

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	12 March 2024
Decision Maker (Officer):	Richard Barrett (Assistant Director Finance & IT)
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39). The Corporate Director (AD Finance & IT) has delegated operational matters relating to the purchase of Insurance Brokerage Services – Procurement Rules Para 3.1, 3.2 and 4.2.4 of the Council's Constitution.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	n/a
Ward Member(s) consulted?	n/a
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To enter into a 3 year contract with AON UK Ltd for the supply of Insurance Brokerage Services for the period up to 30 September 2026 via a direct award under the YPO Procurement Framework 001160 at a total 3 year cost of £20,525. (Year 1 £6,500, Year 2 £6,825 and Year 3 £7,200.

Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The Council's current insurance brokerage service contract expired on 30 September 2023. Insurance Brokerage Services are essential to support the Council in identifying and securing the necessary insurance covers needed to protect the Council's position etc. The service requirements include the leading on the annual renewal process, the cyclical insurance retender process and advising the council on insurance matters during the interim periods. It is proposed to enter into a 3 year agreement with AON UK Ltd utilising a YPO Procurement Framework. AON UK Ltd are the current providers with the new contract replicating the services provided to the Council to date for a further 3 years. Under the above framework a direct award is possible. The relevant activities associated with the YPO framework highlighted have been reviewed / confirmed / undertaken and it is now possible to conclude the finalisation of the agreement / purchase order subject to the publication of this decision.
Highlight any associated risks/finance/legal/equality considerations:	The current annual on-going budget to meet the cost of the associated Service is £9,000 (totalling £27,000 over 3 years) Under the framework agreement, AON UK Ltd have quoted the following: Year 1 Fee - £6,500 Year 2 Fee - £6,825 (5% increase) Year 3 Fee - £7,200 (5.5% increase) Total over 3 Years - £20,525 The above costs are reasonable in the context of the current fee charged by AON UK Ltd (£6,400 in 2022/23) and can therefore be accommodated within the existing budget.
Details of any Alternative Options Considered and rejected (together with reasons):	Not applicable given requirement to procure Insurance Brokerage Services highlighted above. The required knowledge and expertise is not currently held in-house. AON UK Ltd have provided an alternative 1 year quote of £7,000, which would equate to £21k over three years (excluding any inflationary increase). The 3 year option therefore provides value for money.

Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	N/A	
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	X	Not applicable – Decision to be published
	If Report is not to be published – tick one of the following boxes:	
		The report supporting the Decision contains confidential information
		The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
		Relates to an individual
		Likely to reveal the identity of an individual
		Relating to financial or business affairs of a person or organisation
		Relates to a claim for legal professional privilege in legal proceedings
		Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information Reasons: N/A		

Officers

Signed:

Title: Assistant Director Finance & IT

In consultation with:

Signed:

Portfolio Holder For Finance & Governance

Dated: 12 March 2024