

# EXECUTIVE DECISION

made by a Council Officer




## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD21 20/21

Decision			
1	<b>Title of decision:</b> Award of Insurance Contracts effective from 1 April 2021		
2	<b>Decision maker (Council Officer name and job title):</b> Brendan Arnold, Service Director for Finance		
3	<b>Report author and contact details:</b> Julie Steer, Insurance Manager <a href="mailto:Julie.steer@plymouth.gov.uk">Julie.steer@plymouth.gov.uk</a> Tel 01752 304921		
4a	<b>Decision to be taken:</b> To award the Insurance Contracts following the conclusion of the procurement process in accordance with the delegated authority granted on 23 December 2020		
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b>  Executive Decision – L31 20/21		
5	<b>Reasons for decision:</b> The current contracts are due to expire on 31 March 2021 and there is an ongoing requirement for Insurance Services. The contract award is the outcome of a competitive tender process and contracts are awarded on the basis of the most economically advantageous tenders as detailed in the Contract Award Report Part II.		
6	<b>Alternative options considered and rejected:</b> Local Government Mutual (refer to previous Briefing Note).		
7	<b>Financial implications:</b> Financial provision has been made for the various insurance contracts within the Service area's budgets and details of the awards and costs in respect of the individual lots are contained in the Contract Award Report Part II. The outcome has resulted in a saving against budgets across the Council.		
8	<b>Is the decision a Key Decision?</b>	Yes	<b>Per the Constitution, a key decision is one which:</b>

	(please contact <a href="#">Democratic Support</a> for further advice)		x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
				in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
				is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>	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. The process used has ensured that the Council has effected value for money and spending wisely.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?			(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No		(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Mark Lowry, Portfolio holder for Finance		

<b>13c</b>	<b>Date Cabinet member consulted</b>	12/10/20, 26/10/20, 18/11/20 & 21/12/20						
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>			If yes, please discuss with the Monitoring Officer				
		<b>No</b>						
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>		<b>Brendan Arnold</b>				
		<b>Job title</b>		<b>Service Director for Finance</b>				
		<b>Date consulted</b>		<b>11 March 2021</b>				
<b>Sign-off</b>								
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>			DS119 20/21			
		<b>Finance (mandatory)</b>			pl.20.21.277			
		<b>Legal (mandatory)</b>			MS/15.03.21			
		<b>Human Resources (if applicable)</b>						
		<b>Corporate property (if applicable)</b>						
		<b>Procurement (if applicable)</b>			KK/PS/579/ED/0321			
<b>Appendices</b>								
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Briefing report for publication ( <i>mandatory</i> )						
	B	Equalities Impact Assessment ( <i>where required</i> )						
	C	Contract Award Report (Part I)						
	D	Contract Award Report (Part II)						
<b>Confidential/exempt information</b>								
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		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 <b>18b</b> below.				
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

18b	<b>Confidential/exempt briefing report title:</b>  <b>Contract Award Report (Part II)</b>			X				
<b>Background Papers</b>								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		1	2	3	4	5	6	7
<b>Council Officer Signature</b>								
20	<p>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.</p>							
<b>Signature</b>				<b>Date of decision</b>	15 March 2021			
<b>Print Name</b>	BRENDAN ARNOLD							