

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted : None

SERVICE DIRECTORATE: *Resources*

1. DECISION TAKEN

To award the contract for the Council's Liability insurance to Zurich Municipal from 1 April 2021 for two years with a further three year option.

2. DECISION TAKER

Ian Couper, Service Director: Resources

3. DATE DECISION TAKEN:

30th March 2021

4. REASON FOR DECISION

The successful insurer provided the Council with the most economically advantageous contract.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 None, this was the most economically advantageous tender received.

5.2 The submitted tender included the option of management consultancy, at an additional cost. This offer was not taken up as it was considered that it did not offer good value for money.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

6.1 None.

7. FORWARD PLAN

7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 The contracts for the Council's Liability Insurance expires on 31 March 2021. The YPO Framework was used to obtain quotations for the Council's Liability insurance arrangements. The tenders received were evaluated on a 60% cost 40% quality basis.

9. LEGAL IMPLICATIONS

9.1. Under 14.6.4 (a) (ii) of the Constitution a Service Director is delegated the following functions, powers and duties for their respective service areas: Entering into

contracts to carry out works and/or for the supply of goods and services within approved budgets. Paragraph 14.6.11 (b) (vi) details that for the Service Director: Resources this includes insurance.

9.2. This contract was let in accordance with the Council's Contract and Procurement rules.

9.3. Contracts must be let in accordance with the Contract Procurement Rules and paragraph 7.13 of the rules requires the publication of a Decision Notice for any contract with a value of above £50,000.

10. FINANCIAL IMPLICATIONS

10.1 The annual premium (for 2021/22) is lower than the existing premium and is therefore within budget.

10.2 See Part 2 decision notice.

11. RISK IMPLICATIONS

11.1 Insurance is a financial risk transfer. The Council has transferred these insurable risks for a known premium spend.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 There are no equalities implications in relation to this decision.

13. SOCIAL VALUE IMPLICATIONS

13.1 *The Social Value Act and "go local" policy do not apply to this decision.*

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to this decision.

15. HUMAN RESOURCE IMPLICATIONS

15.1 There are no HR implications in relation to this decision.

16. BACKGROUND PAPERS

16.1 None

17. APPENDICES

17.1 None

NOTIFICATION DATE

Date sent to all Members, put on website and appears in MIS – Friday 9th April

Signature of Executive Member ConsultedN/a.....

Date

A handwritten signature in black ink, appearing to be 'D. J. ...', written over a horizontal dotted line.

Signature of Decision Taker

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS