

For: **EXECUTIVE**
17th September 2024

**PROCUREMENT PLAN FOR PROPERTY AND MOTOR INSURANCE AND CLAIMS
HANDLING SERVICES
Executive Director of Resources**

1 Purpose of Report

- 1.1. To seek approval of the Procurement Plan for the tendering of the property and motor insurance providers with associated claims handling services.

2 Recommendations

- 2.1 **That the Executive approves the Procurement Plan for the tender of the property and motor insurance policies utilising the Insurance Placement framework on the YPO Dynamic Purchasing System.**
- 2.2 **That the Executive, approves the delegation of the award of the contract(s) to Executive Director of Resources in consultation with Executive Member for Finance and Corporate Improvement.**

3 Reasons for Recommendation(S)

- 3.1 To enable the Council to procure new insurance policies for property and motor insurances.

4 Alternative Options Considered

- 4.1 The use of a one stage 'Open Procedure' under OJEU was considered, however a number of insurers have not responded to tenders where there are additional contract terms in place. This would limit the competition and result in a lower level of response that through a framework agreement.

5 Supporting Information

- 5.1 The project will cover the requirement for Property and Motor Insurance Services with effect from the 1st April 2025. The evaluation team intends to ensure value for money by utilising the YPO Insurance Placement DPS. This was created by a full OJEU advertised tender. Those providers already appointed to the YPO framework will be invited to participate in a Mini Competition. This will enable the project team to ensure the new contract is in place by 1 April 2025.
- 5.2 The anticipated timescales for this project are as follows:-

Executive Approval of Procurement Plan	September 2024
Issue Mini Competition	October 2024
Mini Competition Return Date	November/December 2024
Director Approval	March 2025
Contract Award	March 2025
Contract Start Date	1 April 2025

- 5.4 The team also intends to review the Specification in order to ensure any further efficiency savings have been identified and considered.

6 Consultation and Other Considerations

Legal Advice

- 6.1 The Procurement Act comes into force on 28th October, but as this procurement, i.e the use of an existing DPS will commence before that date and the DPS remains in force thereafter then the procurement will be governed by the PCR 2015.

Financial Advice

- 6.2 The timing of the response from providers will allow for potential revisions to the proposed budget for 2025-26, the contract award date will however be after the budget has been approved for 2025-26 and so any costs in excess budget may have to be met initially from the insurance reserve.

Equalities Impact Assessment

- 6.4 An Initial Equalities Screening Record Form has been completed for this requirement and is attached.
The screening determined that a full Equality Impact Assessment was not required.

Strategic Risk Management Issues

- 6.5 Insurance is a key means of mitigating the Council's risks. There are a very few suppliers in the market for public sector property and motor insurances and to ensure best value it is therefore imperative that tenders are received from all available suppliers. Utilising the YPO DPS Framework is expected to maximise the response to the Council's tender from suppliers in this very limited market.

Background Papers

Contact for further information

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