



**Record of Officer
Executive Decision
Ref. No: DforD&R/003/16-17
Date of Decision: 25 May 2016**

If you have any questions about this decision, please contact 01903 221006 or email heather.kingston@adur-worthing.gov.uk.

Record of Decision: Tender for the provision of Insurance services for Adur & Worthing Councils
Decision taken by: Director for Digital & Resources
Declaration: I do not have a disclosable pecuniary interest, or conflict of interest.
Delegated authority: At 2.7.8 of the Scheme of Delegations, a Director has a delegated authority to undertake all matters in relation to procurement and the letting of contracts (after consulting with the Head of Business & Technical Services and the Solicitor to the Council). The procurement for this contract must have regard to the Councils' Joint Contract Standing Orders and to the Public Contract Regulations 2015.
Background: The current insurance insurance agreement with Zurich Municipal concludes on 31st May 2016, so a tender to procure a new insurance contract was required.
Decision: To award the contract to Zurich Municipal, to provide insurance services to Adur & Worthing Councils for the next 5 years, with the option of a 2 year extension.
Key Decision: Yes
Reason for the Decision: An open tender was carried out, to which there were two responses received. Following a review, one of the responses was non-compliant, but Zurich Municipal's was compliant and economical. During the tender process, some areas of insurance cover were enhanced & additionally, within the last year insurance premium tax has increased from 6% to 9.5%. Despite these facts, we still attained a saving of over £12,000 between the two Councils.
Alternative Options Considered: N/A

Other Matters Considered:			
Legal Advice and Issues	X	Financial Advice and Issues	X
Sustainability Issues	X	Equality Issues	X
Community Safety Issues	X	Human Rights Issues	X
Reputation	X	Risk Assessment	X
Health and Safety Issues	X		
Consultation: Insurance Manager and Procurement Team			
Background Papers: Not applicable			
Call-in: The call-in deadline for this decision will be 5:00pm on Thursday 2 June 2016.			



Signed:

Name: Paul Brewer, Director for Digital & Resources

Dated: 25 May 2016

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