

**To:** Cabinet  
**Date:** 13 December 2023  
**Report of:** Head of Financial Services  
**Title of Report:** Amendment to the Authority to Tender Contract for Insurance Services

| <b>Summary and recommendations</b> |  |
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| <b>Purpose of report:</b>          | This report concerns the future provision of the Council’s Insurance Services contracts and is needed in order to make a change to a previously granted delegation |
| <b>Key decision:</b>               | Yes  |
| <b>Cabinet Member:</b>             | Councillor Ed Turner, Deputy Leader (Statutory) – Finance and Asset Management   |
| <b>Corporate Priority:</b>         | All  |
| <b>Policy Framework:</b>           | None   |

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| <p><b>Recommendation:</b> That Cabinet resolves to:</p> <ol style="list-style-type: none"> <li>1. <b>Approve</b> amended delegated authority to the Head of Financial Services in consultation with the Head of Law and Governance to award a contract for the provision of insurance services to Oxford City Council and group companies from 1st February 2024 for a period of 3 years with options to extend for up to 2 periods of 2 years each, following a compliant procurement exercise.</li> </ol> |
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| <b>Appendices</b> |
| None              |

**Reason for the Report**

1. Oxford City Council currently has a contract with Zurich Municipal for all of its and its group companies’ insurance services (including property, casualty, motor, accident and financial, and some standalone policies). On 13 April 2022, delegated authority was given to the Head of Financial Services in consultation with the Head of Law and Governance to award a contract for the provision of insurance services to Oxford City Council and group companies from 1st January 2023 for a period of 3

years with an option to extend for up to 2 years (1+1), following a compliant procurement exercise.

2. The Council's existing insurance contract was able to be extended for a further period under the existing terms of the previous contract. It was not therefore necessary to put a new contract in place from 1<sup>st</sup> January 2023 as previously expected. The Council is now seeking insurance through a compliant procurement exercise to put in place a new insurance contract from 1<sup>st</sup> February 2024.
3. The contract will now be tendered for an initial period of 3 years with an option to extend for 2 periods of 2 years each i.e. a maximum of seven years rather than the maximum of 5 years that was approved in the previous decision.

### **Tender Process**

4. The procurement will either be undertaken through a procurement framework as previously anticipated. It is also still intended, in line with the expectation in the April 2022 report, that the majority of the insurance contract will be tendered as one lot to ensure that the contract goes to one supplier.

### **Financial implications**

5. There are no additional financial implications arising from this report.

### **Legal issues**

6. There are no legal issues relating to this report.

### **Level of risk**

7. There are no additional risks relating to this report.

### **Equalities impact**

8. There are no equalities impacts arising in relation to this report.

### **Environmental Impact Assessment**

9. There are no environmental impacts arising from this tender.

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**Background Papers:** None