

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B034 /22

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Award of contract for external insurance arrangements

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Bob Deering

Portfolio (Executive Functions only): Resources & Performance

Officer Contact: Fiona Timms

Tel: 01438 843565

1. Decision

- 1.1 That the Head of Assurance; has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.
- 1.2 Subject to 1.1 above, awards the contract for the provision of the Council's external insurance arrangements to the preferred suppliers set out in Annex A and approves the signing of the contracts.

April 2020

2. **Reasons for the decision**

- 2.1 A procurement process has been carried out to award a contract for the provision of the Council's external insurance arrangements (excluding liability insurance) based on the most economically advantageous tender when evaluated against the following criteria:

Price **60%**

Quality **40%**

The criteria was slightly different for motor insurance which was evaluated against 65% price and 35% quality

- 2.2 The Council issued a mini competition under a framework agreement DPS000978. There were seven Lots in total, three relate to a Key Decision (Lot 1, 5 and 7)

Four tenders were received for Lot 1 and each was evaluated against a pre-disclosed robust set of evaluation criteria.

Two tenders were received for Lots 5 and 7 although one tender in each of these Lots was discounted as it was not compliant.

The successful tender for all Lots achieved the highest score when evaluated against the evaluation criteria.

The name of the successful tenderer for each Lot is set out in Annex A.

3. **Alternative options considered and rejected**

- 3.1 Increasing the policy excess under the material damage/property insurance policy was considered by the Resources Management Board but rejected as the savings did not outweigh the additional financial risk to the Council from having a higher excess.

4. **Consultation** (*see Summary of Requirements below*)

Was any Councillor consulted? **No** (*delete as applicable*)

If yes:

(a) Comments of Executive Member/Committee Chairman (*delete as applicable*)

(b) Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

Not applicable

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **I am proceeding with the proposed decision.**

Signed: Chris Wood

Title: Head of Assurance

Date: 19 July 2022

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	No	Executive Functions:

		Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups