

Meeting: Insurance Project Group Meeting, held at the East Midlands Centre of Excellence Offices



Date/Time: Tuesday 13th February 2007, 10.30 am Commencement

Attendees: Jonathan Jones (Chair) West Midlands Centre of Excellence
 Carly Haswell West Midlands Centre of Excellence
 Andrew Foster East Midlands Centre of Excellence
 Roger Bennett Tamworth Borough Council
 James Armstrong Daventry District Council
 Mark Griffiths City of Lincoln Council
 Tony Hall The Welland Partnership
 Nigel Johnson Bassetlaw District Council

Project Objectives (Terms of Reference):

- Reduce overall insurance premium costs for district authorities
- Better management of the market by deploying best practice
- Capacity build insurance risk management
- Coordinate an effective approach across the region
- Long term development of insurance services
- Develop flexibility when going out to market

Item	Title	Actions
1.	<p><u>Key issues for consideration and debate amongst the group</u></p> <p>(a) Risk Management</p> <ul style="list-style-type: none"> • Risk management is fundamental to this project and the various risk management issues should be categorised. • No direct guarantees of lower premiums by best practice risk management. • Extra resource is not required at this stage, but rather talking directly to insurance companies to assess what they want to see in a risk management document and health and safety documents etc also what structure and key headings are they looking for. • The development of an effective procurement strategy for insurance provision and a clear message of intent i.e. reduce the costs of insurance premiums. <p>(b) Regional Buy-in</p> <ul style="list-style-type: none"> • The Shared Services agenda is a key issue for both East and West Midlands District authorities and this project forms a key part of that agenda. This should also link into the regional shared services agenda. • The insurance procurement strategy needs to establish which authorities are interested in taking part in this project. • Produce best practice guidance paper to support and assist councils and evidence of good risk management. • How to engage the district authorities that are not currently engaging in this project and may not be operating under best practice principles. <p>(c) Critical Mass</p> <ul style="list-style-type: none"> • Structure and insurance grouping clusters need to be considered, these may not be geographical but rather profile and liability based, therefore a model could be a large consortium of cluster groups across the two regions. • It was believed that between 8 to 10 district authorities in each insurance cluster would probably be an ideal profile. 	

	<p><u>(d) Market Management</u></p> <ul style="list-style-type: none"> • Better insurance market management via the two regions should lead to better overall performance, therefore the first stage is to assess what the market requires of district authorities i.e. ideal district insurance profile for best pricing. <p><u>(e) Doing Things Differently</u></p> <ul style="list-style-type: none"> • The key strategy should be to develop an insurance approach that is both palatable and workable for all district authorities. • Consortia approach was deemed as the optimum way forward for the group event that took place on the 12th January 2007. • Also a close monitoring of what is happening in other regions and the savings and benefits delivered i.e. mutual insurance groups. 	
2.	<p><u>The Way Forward</u></p> <p>It was felt by the group that commissioning a feasibility study at this stage may not be the best route as there were several fundamental issues that needed to be considered. However, the first two phases have now been agreed;</p> <p>Phase 1 – Market Assessment (to 30th April 2007)</p> <ul style="list-style-type: none"> • Terms of reference finalized (stated at top of action points) • Propose and agree the questions for insurance providers • Arrange meetings with identified insurance companies • Groupings of authorities – County, population, services and common issues • Quality check to identify similar authorities to be grouped <p>Phase 2 – Risk Management (for consideration after April 2007)</p> <ul style="list-style-type: none"> • Dependant on outcome of meetings with Insurance companies • Maximize risk profiles / attractiveness of insurance requirement 	ALL
3.	<p><u>Actions from the Meeting</u></p> <p>(1) Ten relevant questions to be identified to put to Insurance companies covering:</p> <ul style="list-style-type: none"> - Operational Issues - Discount offered as a consortium - How can they demonstrate savings to be made <p><i>(enclosed, to be returned with comments by 2nd March 2007)</i></p> <p>(2) Arrange meetings with Insurers to go through questions as follows;</p> <ul style="list-style-type: none"> ➤ Zurich Municipal – Roger Bennett (Jonathan Jones) ➤ AIG Insurance – Roger Bennett (Jonathan Jones) ➤ St Pauls – Mark Griffiths / James Armstrong ➤ Royal Sun Alliance – Mark Griffiths /James Armstrong ➤ Aspen – Mark Griffiths / James Armstrong ➤ HSB – Mark Griffiths / James Armstrong ➤ Up2u Group – Mark Griffiths /James Armstrong 	ALL
4.	<p><u>Date and Time of Next Meeting</u></p> <p>To be held at the East Midlands Centre of Excellence on the 30th April 2007, commencing 10.30am</p>	