



## ***Delegated Decisions by Cabinet Member for Finance***

***Friday, 16 May 2025 at 10.00 am***

***Room 3 - County Hall, New Road, Oxford OX1 1ND***

If you wish to view proceedings, please click on this [Live Stream Link](#).  
However, that will not allow you to participate in the meeting.

### ***Items for Decision***

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on Wednesday, 21 May unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

### **These proceedings are open to the public**

Martin Reeves  
Chief Executive

May 2025

Committee Officer: **Democratic Services**  
[committeesdemocraticservices@oxfordshire.gov.uk](mailto:committeesdemocraticservices@oxfordshire.gov.uk)

Note: Date of next meeting: 13 June 2025

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

## Items for Decision

### 1. Declarations of Interest

See guidance below.

### 2. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

### 3. Petitions and Public Address

*Members of the public who wish to speak at this meeting can attend the meeting in person or 'virtually' through an online connection.*

*Requests to speak must be submitted by no later than 9am four working days before the meeting. Requests to speak should be sent to [committeesdemocraticservices@oxfordshire.gov.uk](mailto:committeesdemocraticservices@oxfordshire.gov.uk).*

*If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9 am 2 working days before the meeting. Written submissions should be no longer than 1 A4 sheet.*

### 4. Minutes of the Previous Meeting (Pages 1 - 2)

### 5. Tender for Insurance coverage and associated service (not brokering services) (Pages 3 - 8)

Cabinet Member: Finance

Forward Plan Ref: 2025/068

Contact: Dale Stevens, Insurance Manager

Dale.stevens @oxfordshire.gov.uk

Report by the Director of Financial & Commercial Services

**The Leader of the Council is RECOMMENDED to**

- a) approve, as a key decision, the commencement of the procurement of insurance cover for the Council; and**
- b) delegate authority to the Executive Director of Resources & Section 151 Officer to approve the award of contracts following completion of the procurement.**

## **Councillors declaring interests**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

### **Members Code – Other registrable interests**

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

### **Members Code – Non-registrable interests**

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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# Agenda Item 4

## DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE

**MINUTES** of the meeting held on Friday, 11 April 2025 commencing at 10.00 am and finishing at 10.05 am

**Present:**

**Voting Members:** Councillor Dan Levy – in the Chair

**Officers:**

Whole of meeting Declan O'Hara, Operational Manager Business Development; Sam Thomas, Decarbonisation Manager; Colm Ó Caomhánaigh, Democratic Services Manager

*The Cabinet Member considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with a schedule of addenda tabled at the meeting and agreed as set out below. Copies of the agenda, reports and addenda are attached to the signed Minutes.*

**11/25 DECLARATIONS OF INTEREST**  
(Agenda No. 1)

There were none.

**12/25 QUESTIONS FROM COUNTY COUNCILLORS**  
(Agenda No. 2)

There were none.

**13/25 PETITIONS AND PUBLIC ADDRESS**  
(Agenda No. 3)

There were none.

**14/25 MINUTES OF THE PREVIOUS MEETING**  
(Agenda No. 4)

The minutes of the meeting held on 14 February 2025 were approved.

**15/25 FIRE REMEDIAL PROJECT PHASE 2&3**  
(Agenda No. 5)

The Cabinet Member was asked to consider the release of funds for phases 2 and 3 of the completion of the fire remedial actions following the findings of the detailed compartmentation surveys carried out in 2023.

Councillor Levy requested that the remedial actions should only be taken for buildings that the Council intends to retain or where the Council believes that it could gain more in the sale of a building if the work is done.

Councillor Levy approved the recommendation.

**RESOLVED to: approve the entering into contract with Hughes & Associates to deliver the £3.7m capital funded Fire Compartmentation Programme (Phase 2&3), which will be included within the capital programme. This is funded from £2m & £1.7m identified within the Capital Priority Budget Setting process approved by Council in February 2024 and April 2025 respectively.**

**16/25    OUTLINE   BUSINESS   CASE        FOR   PROPERTY   DECARBONISATION  
PROGRAMME 2025/26**  
(Agenda No. 6)

The Cabinet Member was asked to consider a range of options to conduct full scale property decarbonisation of 20 buildings.

As with the previous item, Councillor Levy requested that the work should only be undertaken for buildings that the Council intends to retain or where the Council believes that it could gain more in the sale of a building if the work is done.

