

OFFICER DECISION NOTICE



Reading
Borough Council
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This notice is to be used for the following types of officer decisions. (Select one option).

A. Decisions taken by officers under a specific express delegation from Council or a Committee.

B. Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure **over £100,000**.

1. Title of decision:	Award of Insurance Tender Lots to Winning Bidders
2. Date of the decision:	13 February 2026
3. The decision maker:	Director of Finance

4. Decision details:

Lot 7 - Package Lot incorporating Lots 1, 3 & 4 (Lot 1 – Property, Lot 3 – Casualty, Lot 4 – Motor Fleet) – To be placed with Zurich

Lot 2 – Commercial Property – To be placed with Zurich

Lot 5 – Engineering – To be placed with RMP

Lot 6 – Fidelity Guarantee / Crime – To be placed with RMP

5. Reasons for the decision:

Zurich scored the highest in moderation from the responses received for Lot 1, 2, 3, and 4. They bid on Lot 7 to combine (1, 3 and 4) with a further saving

RMP scored the highest in moderation from the responses received for Lot 5 and 6

6. Alternative options considered (if any) and rejected:

N/A

7. List of open Background Papers:

Procurement Strategy – URN 25-S-051

Policy Committee – 21 July 2025

8. List of confidential or exempt Background Papers:

Insurance Tender Evaluation Report, Tender for Insurance coverage and associated service (not broking services) February 2026 author AJ Gallagher (RBC Broker)

9. Equality Considerations:

N/A

10. Any other matters taken into consideration:

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input checked="" type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Armed Forces Covenant
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Other	

Details of the matters taken into account:

Insurance mitigates Financial exposure

RBC is remaining with its current deductibles on all of the policies, this decision does not create further risks for the Council.

11. Legal considerations

Legal have been consulted Ann Ntephe was spoken to by Heather Hall Insurance Manager to confirm that the Insurance policy along with the ITT is the contract agreement with Insurers.

12. Financial considerations

Cost of the 6 lots in 2025 - 26 was £1,191,280.35

Procurement Strategy (Above Threshold) we estimated £8.5m inc Insurance Premium Tax (over 7 years)

Tender result for 2026 – 27 totals £880,785.32 excluding VAT including IPT

$£880,785.32 \times 7 \text{ (years)} \text{ plus } 15\% \text{ (inflation)} = £7,090,322$

13. Internal consultations

N/A

Sections 13-18: To be completed only for Decision A (express delegation from a Committee)

14. The name of the Committee: Policy Committee

15. Date of the meeting: 21 July 2025

16. Minute number:	12(2)
17. The delegation given by the Committee:	That the Director of Finance in consultation with the Lead Councillor for Corporate Services and Resources and the Assistant Director for Legal and Democratic Services be authorised to make relevant decisions regarding policy cover, levels of deductibles and award the contract at the end of the tender process to the winning tenderer/s
18. The name of any member of the committee who declared a conflict of interest in relation to the decision:	N/A
19. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	N/A