



## Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

### 1. Cabinet date and copy resolution this key decision relates to

Award of the contract(s) for the Provision of Insurance Coverage and Associated Services (Excluding Insurance Broker Services) for North East Lincolnshire Council

On the 16<sup>th</sup> February 2022 Cabinet resolved that (DN. 121 Procurement of Insurance Services):

1. Approves the commencement of a procurement exercise for the Insurance Services.
2. Delegates responsibility to the Executive Director of Environment, Economy and Resources in consultation with the Deputy Leader and Portfolio Holder for Finance, Resources and Assets to deal with all matters leading to and including the award of the contract(s) for the Insurance Services.
3. Authorises the Assistant Director Law, Governance and Assets (Monitoring Officer) to complete and execute all legal documentation in connection with the award.

### 2. Subject and details of the matter (to include reasons for the decision)

Approval to award the contracts for the provision of Insurance Coverage and Associated Services (Excluding Insurance Broker Services) for North East Lincolnshire Council.

The estimated combined whole life value is £2,957,750.60 (excluding insurance premium tax at 12%) subject to the Council's circumstances/requirements changing, prevailing inflation rates, adverse changes to the Council's claims record during the life of the contracts, or a major event occurs during the contract which affects the insurance market.

The maximum duration of the contracts is 60 months.

The Council's insurance requirements were split into the following lots:

Lot 1 - Property Combined

Lot 2 - Computers

Lot 3 - Casualty

Lot 4 - Crime

Lot 5 - Motor Fleet

Lot 6 – Engineering Services

Lot 7 – Fine Art

A further competition was run via the YPO Dynamic Purchasing System Tender for The Provision of Insurance Placement (978).

Following conclusion of the evaluation process the following tenderers identified in section 3 Decision Being taken have been identified as the most economically advantageous tenderers and approval is sought to award the relevant contracts to them.

Lot 7 – Fine Art - Recommendation is to not award because no compliant submissions were received. A separate procurement process for this insurance will be run in line with the Contract Procedure Rules.

### **3. Decision being taken**

That the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets approves award of the contracts for the Insurance Coverage and Associated Services

(Excluding Insurance Broker Services) for North East Lincolnshire Council to the following providers for a maximum 60 months:

Lot 1 - Property Combined - Risk Management Partners Limited

Lot 2 – Computers - Risk Management Partners Limited

Lot 3 – Casualty - Zurich Municipal

Lot 4 – Crime - Risk Management Partners Limited

Lot 5 - Motor Fleet - Zurich Municipal

Lot 6 – Engineering Services - Zurich Municipal

That the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets approves the non-award of the Lot 7 – Fine Art – and for a separate procurement process to be run in line with the Contract Procedure Rules for Fine Arts insurance.

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency. Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.**

No.

#### **5. Anticipated outcome(s)/benefits**

The contracts for the Insurance Coverage and Associated Services (Excluding Insurance Broker Services) for North East Lincolnshire Council are awarded via a further competition under the YPO Dynamic Purchasing System Tender for The Provision of Insurance Placement (978) to the following providers for a maximum of 60 months:

Lot 1 - Property Combined - Risk Management Partners Limited

Lot 2 – Computers - Risk Management Partners Limited

Lot 3 – Casualty - Zurich Municipal

Lot 4 – Crime - Risk Management Partners Limited

Lot 5 - Motor Fleet - Zurich Municipal

Lot 6 – Engineering Services - Zurich Municipal

The contract for Lot 7 – Fine Art is not awarded, and a separate procurement process is run in line with the Contract Procedure Rules for Fine Arts insurance.

**6. Details of any alternative options considered and rejected by the officer when making the decision** (this should be similar to original cabinet decision)

None at this stage as any decision not to award would be adverse and not in the interests of the Council.

**7. Background documents considered** (web links to be included and copies of documents provided for publishing)

Cabinet decision (DN. 121) Procurement of Insurance Services

**8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments (Monitoring Officer or nominee)**

The decision to award is consistent with the Cabinet decision and delegations. The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by relevant officers. Legal Services will support the completion of the contractual documentation on award.

**11. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The procurement process helps ensure the Council achieves best value for money from insurance services. Any additional cost will be reflected in future budgets set for insurance and incorporated into the Medium Term Financial Plan.

**12. Human Resource Comments (Head of People and Culture or nominee)**

There are no HR implications

**13. Risk Assessment (in accordance with the Report Writing Guide)**

The risk of the Council having inappropriate, or no insurance is a significant financial, reputational and service risk and may result in some services not being able to be delivered effectively.

As referred to in section 2 of this officer decision record, there is a risk that the contract values may increase during the life of the contracts due to the Council's circumstances/requirements changing, prevailing inflation rates, adverse changes to the Council's claims record during the life of the contracts, or a major event occurs during the contracts which affects the insurance market. This will be managed in line with Council processes.

**14. Has the Cabinet Tracker been updated with details of this decision?**

Yes

**15. Decision Maker(s):**

Name: Sharon Wroot

Title: Executive Director of  
Environment, Economy and  
Resources

Signed: REDACTED

Dated: 20<sup>th</sup> September 2022

**16. Consultation carried out with  
Portfolio Holder(s):**

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance,  
Resources and Assets

Signed: REDACTED

Dated: 20<sup>th</sup> September 2022

**17. If the decision is urgent then  
consultation should be carried out  
with the relevant Scrutiny  
Chair/Mayor/Deputy Mayor**

Name:

Title:

Signed:

Date