

Oversight and Governance

Chief Executive's Department
Plymouth City Council
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Published 05/12/25

Delegated Decisions

Delegated Executive/Officer Decisions

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on Friday 12 December 2025. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at https://modgov/mgDelegatedDecisions.aspx
- on the Council's website at https://tinyurl.com/3hwmppzp

The decision detailed below may be implemented on 15 December 2025 if it is not called-in.

Delegated Decisions

- I. Councillor Jemima Laing, Deputy Leader of the Council, and Cabinet Member for Children's Social Care, Culture and Communications (Acting Leader):
 - I.a. DL07 25/26 Insurance Contracts from 01 April 2026

(Pages I - 22)

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number - DL07 25/26

Decision I Title of decision: Insurance Contracts from 01 April 2026. Decision maker: Councillor Jemima Laing (Deputy Leader & Cabinet Member Cabinet Member for Children's Social Care, Culture and Communications) (Acting Leader). Report author and contact details: Julie Steer (Insurance Manager) Julie.steer@plymouth.gov.uk Tel 304921 Decision to be taken: I. To approve the Business Case;

- 2. To authorise the procurement process;
- 3. Delegates the award of the contract(s) to the Service Director for Finance, where they do not already have authority to do so.

5 Reasons for decision:

The current contracts cannot be extended any further. Long term agreements in respect of the Council's current insurance contracts expire on 31 March 2026 and there is an ongoing requirement for insurance services. This decision is to ensure that insurance contracts are awarded on time to avoid any gaps in cover when the council is not insured. A contract of five years with the option to extend is the preferred option due the following: Entering a longer agreement when rates are lower will provide longer term financial stability and less risk of exposure to premium volatility Local government reorganisation.

6 Alternative options considered and rejected:

- I. Not to award a new contract the current contracts cannot be extended any further and the Council cannot be uninsured.
- 2. To award a shorter contract premiums could rise and would result in higher costs to the Council
- **Financial implications and risks:** It is not possible to predict the outcome of the tender with any degree of certainty, however an allowance has been made in the 26/27 budget for potential increases based on current market conditions. The project is predicted to require £8,500,000 revenue funding over 5 years, and up to £12,000,000 if option to extend is exercised as per Business Case.

(NB: recommended to undertake a minimum of a 5-year contract to take the Council through the Local Government Reorganisation)

The Council cannot find itself without insurance cover at I April 2026. In the absence of financial protection against material losses or compensation claims, it could incur substantial costs for which there would be no mitigating insurance cover. In addition, some classes of insurance are a legal requirement.

8	Legal Implications: Certain insurances are a legal requirement (Employers' Liability and Fidelity Guarantee). Other insurances cover the Council's assets and legal liabilities, transferring the financial risk to the insurer rather than exposing the Council to a catastrophic loss and/or series of claims.				
9	Is the decision a Key Decision?	Yes	No	Per the Constitution, a key decision is one which:	
	(please contact <u>Democratic</u> <u>Support</u> for further advice) Please type an X into the relevant boxes		x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3 million in total	
		X		in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million annually	
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	Proc		ntracts Commencement of Process	
10	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This of the Collegiting the in	This decision will ensure continuity of insurance protection of the Council's assets and provide financial protection against legitimate claims for insurable losses. Provision for the cost of the insurance programme is built into the Medium Term Financial Plan.		
11	Please specify any direct environmental implications of the decision (carbon impact)	None	}		
Urge	ent decisions				
12a	Is the decision urgent and to be implemented immediately in the interests of the Council or the			(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)	
	public? Please type an X into the relevant box	No	X	(If no, go to section 13a)	
I2b	Reason for urgency:				
I2c	Scrutiny Chair Signature:		Date		
	Scrutiny Committee name:				

