

<b>Report of</b>	<b>Assistant Chief Executive</b>	<b>Author</b>	<b>Hayley McGrath</b>
<b>Title</b>	<b>Request for Delegated Authority to Agree New Insurance Contract</b>		
<b>Wards affected</b>	Not applicable		

**This report requests that the Cabinet delegate the responsibility for agreeing the new insurance contract to the Portfolio Holder for Resources.**

**1. Decision(s) Required**

- 1.1 To delegate the responsibility for agreeing the new insurance contract to the Portfolio Holder for Resources,

**2. Reasons for Decision(s)**

- 2.1 The current contracts for insurance expire on 31 July 2016. A tender exercise is therefore currently being carried out by the Council's insurance brokers to obtain quotes for a new package. The results of this exercise are not scheduled to be available from the brokers until late June 2016, which will not allow sufficient time to be able to seek Cabinet approval for the new arrangements, and allow for any potential handover to a new supplier, prior to the expiry of the current contract.

**3. Alternative Options**

- 3.1 The alternative is to request approval of the new contract at the Cabinet meeting on 13 July 2016. Whilst this would be before the expiry of the current contract it would not allow for any handover arrangements to be put in place, if the supplier changes. This could result in the need for the current suppliers to extend cover for a period of time whilst new working processes are implemented, which they are under no obligation to do.

**4. Supporting Information**

- 4.1 The current total annual insurance premium is in the region of £650,000.
- 4.2 The Council's insurances are presently split over a number of providers, with one insurer providing the majority of covers and then various other companies providing more specialist insurances. The tender has been split into separate 'lots' for each cover type, which will enable interested providers to quote for either individual policies or the whole contract, depending on the nature of their business. This allows the Council to mix and match policies to put together the most advantageous package in terms of premium and cover levels.
- 4.3 It is anticipated that we will enter into three year contracts, possibly with an option to extend for a further two years.

## **5. Proposals**

- 5.1 It is proposed that once the final analysis and recommendations are received from the brokers a report will be prepared for the Portfolio Holder for Resources requesting authorisation to agree contracts with the relevant insurers.

## **6. Financial implications**

- 6.1 There are no financial implications from running the tender process however there may be increased costs for the new contracts.

## **7. Equality, Diversity and Human Rights implications**

- 7.1 There are no equality, diversity and human rights implications. All insurers will be requested to submit details of their equality and diversity policies as part of the tender.

## **8. Risk Management Implications**

- 8.1 If the request to delegate the authority to a Portfolio Holder is not agreed there is the possibility that the Council will subject to increased operating costs whilst new processes are implemented.

## **9. Other Standard References**

- 9.1 There are no particular references to the Strategic Plan; publicity or consultation considerations; or community safety or health and safety implications, but the maintenance of adequate insurance cover is an important aspect of discharging council services.