

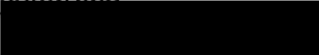
Portfolio Holder Executive Decision Statement

The Local Authority (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

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|---|
| Subject: Award of contract for Insurance Services |
| Details of Decision taken To award the contract for insurance services to Zurich Municipal. The contract is for a five year period commencing on 1 November 2014 with an initial annual value of £383,651.56. |
| Reason for Decision The current insurance services contract expires on 31 October 2014. Dartford BC currently run the insurance service on behalf of Sevenoaks DC and have conducted this tender process for this contract. The tender included the full range of insurances including Public Liability, Employer Liability, Property and Motor Vehicles. Prior to issuing the tender, a full review of all insurances was undertaken. The tender was issued on 12 August 2014 and followed the European Union procurement rules and was advertised in the Office Journal of the European Union (OJEU), the tender was also publicised and advertised on the South East Business Portal. The return date for tenders was 22 September 2014. There was only one submission from Zurich Municipal. |
| All Documents considered: |
| Details of any alternative options considered and rejected by the Member when making the Decision: None. |
| Financial implications: The contract is to be funded within existing budgets. |
| Legal Implications and Risk Assessment Statement |

(For Democratic Services use)

Decision Number: 34 (2014/15)

| Equality Impacts (Consideration of impacts under the Public Sector Equality Duty) | | |
|---|--|------------------------|
| Question | Answer | Explanation / Evidence |
| a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community? | No | |
| b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity? | No | |
| c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above? | | |
| Local Member (s), other Portfolio Holders and/or Directors/Heads of Service Consulted Portfolio holder for Finance and Resources | | |
| Details of any conflicts of interest a) declared by any executive member who is consulted by the Decision Taker N/A b) and any details of dispensations granted by the Chief Executive in respect of any declared conflict N/A | | |
| Decision taken by: | Cllr Brian Ramsay, Portfolio Holder for Finance & Resources | |
| Signed by Portfolio Holder |  | |
| Date of Decision | 31/11/14 | |
| Record made by: | George Lewis | |
| Date of record: | 4 November 2014 | |

When completed a copy of this record must be sent to the Democratic Services Section by e-mail and a signed copy by internal mail