

**URGENT DECISION FORM**

**TO BE UPLOADED ON TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 6-March-2025	<b>Ref No:</b>
<b>Type of Decision:</b>	
<b>Cabinet Decision</b>	<b>Council Decision</b>
<b>Key</b>	<b>Non-Key</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Subject matter:</b>	
Insurance Contract(s) Award	
<b>Reason for Urgency:</b>	
<p>There is no option to extend the existing insurance arrangements beyond the 31 March 2025 and as the Council would be at risk of significant claims, an urgent decision is now required to have new policies awarded and in place from the 1 April 2025.</p> <p>Following a tender exercise, the evaluation process has been performed and enquiries made on conditions / subjectives from proposed bidders, an urgent decision is now required to move forward with the proposed winning bidders to have agreements completed and policies in place from 1 April 2025.</p>	
<b>Freedom of Information Status</b>	
<b>Equality Impact Assessment</b>	NO
<p>[Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]</p>	

**Decision taken:**

To approve the award of a contract to the winning bidder for each policy advertised (11 LOTS), for the period of three years from 1 April 2025 to 31 March 2028 with the right to extend, at the discretion of the Council, for a further 2 years on a 1 + 1 year basis.

The insurance policies required were advertised in 11 separate LOTS, The table below shows the category of insurance required and the year 1 & cumulative 5 year cost of the winning bid, after evaluation, which took into account price and quality criteria, as set out in the Invitation to Tender document, which was made available to all bidders at the beginning of the tender exercise.

LOT Number	Policy	Total Year 1	Cumulative Total 5 Years	Winning Bidder
1	Property General and Housing	£427,933	£2,139,665	Zurich
2	Commercial and Industrial Property	£108,233	£541,165	Zurich
3	Casualty	£570,080	£2,850,400	RMP
4	Motor	£416,179	£2,080,895	Zurich
5	PA and Travel	£8,190	£40,950	RMP
6	Crime	£23,023	£115,115	MAVEN
7	Medical Malpractice	£11,646	£58,230	RMP
8	Terrorism	£51,520	£257,600	RMP
9	Computers	£1,230	£6,150	RMP
10	Hired in Plant	£4,500	£22,500	RMP
11	Engineering Insurance and Inspection	£36,696	£183,480	RMP
		<b>£1,659,230</b>	<b>£8,296,150</b>	

The year 1 cost of all 11 LOTS totals £1,659,230 and cumulative 5-year cost of all 11 LOTS totals £8,296,150. The 5-year total does not reflect any changes which may be needed each year, e.g. adjustments for RPI, or any significant changes to coverage that may need to be made during the five-year period

<b>Decision taken by:</b>	<b>Signature:</b>	<b>Date:</b>
Chief/Senior Officer/Cabinet Chair	Cllr O'Brien	06/03/25
Chief Accountant, Finance	S Peet	06/03/25
<b>After consultation with:</b>		
Cabinet Member (if a Key Decision) or Chair or Lead Member (as appropriate)	Cllr Thorpe	07/03/25
If it is a Key Decision, the Chair of Scrutiny Committee to agree that the decision cannot be deferred	Cllr Venon	07/03/25

<p>Opposition Leader or nominated spokesperson (Council Decision) or</p> <p>Leader or Majority Group Member on Overview and Scrutiny Committee (if a Key Decision) to agree that the decision cannot be deferred</p>	<p>Cllr Bernstein</p>	<p>07/03/25</p>
<p>Leader of second largest Opposition Group (if a Key/Council Decision) to agree that the decision cannot be deferred</p>	<p>Cllr M Smith</p>	<p>07/03/25</p>

Report Author: Simon Peet  
Job Title: Assistant Director of Finance  
Date: 6 March 2025