitor and/or Bona Vacantia, and/or ? Please provide name and contact detail

The Trust will only contact Treasury Solicitors if a patient has an estate of £500 or more, died without a will and without known entitled blood relatives. Referrals are made via the Patient Property Office which comes under the directorate of Finance- Jo Farrar- Director of Finance- Jo.Farrar@homerton.nhs.uk

7. Does the trust refer these deaths to the local council in which a public health funeral is necessary?

Yes

8. What are the contact details of the person (within the trust) who refers these deaths to the council?

Bereavement officer /mortuary officer – which comes under the directorate of nursing- Chief Nurse & Director of Governance- Sheila Adam - Sheila.Adam@homerton.nhs.uk

9a. Within the last 12 months, how many referrals has the trust made to either the council, Duchy of Cornwall, Duchy of Lancaster, Ultimus Haeres, QLTR, Farrer & Co and/or Treasury Solicitor (or Bona Vacantia)?

In the last 12 months we have referred 8 adults to the council and/or police, some of which have resulted in finding next of kin

9b. Of the cases that have been referred (to the above mentioned bodies), please provide:

- Date of referral made to any of the above mentioned bodies
- Reason for not referring to the above mentioned bodies
- The name of the deceased
- Date of death
- Last known address
- Place of death
- Date of birth
- Have family members and/or next of kin been contacted?

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The Trust is unable to provide this information as it is intended for future publication to the Treasury Solicitor and as such under section 22 of the Freedom of Information Act 2000 is exempt.

- Who contacted their family members and/or next of kin? (name and contact details)

The Trust is unable to provide this information as it is intended for future publication to the Treasury Solicitor and as such under section 22 of the Freedom of Information Act 2000 is exempt.

10. Are these details published online? No-see above Please provide URL and name of website.- N/A

11. Are obituaries published for these funerals, in order for friends and/or family members (who are not aware of the death) to attend the funeral? What is the name of the website/publication in which these obituaries are placed?

No

If you have any queries about this response please contact the information governance manager at foi@homerton.nhs.uk , in the first instance. If, following that, you still have any concerns, you may contact the Information Commissioner either by letter, FOI/EIR Complaints resolution, Wycliffe House, Water Lane, Wilmslow, Cheshire SM9 5AF, or by email www.informationcommissioner.gov.uk to take them further.

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Yours sincerely

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Information Governance Administrator

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