



North Devon Council

MeetingDate

Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Adam Tape, Head of Governance

2. TITLE OF PROPOSED CONTRACT:

Insurance Broker for the purchase of harbour wall / marine insurance

The proposed contract for the above will be between £12,000 (inc VAT) and £120,000 (inc VAT).

With this RFW I include a copy of the specification or brief which has been prepared for this contract and which details the goods, services and/or works which will be provided.

Following a risk assessment of the Council's insurance coverage, provided by Abingdon Risk Consulting, a risk emerged regarding the lack of insurance of our sea walls at Ilfracombe and Lynmouth Harbours. A broker was required to help place the insurance cover.

Please note that despite the contract falling below the procurement threshold above, it was seen as good practice to complete the request for waiver process should the contract result in a longer term relationship for the placement of marine insurance.

I can also confirm that the contract terms which will be used for this contract will be the Brokers Terms of Business Agreement, working alongside the Council's standard terms and conditions for goods and services or (where relevant) works or, where this is not the case, I have sought the approval of Legal Services to the alternative terms and conditions that I propose to use for this contract.

In accordance with paragraph 12 of the Council's Contract Procedures Rules, quotations should be obtained from more than one supplier using a request for quotation (RFQ) and the quote evaluated as successful, in compliance with the evaluation criteria in the RFQ, should be accepted. In the alternative officers may consider running an open tender process in accordance with paragraph 13 of the Contract Procedure Rules.

NOTE: This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW and details of the contract awarded must be sent to supplyingndc@northdevon.gov.uk immediately following approval.



I can confirm that I have sought all relevant procurement advice and consider that it is appropriate that this requirement be waived for the following reason:

Only one compliant quote was returned

3. NOTIFIABLE BELOW THRESHOLD CONTRACTS

Please check the box if your contract is of a value **over £30,000 (inc VAT)**. In accordance with the note below, while information should be provided anyway, it is of utmost importance, to ensure compliance with law, to notify supplyingndc@northdevon.gov.uk with details of the contract awarded as soon as possible where this box is checked.

4. THE PROPOSAL IS TO AWARD THIS CONTRACT TO THE FOLLOWING SUPPLIER:

[Bishopsgate Insurance Brokers \(a subsidiary of Ardonagh Group\)](#)

5. DETAIL

6. I can confirm that, despite non-compliance with the requirements of paragraph 12.1 of the Contract Procedure Rules the award of this contract to the above supplier will be best value for the Council for the following reason(s):
Our holding Broker, Gallagher's, were unable to support this type of insurance cover. An analysis of brokers was carried out by Abingdon Risk Consulting which included McGill, Gallagher's London office and Thomas Carroll. For many it was found that the size of the account would be too small for them to handle, as they had minimum earning requirements which would not be achieved. Ardonagh Group were chosen as the best broker in order to obtain the best cover at an optimum price.

Quotation 1:

Does the quotation conform to the provided specification? Y

(If no, please provide detail)

Supplier Name: Bishopsgate Insurance Brokers

Quotation Price: £8,500 + VAT

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7. DECISION TO BE MADE BY: Jon Triggs, Director of Resources and Deputy Chief Executive (Chief Financial Officer)

To be completed by Decision Taker:

8. REQUEST FOR WAIVER AUTHORISED BY DECISION MAKER?: Yes

9. DECISION MAKER'S COMMENTS: Specialist insurance broker required and tied in with the level of insurance being placed.

10. DATE OF DECISION: 31/03/2025

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