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### EXECUTIVE DECISION RECORD

<b>A1</b> Service Area	Financial Services
<b>A2</b> Title	Award of main Insurance Contract for the Council for the period 29 <sup>th</sup> September 2020 for 3 years with the further option to extend for 2 years.
<b>A3</b> Decision Taken By	Leader
<b>A4</b> Chief Officer	Please print name: Sal Khan  Please sign name: <a href="#">Approval by email 100920</a>
<b>A5</b> Leader / Deputy Leader	Please print name: Councillor D H Goodfellow  Please sign name: <a href="#">Approval by email 110920</a>
<b>A6</b> Date of Decision	11/09/2020

### Confidentiality

<b>A7</b> Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
<b>A7.1</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A

### Scrutiny

<b>A8</b> Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Audit & Value for Money Council Services) Committee	✓
Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee	<input type="checkbox"/>

<b>B1</b> What is the Decision?	To award the contract for the provision of Insurance Services as per the Tender Evaluation process to Zurich Municipal on a Full Package basis.
<b>B2</b> What are the reasons for the Decision?	<p>A tender process has been undertaken for the provision of the main Insurances for the Council and has been conducted following the Public Contracts Regulations 2015 and using the Crown Commercial Services Framework - RM6138 Insurance Services 3. This has been undertaken in conjunction with Arthur J Gallagher Insurance Brokers Ltd, who are the Council's appointed Insurance Broker. The provision will be under a Long Term Agreement basis for 3 years with the further option of 2 x 12 months extension periods, effective from 29<sup>th</sup> September 2020. A separate exercise is being undertaken for the covers in respect of Terrorism and Fine Arts cover, due to the specialist nature of these policies.</p> <p>The invitation to tender was split into individual lots for the different classes of Insurance and included an overall package lot, this was issued to Insurers as per the CCS Framework, with the following providers submitting responses and quotations:</p> <p>Protector Risk Management Partner (RMP) Travelers Zurich Municipal</p> <p>An Evaluation exercise has been carried out by the Council's Officers in conjunction with the appointed broker. The objective of the exercise was to award the contract on the basis of the most economically advantageous tender, based on the Award Criteria and weighting. This was split with 55% weighting on Price, with the remaining 45% comprising of Scope of Cover provided, Claims Handling Services, Underwriting Services and Added Value Services offered.</p> <p>As a result of this exercise and in line with the Brokers recommendations, the contract be awarded to Zurich Municipal as their submission for the package lot obtained the highest overall score. Their full package proposal was the most competitive of all submissions from a combined pricing and cover perspective. By placing the whole range of covers in a package with one main Insurer also means that they are able to offer an overall package discount, which clearly keeps the price competitive.</p> <p>There are also further benefits to the Council for placing the whole range of covers in a package with one Insurer under a Long Term Agreement as they will have more scope to be able to offset any potential increases in premiums across other types of cover in future years. It also means that Council Officers have a clear line of communication on a day to day basis with one Insurer and their relevant teams.</p>

<b>B3</b> What are the contributions to Corporate Priorities?	The provision of insurance cover is a key element of effective risk management within the organisation and underpins to all corporate priorities.
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

### Financial Implications

<b>B5</b> What are the financial implications?	<p>The main financial issues arising from this decision are as follows:</p> <p>The total cost of the Insurance Premium package placed with Zurich Municipal is £197,562.74. Insurance Premium Tax of 12% applicable to the premiums, equating to £23,584.84 for 2020/21.</p> <p>Future year premiums are subject to Renewal Terms and conditions but the premium rates for subsequent renewals have been guaranteed by Zurich Municipal for the duration of the Long Term Agreement.</p> <p>The budgeted position for 2020/21 is approximately £278,000.</p>
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<b>Revenue</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Premiums	197,563	203,490	209,595
IPT	<u>23,585</u>	<u>24,419</u>	<u>25,151</u>
	<u>221,148</u>	<u>227,909</u>	<u>234,746</u>
Budget	278,000	278,000	278,000
(Saving)	(56,852)	(50,091)	(43,254)

<b>Capital</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>

The finance section has been approved by the following member of the Financial Management Unit:	<p>Please print name: Lisa Turner</p> <p>Please sign name: <a href="#">Approval by email</a> 100920</p>
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### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	NA
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	NA

### Equalities Implications

<b>B8</b> What are the Equalities implications:
<b>B8.1</b> Positive (Opportunities/Benefits): N/A
<b>B8.2</b> Negative (Threats): N/A
<b>B8.3</b> The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
<b>B8.4</b> The equality impact assessment identified the following actions to be carried out: N/A

### Risk Assessment

<b>B9</b> What are the Risk Assessment implications:
<b>B9.1</b> Positive (Opportunities/Benefits): Effective insurance cover mitigates the financial liability of claims against the Council.
<b>B9.2</b> Negative (Threats): N/A
<b>B9.3</b> The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

## Legal Considerations

<b>B10</b> What are the Legal Considerations:	
<b>B10.1</b> There are no significant legal issues arising from this decision.	
This section has been approved by the following member of the Legal Team:	Please print name: Angela Wakefield  Please sign name: <a href="#">Approval by email 100920</a>

## Sustainability Implications

<b>B11</b> What are the Sustainability implications:
<b>B11.1</b> The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures).
<b>B11.2</b> Positive (Opportunities/Benefits): N/A
<b>B11.3</b> Negative (Threats): N/A

## Health & Safety Implications

<b>B12</b> What are the Health & Safety implications:
<b>B12.1</b> A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
<b>B12.2</b> Any financial implications to mitigate against these hazards and risks are considered above.
<b>B12.3</b> Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below N/A
<b>B12.3.1</b> Positive (Benefits) N/A

**B12.3.2 Negative (Threats)**

N/A

## Key Decision

<b>B13</b> Is this a Key Decision?	Yes
<b>Note: A Key Executive Decision is one where:</b>	
<ol style="list-style-type: none"> <li>1. <b>REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000</b></li> <li>2. <b>CAPITAL – Any capital project with a value in excess of £150,000</b></li> <li>3. <b>A decision which significantly affects communities living or working in an area comprising two or more wards.</b></li> </ol>	
<b>B13.1</b> If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	No
<b>B13.2</b> If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

**NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.**

Please send the original signed document to [andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)