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|                                | <p style="text-align: center;"><b>Executive</b><br/>12 December 2011</p> <p style="text-align: center;"><b>Report from the Director of<br/>Finance and Corporate Services</b></p> |
| <p style="text-align: right;">Wards Affected:<br/>ALL</p>   |   |
| <p><b>Insurance tender – authority for the Director of Finance<br/>Corporate Services to award contract</b></p> |   |

## **1. SUMMARY**

- 1.1 This report requests delegated authority for the Director of Finance and Corporate Services to award the insurance contract that is currently out to tender.

## **2. RECOMMENDATIONS**

- 2.1 The Executive is asked to give the Director of Finance and Corporate Services delegated authority to award the insurance contract that is currently out to tender.

## **3 DETAIL**

- 3.1 In my report on 19<sup>th</sup> September 2011, I requested approval to invite tenders in respect of the Council's insurance services contracts for property, motor, additional cover and casualty (principally employee and public liability). The tender has been split into four 'lots' for the Council, as well as including Brent Housing Partnership.
- 3.2 The complexity of the contract is such that the tendering timetable was always likely to be very demanding. Officers have been required to draw up specifications, a Pre Qualification Questionnaire, and a tender evaluation process. Although a consultant from Sector has been engaged to support the process, the timetable has slipped as a result of resource issues, the complexity involved, delays over Christmas, and a desire to ensure that bidders have sufficient time to clarify any questions about the specification.
- 3.3 It is anticipated that the timetable will be:-
- a) Tenders returned at the end of January 2012.
  - b) Presentations by tenderers and clarification questions from the tender panel (February).

- c) Recommendations to Director of Finance and Corporate Resources, and award of contract (1<sup>st</sup> March).
- d) Transition if there is a change of supplier.

3.4 It is apparent that there will be insufficient time to prepare a report to the Executive for the award of the contract. On this basis, it is proposed that the Director of Finance and Corporate Services is given delegated authority to award the contract, with a subsequent report to the Executive.

#### **4. FINANCIAL IMPLICATIONS**

These are covered in the report.

#### **5 DIVERSITY IMPLICATIONS**

The proposals in this report have been subject to screening and officers believe that there are no diversity implications arising from it.

#### **6 STAFFING IMPLICATIONS**

None

#### **7 LEGAL IMPLICATIONS**

There are no legal implications arising from the report.

#### **8 BACKGROUND**

Report to the Executive asking authority to tender for Insurance Services contracts – 19<sup>th</sup> September 2011

Persons wishing to discuss the above should contact the Exchequer and Investment Section, Finance and Corporate Resources, on 020 8937 1472/74 at Brent Town Hall.

**CLIVE HEAPHY**  
Director of Finance and  
Corporate Services

**MARTIN SPRIGGS**  
Head of Exchequer and Investment