



## DECISION RECORD <sup>1</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution, [Part 4e – Overview and Scrutiny Procedure Rules](#))

Subject: **Insurance Tender**

Staff contact: Debbie Gibson  
Tel: 01438 242406 / 07851 260489

Executive member: Joan Lloyd  
Portfolio: Resources and Transformation

### 1. **Decision**

Approved the award of the insurance contracts Lots 1-13

### 2. **Reasons for the decision**

Contracts re-tendered as required

### 3. **Alternative options considered and rejected <sup>2</sup>**

N/A

### 4. **Consultation**

(a) Comments of Executive Member <sup>3 4</sup>  
N/A

(b) Comments of other consultees <sup>5</sup>  
N/A

### 5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision. The Chair of the Overview & Scrutiny Committee has agreed that this decision is urgent and has therefore waived the requirement for it to be subject to scrutiny call-in.**

Signed: SIGNATURE REDACTED

Title: Cllr Mrs Joan Lloyd, Executive Member, Resources & Transformation  
Date: 18 August 2023

### 6. **PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION**

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<sup>1</sup> for guidance see Borough Solicitor's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

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<sup>3</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

<sup>4</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

<sup>5</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.