

WELWYN HATFIELD BOROUGH COUNCIL
CABINET – 1 APRIL 2025
REPORT OF THE EXECUTIVE DIRECTOR (FINANCE AND TRANSFORMATION)

INSURANCE SERVICES TENDER – REQUEST FOR DELEGATED AUTHORITY

1 Executive Summary

- 1.1 This report seeks delegated authority to award contracts for the provision of insurance services for a period of five years with an optional two-year extension, following a forthcoming tender process.

2 Recommendation

- 2.1 That Cabinet approve that delegated authority is given to the Executive Director (Finance and Transformation), in consultation with the Executive Member for Finance, to award insurance contracts to the successful bidders for a contract period of five years, under the terms of long-term agreements.
- 2.2 That Cabinet approve that delegated authority is given to the Executive Director (Finance and Transformation), in consultation with the Executive Member for Finance, to agree subsequent renewal terms on an annual basis under the long-term agreement.

3 Explanation

- 3.1 In 2020 the majority of the Council’s insurance policies were tendered for and five-year long-term agreements entered into. These expire on 23 June 2025 and a mini competition in accordance with the Yorkshire Purchasing Organisation (YPO) framework for insurance services is therefore being undertaken again in forthcoming months to ensure best value.
- 3.2 The policies being tendered are Property, Fleet, Liability and Engineering.
- 3.3 An Executive Member Decision Notice authorised the commencement of the procurement process.

Implications

4 Legal Implications

- 4.1 The YPO Framework is compliant with the Public Contract Regulations 2015 and the Contract Procedure Rules. The commencement of the procurement process was authorised by the Executive Member in an Executive Member Decision Notice.

5 Financial Implications

- 5.1 It is intended that the tender process will generate competition for the Council's business, keeping premium increases to a minimum.
- 5.2 Any impact on budgets will be closely monitored and reported accordingly through the scheduled budget monitoring reports.

6 Risk Management Implications

- 6.1 The risks associated with levels of cover, policy excesses and premium charges are duly considered as part of both the tender and renewal processes.

7 Security and Terrorism Implications

- 7.1 There are no security or terrorism implications contained in this report.

8 Procurement Implications

- 8.1 This procurement is being undertaken in accordance with the Public Contract Regulations 2015 and the Contract Procedure Rules.

9 Climate Change Implications

- 9.1 There are no climate change implications contained in this report.

10 Link to Corporate Priorities

- 10.1 The subject of this report is linked to the Council's Corporate Priority 'Run an effective council', and specifically to the achievement of 'Make financial decisions to deliver efficient and quality services'.

11 Equality and Diversity

- 11.1 An Equality Impact Assessment (EqIA) was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

12 Health and Wellbeing

- 12.1 There are no direct implications in relation to health and wellbeing arising from this report.

13 Human Resources Implications

- 13.1 There are no direct human resources implications arising from this report.

14 Communication and Engagement

- 14.1 There are no communication and engagement implications contained in this report.

Title
Date

Assistant Director (Finance)
10 February 2025