

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L31 20/21

| Decision | | | | |
|----------|---|------------|-----------|---|
| 1 | Title of decision: Delegation to Service Director for Finance to award insurance contracts which take effect from 1 April 2021. | | | |
| 2 | Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans (Council Leader) | | | |
| 3 | Report author and contact details: Julie Steer, Insurance Manager, Julie.steer@plymouth.gov.uk Tel 304921 | | | |
| 4 | Decision to be taken: To delegate authority to the Service Director for Finance to award the various insurance contracts as set out in the attached Briefing Note, to approve the Business Case and authorise the procurement process. | | | |
| 5 | Reasons for decision: To ensure that insurance contracts are awarded on time to avoid any gaps in cover when the council is not insured. | | | |
| 6 | Alternative options considered and rejected: Local Government Mutual, see attached Briefing Note. | | | |
| 7 | Financial implications: It is not possible to predict the outcome of the tender with any degree of certainty, however an allowance has been made in the 21/22 budget for potential increases based on current market conditions. | | | |
| 8 | Is the decision a Key Decision? (please contact Democratic Support for further advice) | Yes | No | Per the Constitution, a key decision is one which: |
| X | | | | in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million 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 £1million |
| | | 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 <u>Forward Plan of Key Decisions</u> | 1/11/20 | | |
| 9 | 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 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. | | |
| 10 | Please specify any direct environmental implications of the decision (carbon impact) | None | | |
| Urgent decisions | | | | |
| 11 | Is the decision urgent and to be implemented immediately in the interests of the Council or the public? | | | (If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice) |
| | | No | x | (If no, go to section 13a) |
| 12a | Reason for urgency: | | | |
| 12b | Scrutiny Chair Signature: | | Date | |
| | Scrutiny Committee name: | | | |
| | Print Name: | | | |
| Consultation | | | | |
| 13a | Are any other Cabinet members' portfolios affected by the decision? | Yes | x | |
| | | | | (If no go to section 14) |
| 13b | Which other Cabinet member's portfolio is affected by the decision? | Councillor Mark Lowry (Cabinet Member for Finance) | | |
| 13c | Date Cabinet member consulted | 12/10/20, 26/10/20, 18/11/20 & 21/12/20 | | |
| 14 | Has any Cabinet member declared a conflict of interest in relation to the decision? | | | If yes, please discuss with the Monitoring Officer |
| | | No | x | |
| 15 | Which Corporate Management | Name | Brendon Arnold | |

| | | | | | | | | |
|--|--|---|------------------------------|--|----------|----------|----------|----------|
| | Team member has been consulted? | Job title | Service Director for Finance | | | | | |
| | | Date consulted | 15/12/20 | | | | | |
| Sign-off | | | | | | | | |
| 16 | Sign off codes from the relevant departments consulted: | Democratic Support (mandatory) | DS79 20/21 | | | | | |
| | | Finance (mandatory) | djn.20.21.193 | | | | | |
| | | Legal (mandatory) | lt/35878/151220 | | | | | |
| | | Human Resources (if applicable) | | | | | | |
| | | Corporate property (if applicable) | | | | | | |
| | | Procurement (if applicable) | KK/PS/572/ED/1220 | | | | | |
| Appendices | | | | | | | | |
| 17 | Ref. | Title of appendix | | | | | | |
| | A | Briefing report for publication | | | | | | |
| | B | Equalities Impact Assessment | | | | | | |
| | C | Business Case | | | | | | |
| Confidential/exempt information | | | | | | | | |
| 18a | Do you need to include any confidential/exempt information? | | | If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain) | | | | |
| | | No | | | | | | |
| | | Exemption Paragraph Number | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18b | Confidential/exempt briefing report title: | | | | | | | |
| Background Papers | | | | | | | | |
| 19 | Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of | | | | | | | |

| Schedule 12A of the Local Government Act 1972 by ticking the relevant box. | | | | | | | |
|--|--|---|-------------------------|------------------|---|---|---|
| Title of background paper(s) | Exemption Paragraph Number | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Cabinet Member Signature | | | | | | | |
| 20 | I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached. | | | | | | |
| Signature |  | | Date of decision | 23 December 2020 | | | |
| Print Name | Cllr Tudor Evans OBE | | | | | | |