	Prin Nan	_						
Con	sultat	ion						
13a			r Cabinet members'	Yes	x			
	portfolios affected by the decision? Please type an X into the relevant box			No		(If no go to section	14)	
I3b			Cabinet member's	Clln M	ork Loven	y (Cabinat Mambar for	c Einanca)	
130			fected by the decision?	CIII 11	Cllr Mark Lowry (Cabinet Member for Finance)			
13c	Date	Cabinet	member consulted	26/11/	26/11/25 & 3/12/25			
14			net member declared nterest in relation to	Yes		If yes, please discuss v	vith the Monitoring	
	the decision? Please type an X into the relevant box			No	X			
15			rate Management	Name	<u> </u>	Ian Trisk-Grove		
	Tear	Team member has been consulted?		Job tit	tle	Service Director for Finance		
				Date consu	lted	1/10/25, 16/10/25, 26/	/11/25, 27/11/25	
Sign	-off							
16	Sign off codes from the relevant departments consulted:			Democratic Support (mandatory)			JS47 25/26	
				Finance (mandatory)			ITG.25.26.092	
					(manda	tory)	LS/00001312/1/AC/1/1 2/25	
				Procurement (if applicable)			KK/PS/805/ED/12/25	
				Corporate property (decisions involving Council owned land or facilities) (if applicable)			N/A	
				Huma	an Resou	urces (if applicable)	N/A	
Арр	endic	es						
17	Ref.	. Title of appendix						
	Α	Business	ess Case for Insurance Renewal					
	В	Equalities	Impact Assessment					
	С	Climate I	mpact Assessment					
Con	fident	ial/exem	pt information					

18a	confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II' briefing report and indicate why it is not for publication by virtue of Part 1 of Schedule 12.			t for É		
	Please type an X into the relevant box	No	x	the rele (Ke	the Local Government Act 1972 by ticking relevant box in 18b below. (Keep as much information as possible in oriefing report that will be in the public do		ing the n the		
		Exemption Paragraph Numb				mber	nber		
		I	2		3	4	5	6	7
I8b	Confidential/exempt briefing reportitle:	t							
Back	kground Papers								
Please list all unpublished, background papers relevant to the decision in the table below.									
19	' '	•							t, which
19	Background papers are <u>unpublished</u> wor disclose facts or matters on which the rethe information is confidential, you must Schedule 12A of the Local Government A	ks, relied eport or a indicate	on to an imp why it	a ma portan is no king	aterial e nt part ot for p the rele	extent in post of the would be worth work to work the work to work the work	oreparing ork is base by virtue	the repored. If some	e/all of
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Cabi	Background papers are unpublished word disclose facts or matters on which the rethe information is confidential, you must Schedule 12A of the Local Government A. Title of background paper(s) inet Member Signature I agree the decision and confirm that it is Corporate Plan or Budget. In taking this promote equality of opportunity, elimina people who share protected characterists.	ks, relied eport or a indicate Act 1972 I a not condecision te unlawiccs under	on to an imp why it by tic trary t I have ful disc r the E	to the giver	e Countries Actives Actives	extent in pof the would be considered and box and box and box and box and box and box and prome	preparing ork is base by virtue. Traph Nu Traph Nu Traph S Y and budgethe Counce good and those	the reported. If some of Part I of P	vork,

BUSINESS CASE



Insurance Contracts from 01 April 2026.

EXECUTIVE SUMMARY

Long term agreements in respect of the Council's current insurance contracts expire on 31 March 2026 and there is an ongoing requirement for insurance services.

The only option available to the Council after full consideration of all alternatives and to ensure all Legal and Procurement Regulations are complied with is to proceed with an OJEU compliant tender.

Key risks

The Council cannot find itself without insurance cover at I April 2026. In the absence of financial protection against material losses or compensation claims it will incur substantial costs for which there would be no mitigating insurance cover. In addition, some classes of insurance are a legal requirement.

