Appendix 2 - Standing Orders for Contracts and Procurement Exemption Form for Council Insurance Contract

Description of Procurement / Contract Activity	Responsible Officer	Procurement Amount £
Council Insurance Policy (Commercial Combined Scheme) New Three-Year Stability Agreement	Mr Dan Austin Town Clerk	Approx £49,702 in first year, increasing each year. Total three-year cost approximately £149,106.

Description of the Goods, Materials, Services or Works to be Procured:

The Council's main insurance policy providing employers' and public liability cover, material damage cover for all Council buildings, contents, plant, machinery, play equipment and other valuable assets, business interruption cover, money cover, legal cover etc.

It does not cover the separately arranged vehicle insurance policy and play equipment inspection contract or the policy for large events.

Name of Contractor / Supplier:

James Hallam Insurance Brokers (Policy underwritten by Aviva)

Exemptions Claimed:

l) The purchase of the goods, materials, services or works is to be made using standing arrangements with another local authority or public sector body.

m) Where the procurement relates to an extension of an existing contract where there is significant benefit to be gained by extending the contract.

Reason for Application for Exemption:

James Hallam Insurance Brokers represent the town and parish council sector and provide a sector specific, bespoke Local Council Guard Insurance Scheme.

They have previously undertaken a full scheme review and market tender exercise to ensure that the sector is continuing to receive the best value for money in terms of rating competitiveness, depth of coverage, administration and claims service delivery and the security of the insurer.

This provides assurance to Members that a proper market testing and tender exercise has been undertaken and that value for money can be demonstrated and evidenced.

It is also important to stress that the current working arrangement with James Hallam Insurance Brokers is operating very effectively and the customer service received is excellent, both in terms of their understanding of the Council and its operations, dealing with any queries and providing advice, and dealing with any insurance claims promptly and efficiently and there would be benefits to be gained in this respect from extending the existing contract.

Additionally, discussions with James Hallam and Durham County Council Procurement have substantiated the continued volatility in the insurance market, confirming that a number of insurers are reducing cover and withdrawing cover from a number of areas e.g. for certain types of event and that insurance premiums continue to increase significantly. Due to the volatility and uncertainty of the market and with insurance being such a specialised area, they have strongly advised against changing insurer for the foreseeable future, particularly in the current climate.

Date to be Reported to Committee: Policy and Resources Committee on 2nd September 2026.	
Manager Authorisation	
Signature	**Designation**
	Town Clerk
	Finance Manager