Report to Resources Select Committee

Date of meeting: 13 July 2017

Subject: Risk Management Standards Assessment & Insurance Renewal

Officer contact for further information: Edward Higgins

Committee Secretary: Adrian Hendry

Recommendations/Decisions Required:

1. **To note the guidance provided by the Council's insurer, Zurich Municipal (ZM), following the Risk Management Standards Assessment on 8th February 2017;**

2. **To note the insurance renewal information and the increase to Insurance Premium Tax (IPT).**

Report:

1. On the 8th February 2017 a Public Sector Risk Consultant from the Council's insurer visited to carry out a Risk Management Standards Assessment in three specified areas. The areas being assessed were, Property (General), Combined Liability and Motor.

2. The Property review looked at non-residential properties which include the Civic Offices, Oakwood Hill Depot, North Weald Airfield and other operational buildings.

3. The combined Liability element reviewed areas that could result in Employers' or Public Liability insurance claims, such as inspections of estates, car parks, open spaces and staff training.

4. The Motor element looks at how the Council operates the fleet and also the grey fleet, which is an employee driving their own vehicle for Council business.

5. The assessment was carried out in two parts. Prior to the visit the Council submitted numerous documents requested by ZM. These documents included the Safety Policy, examples of minutes from the Corporate Safety Team meetings and details of inspection regimes. On the day of review the Risk Consultant met officers from throughout the authority to gain an in-depth understanding of the operational practices.

6. The outcome of the review has identified areas for improvement, the most important of which I detail in the table below.

Assessment area	Guidance
Property – Fire safety management	Fire Risk Assessments should be completed for all Council Buildings and should be reviewed on a regular basis.
Property – Fire inception risks	Waste stored at the Civic Offices is stored in secure bins away from the building. If not the case already external waste should be secured 5m or more from all Council managed buildings wherever practicable.
Property – Fire development risks	Clear guidance should be given to building managers on what to inspect, how often, what typical defects could arise and the process of recording areas of concern.
Property – Unoccupied Properties	Internal and external inspections should be carried out and repairs completed for any damage noted during the inspection.
Assessment area	Guidance
Combined Liabilities – Maintenance & inspections	Risk based inspection regimes should be formalised and implemented in support of the overarching maintenance and inspection policy. Regimes should include car parks, open spaces and play areas, and housing schemes and estates. Any remedial action should be taken to address any issues identified.
Combined Liabilities – Contractors & partnerships	As part of the EDFC procurement toolkit the Council should develop a Control of Contractors Policy. When selecting and appointing contractors all relevant competency checks should be carried out.
Motor – Legislation	A formal policy for checking fleet and grey fleet drivers driving licence should be implemented.

The next steps

7. The Council has already started to address some of these areas since the review.

8. A Fire Risk Assessment has been carried out at the Civic Offices. The report has just been received, so at the time of writing colleagues have not been able to review the report.

9. Although not part of the ZM assessment, Alan Hall, Director of Communities, has detailed the Approach to Fire Safety for the Council's Housing Stock within the general information section of the Council Bulletin published on 23 June.

10. The Council has requested the insurer to carry out a review of current inspection regimes, which will be followed by inspection training for managers. The result of which should see a measured approach to inspections, maintenance and record keeping.

11. The Council has started updating the Drivers Handbook and is looking into methods to implement driving licences checks.

Insurance cover for the coming year

12. At the meeting of this Committee on 7th February 2017 an overview of claims statistics was presented and discussed. The discussion touched upon insurance premiums and the possibility of the insurer providing funding for dash mounted cameras for the Council's fleet vehicles.

13. Both these items were discussed on 23rd May 2017 when representatives from ZM visited the Civic Offices for the annual review of insurance premiums with Bob Palmer, Director of Resources and Edward Higgins, Senior Finance Officer. At the meeting ZM confirmed that the rates will remain unchanged for the upcoming insurance year, 30/06/2017 to 29/06/2018, with the exception of the motor policy, which sees a slight uplift. It is important to note that all premiums will be subject to an increase in Insurance Premium Tax (IPT) from 9.5% to 12%. This increase is effective from June 2017 and has been included into budgets for 2017/18.

14. The insurer advised that they were unable to provide any funding for dash mounted cameras. They did acknowledge the benefit that cameras can bring in 50:50 claims. However, they did advise the use of caution if the Council did decide to implement the cameras, as there is growing concern around the misuse of footage.

Reason for decision:

This report is to advise Members of the outcome of Zurich Municipal's Risk Management Assessment and provide information around the insurance renewal for 2017/18.

Options considered and rejected:
Report only

Consultation undertaken:
Risk Management Assessment carried out by Zurich Municipal.

Resource implications:
No additional resource requirement.

Budget provision: From existing.
Personnel: None
Land: None

Community Plan/BVPP reference: None
Relevant statutory powers: None

Background papers: None
Environmental/Human Rights Act/Crime and Disorder Act Implications: None
Key Decision reference: (if required) Not required