Recommended decision

It is recommended that the Deputy Leader of the Council:

- Approves the Business Case
- Authorises the procurement process
- Delegates the award of the contract(s) to Service Director for Finance, where they do not already have authority to do so

SECTION I: PROJECT DETAIL						
Project Value (indicate capital or revenue)	£8,500,000 – over 5 years impacting the Revenue budget and up to £12,000,000 if option to extend is exercised as per Business Case (NB: recommended to undertake a minimum of a 5-year contract to take the Council through the Local Government Reorganisation)	Contingency (show as £ and % of project value)	N/a -tender process to deliver best value renewal premiums. Budget to be incorporated into the overall 2026/27 setting process			
Programme	N/a	Directorate	Finance			
Portfolio Holder	Cllr Mark Lowry, Finance	Service Director	Ian Trisk-Grove			

Senior Responsible Officer (client)	Julie Steer	Project Manager	Julie Steer
Address and Post Code	Insurance Manager	Ward	N/a

Current Situation: (Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)

Long term agreements in respect of the Council's current insurance contracts expire on 31 March 2026 and there is an ongoing requirement for insurance services.

The Council cannot find itself without insurance cover at I April 2026. This is because it will acquire very large financial risks for which there would be no mitigating insurance cover. In addition some classes of insurance are a legal requirement.

Proposal: (Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) **and**

(What would happen if we didn't proceed with this scheme?)

Traditionally the contracts have been placed on a 3 year basis (with the option to extend for a further 2 years should premium rates remain favourable) in order to attract competitive premiums and to give greater budget stability. Traditionally the option to exercise the extensions has been adopted.

As it is not possible to extend the existing contracts any further the Council has no option other than to go to tender. This can be achieved through various frameworks available. The YPO Framework was the route taken for the last tender exercise and all insurers that can access it have been vetted as part of the process.

Option I – Tender for a 3 year contract with the option to extend for 2(1+1)

Option 2 – Tender for a 5 year contract with the option to extend for 2 (1+1)

Option I above has been considered, however, the Council's Insurance Consultants have recommended a 5 year contract for two main reasons. Firstly, the current market is soft and therefore premiums could begin to rise during this timeframe. Entering a longer agreement when rates are lower will provide longer term financial stability and less risk of exposure to premium volatility. Secondly, a 5 year agreement will ensure continuity of cover during and after Local Government Reorganisation. This means that should the Council's risk change, the Council will not have to face presenting a new risk profile to the market at the risk of increased rates and/or the possibility of reduced insurer appetite to insure altogether. A 5 year contract should ensure that it will still be in place should LGR be delayed beyond 2028.

Why is this your preferred option: (Provide a brief explanation why this option is preferred) and (Explain why this is a good capital investment and how this would be an advantage for the Council) and (explain how the preferred option is the right balance between the risks and benefits identified below).

The YPO Framework is the preferred option and will provide access to the key insurers for the considerable range of insurances required. This route will also eliminate the need to make the aforementioned checks on insurer's as this is already undertaken by the YPO

before they can subscribe, thus saving the Council time during the process. Finally, it will promote healthy competition resulting in competitive quotes and best value for money.

Historically we have extended three year contracts to five years so going out for an initial five year term has the same result.

Option Analysis: (Provide an analysis of **'other'** options which were considered and discounted, the options considered must be a 'do Nothing' and 'do minimum' and 'viable alternative' options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix).

Do Nothing Option	The Council cannot be without insurance as stated above
List Risk / Issues:	The Council would have to fund all material losses and
	compensation claims made against it.
Why did you discount	The Council needs financial protection of its assets and liabilities
this option	and cannot afford to entirely self-insure. Certain covers are also
	legally required
Do minimum option	Tender for a 3 year contract with the option to extend for
	further 2 years (I+I)
List Risk / Issues:	The current market testing is soft and therefore premiums could
	begin to rise during this timeframe
Why did you discount	Entering a longer agreement when rates are lower will provide
this option	longer term financial stability and less risk of exposure to
	premium volatility.