Councillor Levy approved the recommendations.

**RESOLVED to:**

- a) Note that the total Property Decarbonisation Programme Budget included in the capital programme for 2025/26 will be £10m for works to 20 sites**
- b) Approve the commencement of the procurement of decarbonisation works for the sites in the programme of works, noting that where sites are batched together into a single procurement exercise these may have a combined value in excess of £2m**
- c) Delegate authority to the Executive Director of Resources & Section 151 Officer to agree the procurement strategy and approve the award of contracts associated with the 2025/26 Property Decarbonisation Programme**

..... in the Chair

Date of signing ..... 200



## **EXECUTIVE DECISION BY THE LEADER OF THE COUNCIL 16 MAY 2025**

### **TENDER FOR INSURANCE COVERAGE AND ASSOCIATED SERVICE (NOT BROKING SERVICES)**

**Report by the Director of Financial & Commercial Services**

#### **RECOMMENDATION**

**The Leader of the Council is RECOMMENDED to:**

- a) approve, as a key decision, the commencement of the procurement of insurance cover for the Council; and**
- b) delegate authority to the Executive Director of Resources & Section 151 Officer to approve the award of contracts following completion of the procurement.**

#### **Executive Summary**

1. The Council is required to procure insurance cover to protect itself and meet its legal obligations.
2. Insurance cover provides financial protection against unforeseen events that could result in significant losses. This includes coverage for property damage, liability claims, and employee-related incidents. By holding insurance, the Council can mitigate the financial impact of such events and ensure continuity of services.
3. Insurance helps in risk management by transferring the financial burden of potential risks to the insurer, enabling the Council to focus on its core functions and responsibilities.
4. The procuring of insurance cover is crucial for the Council to protect its assets, comply with legal requirements, and manage risks effectively.

#### **Background**

5. Insurance cover is required as either a statutory requirement or to ensure the Council's financial position is secured through the purchase of an assessed program of externally based insurance.

6. The Council has five existing insurers following the previous procurement exercise undertaken in 2020. These contracts will expire on 31 August 2025.
7. To recognise the specialist nature of the insurance sector a mini competition was undertaken in 2024 to select a suitable broker to lead the procurement for the new insurance contract(s). The broker selected through this exercise was the incumbent, A J Gallagher. They have been working with the Council to shape the proposed procurement for replacement of its corporate insurance needs.
8. The Insurance Team, alongside its Brokers, are seeking through this procurement exercise, to establish a new contract(s). The tender will be “split” into a number of “lots”, each “lot” representing a different area of Insurance cover as set out below.
9. The insurance required has been broken down into the following lots:

Lot No.	Class	Description
1	Property :Material damage	<ul style="list-style-type: none"> <li>• Property Inc. <ul style="list-style-type: none"> <li>◦ General</li> <li>◦ Education</li> </ul> </li> <li>• Business interruption</li> <li>• All Risks</li> <li>• Computers</li> <li>• CAR/ Contract Works</li> </ul>
2	Commercial and Industrial	<ul style="list-style-type: none"> <li>• Property</li> </ul>
3	Casualty	<ul style="list-style-type: none"> <li>• Employer Liability</li> <li>• Public Liability <ul style="list-style-type: none"> <li>◦ Hirers Liability</li> <li>◦ Libel &amp; Slander</li> <li>◦ Land charges</li> <li>◦ Officials Indemnity</li> <li>◦ Professional Indemnity</li> </ul> </li> </ul>
4	Crime	Full Crime policy
5	Motor Fleet	<ul style="list-style-type: none"> <li>• Owned vehicles</li> <li>• Leased cars</li> </ul>
6	Combined Engineering	<ul style="list-style-type: none"> <li>• Engineering Inspection</li> <li>• Engineering Insurance</li> <li>• Personal Accident</li> <li>• Travel</li> <li>• School Journeys</li> </ul>
7	Personal Accident & Travel	<ul style="list-style-type: none"> <li>• Personal Accident</li> <li>• Travel</li> <li>• School Journeys</li> </ul>

