Further to your Information request FOI66861 please find your questions and our responses below:

**Part A (Martin)**

1. Please state, which business directory the council uses when searching for suppliers.
2. Does a company need to have a listing in the particular business directory in order for the council to consider the company as a potential supplier?
3. What is the name of the online business directory used by the council?
4. What is the procedure in setting up a business contract with the council?

**Part B (Lisa)**

1. Which funeral director does the council use? What is the reasoning for using this particular funeral director?
2. Is there a contract with this funeral director?
3. What is the name of the firm, company and/or individual used by the council, in order to help find missing or unknown family members?
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?
5. When there is a council funeral taking place, if the council does not use a solicitor firm or company, who is responsible for finding missing or unknown family members?
6. Within the council who refers information to the Duchy of Cornwall, Duchy of Lancaster, Ultimus Haeres, QLTR, Farrer & Co and/or Treasury Solicitor and/or Bona Vacantia? Please provide name and contact details.
7. Which hospitals refer deaths to the council in which a public health funeral is necessary?
8. What are the contact details of the person (within the hospital) who refers these deaths to the council?
9. Within the last 12 months, how many referrals has the council made to either the Duchy of Cornwall, Duchy of Lancaster, Ultimus Haeres, QLTR, Farrer & Co and/or Treasury Solicitor (or Bona Vacantia)?
10. 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?
- Who contacted their family members and/or next of kin? (name and contact details)

10. Are these details published online? Please provide URL and name of website.

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?

Response

Part A response

“The council does not use a Business Directory as such for searching for suppliers. The Council’s internal regulations mandate the use of the South East Business Portal for all RFQ (requests for quote) and tenders with a value over £10k. Our directory is then essentially built around responses to tenders and quotes, with the aspiration for prospective suppliers to register on the council’s e-tendering system (Bravo), see link below:-

https://www.localgovsourcing.co.uk/web/login.shtml

Setting up a contract with the council is generally via a competitive process, so recommend checking the South East Business Portal regularly, registering on the councils’ e-tendering portal, as well as getting in touch with the relevant council team by way of introduction to the ongoing business needs”.
Part B response

Please see attached

If you are unhappy with the information we have provided in response to your request please write to:

Information Management Team Manager
Royal Borough of Windsor & Maidenhead
Town Hall, St Ives Road
Maidenhead
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

We are proud to be one of the leading authorities in England for consistently responding to information requests within the 20 working days set down by statute. Information about our performance and summaries of requests received can be found on our website:

http://www.rbwm.gov.uk/web/foi_information_requests.htm

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.

Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.

Yours sincerely

David Davies
Information Management Officer
Legal Department
Corporate Directorate
Royal Borough of Windsor & Maidenhead
Town Hall, St.Ives Road
Maidenhead SL6 1RF