

EXECUTIVE DECISION

made by a Cabinet Member



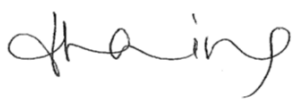
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – DL07 25/26

Decision	
1	Title of decision: Insurance Contracts from 01 April 2026.
2	Decision maker: Councillor Jemima Laing (Deputy Leader & Cabinet Member Cabinet Member for Children's Social Care, Culture and Communications) (Acting Leader).
3	Report author and contact details: Julie Steer (Insurance Manager) Julie.steer@plymouth.gov.uk Tel 304921
4	Decision to be taken: <ol style="list-style-type: none"> 1. 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: <p>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.</p>
6	Alternative options considered and rejected: <ol style="list-style-type: none"> 1. 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
7	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 1 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? (please contact Democratic Support for further advice) Please type an X into the relevant boxes	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 £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	Insurance Contracts Commencement of Procurement Process 4 November 2025		
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 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	
Urgent decisions				
12a	Is the decision urgent and to be implemented immediately in the interests of the Council or the public? Please type an X into the relevant box	No	X	(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice) (If no, go to section 13a)
12b	Reason for urgency:			
12c	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			

	Print Name:			
Consultation				
I3a	Are any other Cabinet members' portfolios affected by the decision? Please type an X into the relevant box	Yes	X	
		No		(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Mark Lowry (Cabinet Member for Finance)		
I3c	Date Cabinet member consulted	26/11/25 & 3/12/25		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision? Please type an X into the relevant box	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
I5	Which Corporate Management Team member has been consulted?	Name	Ian Trisk-Grove	
		Job title	Service Director for Finance	
		Date consulted	1/10/25, 16/10/25, 26/11/25, 27/11/25	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS47 25/26	
		Finance (mandatory)	ITG.25.26.092	
		Legal (mandatory)	LS/00001312/1/AC/1/12/25	
		Procurement (if applicable)	KK/PS/805/ED/12/25	
		Corporate property (decisions involving Council owned land or facilities) (if applicable)	N/A	
		Human Resources (if applicable)	N/A	
Appendices				
I7	Ref.	Title of appendix		
	A	Business Case for Insurance Renewal		
	B	Equalities Impact Assessment		
	C	Climate Impact Assessment		
Confidential/exempt information				

18a	Do you need to include any confidential/exempt information? Please type an X into the relevant box	Yes		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	X					
		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 (2010) and those who do not. For further details please see the EIA attached.							
Signature				Date of decision		05/12/2025		
Print Name		Councillor Jemima Laing (Deputy Leader)						