

Officer Decision Record – Executive Decision

OFFICER DECISION RECORD ⁱ

If Key Decision: Decision Ref. No.

B054/25

If not a Key Decision write n/a above

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: Outcome of liability insurance procurement	
Type of Decision: Executive	Key Decision (Executive Functions only): Yes
Officer Contact: Fiona Timms Tel: 01438 843565	Executive Member/Committee Chairman: Chris Lucas Portfolio (Executive Functions only): Resources & Performance

1. Decision

- 1.1 That the Director of Law & Governance; 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 liability insurance arrangements to the preferred suppliers set out in Annex A and approves the signing of the contracts.

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 liability insurance arrangements based on the most economically advantageous tender when evaluated against the following criteria:

Price	60%
Quality	40%

3. Alternative options considered and rejected

The Council issued a mini competition under a framework agreement DPS1198. There was one Lot and this relates to a Key Decision.

Three tenders were received, and each was evaluated against a pre-disclosed robust set of evaluation criteria.

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

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

4. Consultation

Was any Councillor consulted? No

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

6. I am proceeding with the proposed decision.

Signed: ...Quentin Baker.....

Title: Director of Law and Governance

Date: 15 July 2025

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	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	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
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