Strategic Case:	
Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)	Renewing insurance services is essential to safeguarding the delivery of both the Plymouth City Council Corporate Plan and the wider Plymouth Plan. These plans set out ambitious objectives for economic growth, community wellbeing, and sustainable development, all of which rely on the continuity and resilience of council operations. Comprehensive insurance coverage ensures that key services, assets, and projects are protected against unforeseen risks, enabling the council to maintain financial stability and deliver on its commitments to residents and businesses. Without robust insurance arrangements, the ability to achieve strategic priorities and respond effectively to challenges would be significantly compromised.

Project Governance:

The Insurance Manager will provide the Council's brokers, Marsh Ltd, with the information necessary to prepare the tender documents. This will involve consultation with Procurement who will ultimately upload the final ITT onto the STSW Portal. The bids will be evaluated using an agreed scoring mechanism to establish the best value for money for the Council. Procurement will have an oversight of the process with the Service Director for Finance responsible for awarding the contracts.

Contract Milestones and Dates:	
Live on STSW Portal	04.12.25
To receive clarifications from Tenderers	22.12.25
Final date for PCC to answer clarifications	09.1.26
Tender Return	23.1.26
Evaluations to be competed	26.2.26
Contract Award/Completion of internal documentation Contract Start date 01/04/2026	27.3.26

Who are the key customers and	Employees, members of the public, commercial	Which Partners are you working	N/A
Stakeholders	tenants and businesses	with	

SECTION 3: CONSULTAT	TION		
Does this business case need to go to CMT	No	Date business case approved by CMT (if required)	N/A

Low Carbon	
What is the anticipated impact of the proposal on carbon emissions	N/A
How does it contribute to the Council becoming Carbon neutral by 2030	N/A

Have you engaged with Proc	urement Service.	Yes
Procurement route options considered for goods, services or works	Framework	
Procurements Recommended route.	YPO Framework	
Who is your Procurement Lead.	Kim Kingdom	

Which Members have you engaged with and how have they been	Cllr Lowry, Portfolio Holder for Finance
consulted (including the Leader, Portfolio Holders and Ward Members)	

Confirm you have taken necessary Legal advice, is this proposal State Aid compliant, if yes please explain why.	The Council's own Legal Services department have been consulted. No subsidy control issues arising.
Who is your Legal advisor you have consulted with.	Alison Critchfield

Equalities Impact Assessment completed (This is a working	Yes
document which should inform the project throughout its development.	
The final version will need to be submitted with your Executive	
Decision)	

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.

The financial robustness of the insurance renewal proposals will be demonstrated through the open tender process, which this business case endorses.

Detailed cost analysis, including premium projections and risk mitigation benefits, will be incorporated to evidence that the renewal is sustainable within existing budgets and supports long-term financial resilience. This assessment will provide assurance that the recommended option delivers optimal protection without compromising the Council's financial responsibilities.

SECTION 6: RECOMMENDATION AND ENDORSEMENT

It is recommended that the Deputy Leader of the Council:

- Approves the Business Case
- Authorises the procurement process
- Delegates the award of the contract(s) to Service Director for Finance, where they do not already have authority to do so.

Councillor Mark Lowry (Cabinet Member for Finance)		Service Director		
Email dated:	mail dated: 03.DEC.2025		nance (s151)	
Or signed:	Signed:	Either email dated: 03.DEC.202		
		Date: 03.DEC.2025		

EQUALITY IMPACT ASSESSMENT – INSURANCE CONTRACTS FROM 01 APRIL 2026.

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Julie Steer, Insurance Manager	Department and service:	Insurance, Finance Department, Customer & Corporate Services	Date of assessment:	2/12/25
Lead Officer: Head of Service, Service Director, or Strategic Director.	lan Trisk-Grove, Service Director for Finance	Signature:		Approval date:	03.DEC.2025
Overview:	These are corporate insurance well as protection from the firm of the beneficiaries of the insuration have legitimate claims for compensation.	contracts with effect from I April 2026 following a formal tender. France contracts which concern the protection of the Council's assets from insured losses as the financial impact of compensation claims. Insurance contracts will be the Council itself or its component services or third parties who compensation due to physical damage to property or personal injury occasioned by the ncil. Ition is free of any policy exclusions or specific clauses that affect or prejudice minority groups are therefore anticipated through the award of insurance contracts or their future			
Decision required:	To approve the Business Case To authorise the procuremen Delegates the award of the codo so.	t process	or for Finance where they do	not already have	e authority to

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts:	Yes	No	X
Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?			

