

# OFFICER DECISION NOTICE



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This notice is to be used for the following types of officer decisions. (Select one option).

**A.** Decisions taken by officers under a specific express delegation from Council or a Committee.

**B.** Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over £100,000.

<b>1. Title of decision:</b>	Bereavement Services – Purchase of new Administration Computerised System
<b>2. Date of the decision:</b>	28 August 2025
<b>3. The decision maker:</b>	Assistant Director for Policy, Change & Customer Services.

#### 4. Decision details:

To acquire a new cloud-based computerised administration system for Bereavement Services from PlotBox Cemetery and Crematorium Software. The capital cost is being funded by the CX programme and the annual licence fees from revenue.

Companies specialising in the provision of such systems were considered via the Crown Commercial Service G-Cloud 14 Call-Off Contract Framework and PlotBox was selected as the preferred supplier.

#### 5. Reasons for the decision:

The existing system is out of contract and a procurement process has been completed to select the new supplier and system.

The Contract value is £142,253 + VAT for the initial capital investment and 3 years subscription costs.

#### 6. Alternative options considered (if any) and rejected:

N/A – the service requires a system to support the statutory requirements relating to Bereavement services. Undertaking a procurement process has ensured the Council can secure a modern system at best value.

#### 7. List of open Background Papers:

N/A

#### 8. List of confidential or exempt Background Papers:

N/A

**9. Any other matters taken into consideration:**

<input type="checkbox"/> Legitimate expectation of consultation	<input checked="" type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input checked="" type="checkbox"/> Transparency of Information (FOI etc)	<input checked="" type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

**Details of the matters taken into account:**

The specification of requirements and evaluation of options identified PlotBox as the optimal supplier.

**10. Financial considerations**

The capital cost is being met by the CX Programme and the revenue costs from the Bereavement services revenue budget.

**11. Internal consultations**

Finance, Legal and Procurement teams have all supported the procurement process and have been consulted and confirmed agreement to the recommendation.