## Overview

10. The council's existing insurance contract will expire on 31 August 2025.
11. The need to provide suitable/effective risk mitigation for potential operational incidents is based primarily on collated claims evidence. This is reviewed annually from a risk management perspective and also by externally contracted actuarial accountants who also provide appropriate advice to ensure reserves are in place to cover potential losses.
12. The option of "*Do Nothing*" is unacceptable and in conflict with the council's statutory obligations to provide insurance cover against unforeseen events. Because of this there is a requirement to tender for a new commercial solution.
13. The available options for the route to market are an open tender or the use of a Framework or Dynamic Purchasing System.
14. A supplier day was organised to allow potential bidders to ask questions and input to the background detail that would be provided in the Invitation to Tender (ITT). Five providers including the incumbent attended arranged meetings.
15. An outline specification has been defined by AJ Gallagher in consultation with the Insurance team and areas picked up from The Insurer Day have been inserted into the ITT.

## Preferred Option

16. Based on discussions and advice within meetings undertaken between the Brokers, Insurance Team and Procurement the preferred route to market for obtaining cover is determined to be through the YPO Dynamic Purchasing System - Insurance Placement DPS 1198. The YPO pre-vets providers, ensuring they are suitable.

## Risk Management

17. Insurance cover plays a crucial role in risk management by transferring the financial burden of potential risks to the insurer. This allows the Council to focus on its core functions and responsibilities without the risk of financial instability due to unexpected events. This ensures continuity of services and helps in maintaining financial stability.
18. Without insurance cover, the Council would be exposed to significant financial risks. Unforeseen events could result in substantial losses that the Council would have to bear directly. This could lead to financial instability and disrupt

the Council's ability to provide essential services. Additionally, not having insurance cover could result in non-compliance with legal obligations, leading to penalties and legal repercussions.

## **Staff Implications**

19. There are no staff implications arising directly from this report.

## **Equality & Inclusion Implications**

20. There are no equality and inclusion implications arising from this report.

## **Financial Implications**

21. Funding to pay for the insurance premiums will initially be made from the Council's Insurance Fund.

22. The share of these premiums charged to the council's services will then be calculated as part of the annual budget process and recharged accordingly

23. The Insurance Fund is then used to fund claims payments under the relevant insurance excess per policy and the annual premium for the coming year.

24. The current annual premium for the outgoing contract was circa £1.3m including Insurance Premium Tax.

25. The council is requesting a three year long term agreement with the option to extend for an additional two years (two annual extensions). This Long Term Agreement (LTA) should\* determine premium costs for the next three to five years (depending upon whether the option to extend is taken up).

\*Subject to claims experience being within the parameters of contract and the LTA not being broken.

Comments checked by:

Kathy Wilcox  
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## **Benefits**

26. As part of the ITT bidders have been asked to provide evidence of Added Value that may bring to the Council if they are the preferred bidder.

27. There is a set element scoring for Social Value within the YPO Dynamic Purchasing System structure.

## **Legal Implications**

28. By law, the council is required to hold certain insurances such as Employers Liability Insurance under the Employers Liability (Compulsory Insurance) Act 1969 and Motor Claims Insurance under the Road Traffic Act 1930. Both statutory and non-statutory insurances protect the council from exposure to significant financial risks.
29. The Council has power under section 1 of the Localism Act 2011 to enter into contracts for the provision of insurance cover to protect its assets, liabilities and risks.
30. In accordance with the Council's Contract Procedure Rules and the Procurement Act 2023 (PA23), the contract must be procured in accordance with procurement legislation because it is a services contract that is above the threshold prescribed by the PA23. The transitional arrangements under the Procurement Act 2023 provide for the continued use of Frameworks or Dynamic Purchasing Systems (DPS) that commenced prior to 24<sup>th</sup> February 2025 (the go-live date for the PA23) and were established under the Public Contracts Regulations 2015 (PCRs). Those Frameworks and DPS continue to be governed by the PCRs as do any call-offs under them. However, DPS established under the PCRs will be deemed to end on 23 February 2029 unless they have terminated earlier.
31. In order to comply with procurement legislation, it is proposed to procure the insurance services by way of call-off under the YPO Dynamic Purchasing System - Insurance Placement DPS 1198 which was established under the PCRs and is available to the council, as a public body, to use.

Comments checked by: Jayne Pringle, Head of Law and LBP (Contracts & Conveyancing) [Jayne.pringle@oxfordshire.gov.uk](mailto:Jayne.pringle@oxfordshire.gov.uk)

**Ian Dyson, Director of Financial & Commercial Services**

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April 2025

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