

Decision Pathway



PURPOSE: Key decision

MEETING: Cabinet

DATE: 01 October 2019

TITLE	Request to tender Bristol City Council and Bristol Waste Motor Insurance		
Ward(s)	City Wide		
Author: Jan Cadby	Job title: Risk and Insurance Manager		
Cabinet lead: Councillor Cheney	Executive Director lead: Mike Jackson / Denise Murray		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
<p>Purpose of Report: To seek the approval of Cabinet to invite competitive tenders for the Bristol City Council (BCC) and Bristol Waste Company (BW) Motor insurance for a three year period or for a three year period renewable for a further two years at the Council's option, from 1 April 2020 in accordance with the Contracts Procedure Rules.</p>			
<p>Evidence Base: Bristol City Council and Bristol Waste Motor insurance was last tendered in April 2017 as a combined package. The current period of insurance expires on 31st March 2020.</p> <p>The tender not only will allow BCC and BWC to be Public Contract Regulations compliant but also enable the opportunity to test the market for value for money (VfM) and for Social Value purposes on the existing basis i.e. combined cover for BCC & BW and to ascertain whether costs can be reduced if insurances are placed separately for BCC & BW.</p> <p>The Council's appointed Insurance Broker, Gallagers, will carry out the tender procedure in line the Council's Contract Procedure Rules.</p> <p>The insurance programme is a key part of the Council's financial resilience and the tendered policy(s) must ensure that suitable insurance cover is in place to protect the Council's assets and potential liabilities. Not to tender could cause a huge financial loss if for example one of the large fleet vehicles was involved in a serious motor accident involving a number of vehicles.</p> <p>The current annual cost of the contract is £810,860.29.</p> <p>The new contract term will be a minimum of 3 years with an option to extend for 2 years so maximum contract value £4.5m.</p>			
<p>Cabinet Member / Officer Recommendations:</p> <p>That Cabinet:</p> <ol style="list-style-type: none"> 1. Approve a competitive tender process for Motor Insurance for Bristol City Council and Bristol Waste Company for a term of 3 years with an option to extend for 2 years for an estimated value of £4.5m. 2. Authorise the Service Director for Finance in consultation Deputy Mayor for Finance Governance and Performance to award a contract for Bristol City Council Motor Insurance. 3. Authorise the Service Director for Finance in consultation Deputy Mayor for Finance Governance and Performance and Managing Director Bristol Waste Company to award a contract for Bristol Waste Motor Insurance. 			
<p>Corporate Strategy alignment: Consideration has been given to the Council's corporate strategy's four core commitments and its obligations. The insurance programme is a key part of the Council's financial resilience and the tendered policy(s) must ensure that suitable insurance cover is in place to protect the Council's assets and potential</p>			

liabilities.
City Benefits: The Authorities' Insurance Brokers, Gallagher's have indicated there will be increased competition for upcoming Motor Tenders. This will lead to more competitive tendering, and should result in favourable policy costs, thus assisting the finances of the Authority.
Consultation Details: N/A

Revenue Cost	£4.5m	Source of Revenue Funding	Insurance Fund/ Recharge
Capital Cost	£0	Source of Capital Funding	N/A
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>
Required information to be completed by Financial/Legal/ICT/ HR partners:			
1. Finance Advice: All contained within the Finance Insurance budget with agreement to recharge. Bristol City Council costs to Insurance Budget and Bristol Waste agreed via a recharge.			
Finance Business Partner: Michael Pilcher 13th August 2019.			
2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regard to the conduct of the procurement process and the resulting contractual arrangements.			
Legal Team Leader: Husinara Jones, Team Leader/Solicitor, 14th August 2019.			
3. Implications on IT: No impact on IT Services is anticipated			
IT Team Leader: Simon Oliver 12 th August 2019.			
4. HR Advice: The tender specification will ensure that all employees are comprehensively covered when using Council vehicles. There are no other HR implications arising from the proposals.			
HR Partner: Mark Williams. 6 th September 2019.			
EDM Sign-off	Denise Murray	14 th August 2019	
Cabinet Member sign-off	Councillor Cheney	26 th August 2019	
For Key Decisions - Mayor's Office sign-off	Mayor's Office	2 nd September 2019	

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Combined Background papers	NO
Appendix J – Exempt Information	NO
Appendix K – HR advice	NO
Appendix L – ICT	NO