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Φ
_
N

Potential internal impacts:	Yes		No	X
Does the proposal have the potential to negatively impact Plymouth City Council employees?				
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	No adverse impacts are anticipated.			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010) Evidence and information (e.g. consultation feedback)	data and Adverse impact	Mitigation activities	Timescale and responsible department
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Age	Plymouth
	 I6.4 per cent of people in Plymouth are children aged under I5. 65.1 per cent are adults aged I5 to 64. I8.5 percent are adults aged 65 and over. 2.4 percent of the resident population are 85 and over.
	South West
	 I5.9 per cent of people are aged 0 to I4, 61.8 per cent are aged I5 to 64. 22.3 per cent are aged 65 and over.
	England
	 17.4 per cent of people are aged 0 to 14. 64.2 per cent of people are aged 15 to 64. 18.4 per cent of people are aged 65 and over.
	(2021 Census)

Plymouth City	It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation. The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group. In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service). There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support		
	from services if they wished to.		
Disability	9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.		
	12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)		

Gender reassignment	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).		
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.		
	0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).		
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.		

Race	In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and I.I per cent as Black (2021 Census) People with a mixed ethnic background comprised I.8 per cent of the population. I per cent of the population use a different term to describe their ethnicity (2021		
	Census) 92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).		
Religion or belief	48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census). Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).		
Sex	51 per cent of our population are women and 49 per cent are men (2021 Census).		
Sexual orientation	88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual. 2.06 per cent describe their sexuality as bisexual, 1.97 per cent of people describe their sexual orientation as gay or lesbian. 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).		

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	•	Timescale and responsible department
	None	N/A	

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
Work together in partnership to:	There will be no adverse impact		
promote equality, diversity and inclusion			
• facilitate community cohesion			
 support people with different backgrounds and lived experiences to get on well together 			
Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.	There will be no adverse impact		
Build and develop a diverse workforce that represents the community and citizens it serves.	There will be no adverse impact		
Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.	There will be no adverse impact		

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Insurance renewals 2026

Project details

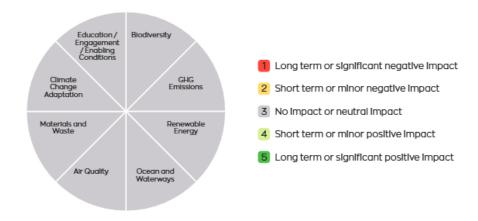
Assessment author

Julie Steer

Project summary

Tendering insurance contracts for the Council to start 1/4/26

Summary of assessment



Assessment scores

Biodiversity

Score

(3) No impact or neutral impact

Score justification

Not applicable - renewal of Council's insurance policies

GHG Emissions

Score

Climate Impact Assessment INS-6915-25 02-12-2025



(3) No impact or neutral impact

Score justification

Not applicable - renewal of Council's insurance policies

Renewable Energy

Score

(3) No impact or neutral impact

Score justification

Not applicable - renewal of Council's insurance policies

Ocean and Waterways

Score

(3) No impact or neutral impact

Score justification

Not applicable - renewal of Council's insurance policies

Air Quality

Score

(3) No impact or neutral impact

Score justification

Not applicable to renewal of Council's insurance policies

Materials and Waste

Score

(3) No impact or neutral impact

Score justification

Not applicable to renewal of Council's insurance policies

Climate Change Adaptation

Score

(3) No impact or neutral impact

Score justification

Climate Impact Assessment INS-6915-25 02-12-2025



Not applicable to renewal of Council's insurance policies

Education / Engagement / Enabling Conditions

Score

(3) No impact or neutral impact

Score justification

Not applicable to renewal of Council's insurance policies

