

<b>Title of Report:</b>	<b>Insurance Tender</b>
<b>Report to be considered by:</b>	Executive
<b>Date of Meeting:</b>	6th September 2012
<b>Forward Plan Ref:</b>	EX2520

**Purpose of Report:** To request that the Executive gives delegated authority to approve contract(s) award for the Council's insurances to the Head of Finance - in consultation with the Head of Legal Services and the Portfolio Holder for Insurance.

**Recommended Action:** The Executive resolves to delegate to Head of Finance authority to approve the tender process as contained in the report and enter into various insurance contracts with the successful bidders in consultation with the Portfolio Holder for Insurance and the Head of Legal Services.

**Reason for decision to be taken:** to ensure the Council has sufficient time to properly evaluate the insurance tenders

**Other options considered:** none

**Key background documentation:** none

The proposals will help achieve the following Council Strategy principle:

**CSP6 - Living within our means**

The proposals contained in this report will help to achieve the above Council Strategy principle by:

Ensuring the Council accepts the most economically advantageous tenders for the Council's insurances

Portfolio Member Details	
<b>Name &amp; Telephone No.:</b>	Councillor Joe Mooney - Tel (0118) 9412649
<b>E-mail Address:</b>	jmooney@westberks.gov.uk
<b>Date Portfolio Member agreed report:</b>	01 July 2012

Contact Officer Details	
<b>Name:</b>	Ian Priestley
<b>Job Title:</b>	Chief Internal Auditor
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<b>E-mail Address:</b>	ipriestley@westberks.gov.uk

## Implications

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**Policy:** none

**Financial:** none

**Personnel:** none

**Legal/Procurement:** The Procurement exercise is being carried out in compliance with the Council's Constitution and the Public Contract Regulations 2006 (as amended).

**Property:** none

**Risk Management:** none

**Equalities Impact Assessment:** none required

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	
Report is to note only	<input type="checkbox"/>	

# Executive Report

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## 1. Introduction

- 1.1 The Council's existing insurance arrangements end on the 31st October 2012. New arrangements are required to replace them.
- 1.2 The Tender process was started in February this year. Tenders were invited on 27th June and the closing date for receipt of tenders set at 1st August.
- 1.3 The value of the contract(s) is likely to be around £600,000 pa,

## 2. Evaluation process

- 2.1 The tender process has been managed by the Council, Ian Priestley, Chief Internal Auditor, Marina Billinge Jones, Senior Insurance Officer and Mike Sullivan, Procurement Officer, supported by Geoff Dunn from the Council's insurance brokers, Jardine Lloyd Thompson. The Portfolio Holder for Insurance has been consulted throughout the process
- 2.2 The following classes of are covered by the process:
  - (1) Property
  - (2) Liability, including claims handling.
  - (3) Motor
  - (4) Engineering
  - (5) Group Personal Accident
- 2.3 Each of the above classes of insurance were offered as individual "lots", and will be evaluated separately.
- 2.4 The insurance covers the Council and the Council's schools that choose to buy cover from the Council through the Fair Funding arrangements.
- 2.5 The evaluation aims to identify the most economically advantageous tender for the Council for each "Lot". In summary each "Lot" has been evaluated through a combination of price and quality. The balance of price and quality varies from "Lot" to "Lot". Some or all of the following quality elements, depending on the cover, were assessed:
  - (1) Assessment of policy cover
  - (2) Claims handling
  - (3) Risk Management advice
  - (4) Administration / experience
  - (5) Service delivery

### **3. Request for delegated authority**

- 3.1 The tender evaluation process will be complex and may well require the Council to obtain clarification from tenderers. This means that it will be difficult for officers to meet the deadlines set by the meetings of the Executive, and at the same time ensure a robust evaluation has taken place.
- 3.2 In addition a stand still period of 10 days is required once the contract(s) has been awarded and there will also be time required for a handover / mobilisation for the incoming insurer(s).
- 3.3 The most effective way to manage this process, within the timescales of the tender process, is to provide the Head of Finance with delegated authority to approve the contract(s), in consultation with the Portfolio Holder for Insurance.

### **4. Recommendation**

- 4.1 The Executive resolves to delegate to Head of Finance authority to approve the tender process as contained in the report and enter into various insurance contracts with the successful bidders in consultation with the Portfolio Holder for Insurance and the Head of Legal Services.

## **Appendices**

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Appendix A – Equality Impact Assessment – Stage 1

### **Consultees**

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**Local Stakeholders:** N/a

**Officers Consulted:** Shiraz Sheikh (Procurement & Contracts Solicitor);  
Mike Sullivan (Procurement Officer)  
Corporate Board

**Trade Union:** N/a

## APPENDIX A

### Equality Impact Assessment – Stage One

<b>Name of item being assessed:</b>	Insurance Tender
<b>Version and release date of item (if applicable):</b>	
<b>Owner of item being assessed:</b>	Ian Priestley
<b>Name of assessor:</b>	Ian Priestley
<b>Date of assessment:</b>	23 July 2012

<b>1. What are the main aims of the item?</b>
To provide delegated authority to the Head of Finance to award the Council's contract(s) for insurance

<b>2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this.</b>
none		
<b>Further comments relating to the item:</b>		
None		

<b>3. Result</b> (please tick by clicking on relevant box)	
<input type="checkbox"/>	<b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	<b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/>	<b>No Relevance</b> - This <b>does not</b> need to undergo a Stage 2 Equality Impact Assessment

**For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.**

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:** Ian Priestley

**Date:** 23 July 2012