



London Borough of Enfield

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| Report Title | Corporate & Leasehold Property Insurance Arrangements |
| Report to | Cllr Tim Leaver, Cabinet Member for Finance and Procurement |
| Cabinet Member | Cllr Tim Leaver, Cabinet Member for Finance and Procurement |
| Executive Director / Director | Terry Osborne, Director of Law & Governance |
| Report Author | Kay Osborne kay.osborne@enfield.gov.uk |
| Wards affected | All |
| Key Decision Number | 5672 |
| Classification | Part 1 & 2 (Para 3) |
| Reason for exemption | Information relating to the financial or business affairs of any particular person (including the authority holding that information). |

Purpose of Report

1. The Council's insurance cover is provided through a mix of internal (self-insurance) and external arrangements. Having adequate external insurance in place is integral to the functioning of the authority, enabling the Council to meet insurable financial losses that may arise from the delivery of services. The Council's existing insurance cover is due to expire on 31 March 2024. A tender exercise to enter into five-year Long-Term Agreements (LTA) from 1 April 2024 has been carried out. This report details the options the Council has considered and puts forward recommendations to agree five-year LTAs with a number of insurance providers.

Recommendations

1. Agree to award the main corporate insurance contract and the leasehold buildings insurance contract to the recommended bidders as detailed in the Part 2 report.

Background and Options

Current insurance arrangements

2. The Council insurance programme consists of the main corporate insurance policies which cover the usual business activities of the Council and the leasehold right to buy policy which is recharged in full to leaseholders. A summary of the current insurance arrangements is given in paragraphs 4 – 7 below.
3. The council have collaborated with the existing insurers to build on and improve the way in which risks are managed across the council. All risk management days/bursaries provided by insurers have been utilised over the current contract and the results of the risk reviews undertaken in the last five years have been positive. The council has built a solid reputation as an organisation who manages their risks effectively and is also open to implementing improvements.

Corporate insurance cover

4. The different categories of insurance under the current contract are detailed below:

| Category | Insurer | Policy excess |
|----------------------------------|------------------|---------------|
| Property | Zurich Municipal | £500,000 |
| Additional Covers Property | Zurich Municipal | £0 - £10,000 |
| Liability | RMP | £500,000 |
| Fidelity Guarantee | Zurich Municipal | £25,000 |
| Motor | Zurich Municipal | £500,000 |
| Group Personal Accident & Travel | Zurich Municipal | £15 |

Leasehold insurance cover

5. As a freeholder, the Council arranges buildings insurance on behalf of its residential leaseholders. All premiums payable for this insurance are paid by leaseholders via annual service charges.

6. Due to the previous insurer, Avid, exiting the market, the Council arranged a one-year insurance policy with Protector from 1 April 2023 until 31 March 2024. This was subject to a Key Decision (5584).
7. Leaseholders are currently required to pay an excess in the event of a claim - £1000 for subsidence and £50 for all other causes.

The tender exercise

8. The insurance market is somewhat restricted for local authority risks and the market can be influenced by various factors such as expensive claims, global exposures, and the economic climate. Insurers tend to mitigate their losses by imposing stricter requirements and raising premiums.
9. The local authority insurance market for both corporate risks and the leasehold insurance is extremely limited, with two to three insurers willing to cover these types of risks.
10. Given the complex nature of insurance and to enable the Council to access other insurers and generate market interest we used Marsh, a firm of insurance brokers, to assist with the tender exercise.
11. We ran separate tender exercises for the main corporate insurance and for the leasehold insurance.
12. Both tenders used the YPO's Insurance Placement Dynamic Purchasing System Framework (DPS). This framework provides a list of insurance companies who have already expressed interest in the public sector insurance market. All providers have already been initially assessed as being capable of providing the range of insurances required by local authorities. This reduces the risk of the Council placing business with an insurer who may not have adequate financial capabilities or who is unable to provide adequate coverage or who fully appreciates the specialised risks involved in Council operations.
13. All insurers who are capable and willing to insure local authorities are already on the YPO Framework. Their terms and conditions have already been agreed and the need to conduct lengthy negotiation or consultation is reduced. Non-cashable savings will be made because the timescales of the process and the resources required will be reduced. However, a YPO management surcharge of 0.5% will apply and a brokerage fee of 3.5% is payable. In addition, all insurance policies are subject to a non-recoverable Insurance Premium Tax (IPT) of 12%.
14. A five-year contract term with no formal breaks was requested for both contracts. It is envisaged that this term will give a level of certainty to the council.

15. During the five-year contract, annual renewals will be undertaken. If at any of these renewals the premiums increased significantly then the council would have the ability to break the contract and re-tender.
16. Ordinarily under the Council's Contract Procurement Rules (CPRs) the Council is required to ensure that the provider holds sufficient security for contracts of this value. However, the insurance industry does not hold the types of security required under the council's CPRs and is not something that is available in the market. Given this the Executive Director of Resources has approved for this requirement to be waived.

Tender exercise - corporate

17. For the main corporate insurance cover, the risks were split into the following lots –

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|-------|---|
| Lot 1 | Property – including material damage, contract works, commercial leased properties, fine arts |
| Lot 2 | Liability & Fidelity Guarantee (FG) |
| Lot 3 | Motor, including uninsured loss recovery |
| Lot 4 | Group Personal Accident (PA) & Travel |
| Lot 5 | Terrorism - Property |

18. Quotations were sought for a five-year period and for cover based on the three different excess levels for property, liability, and motor:

- £500k (existing level)
- £250k
- £1m

Existing excesses on the smaller policies were requested.

19. The tender stipulated that bids for the existing excess level of £500k must be provided, with an option to provide bids for a lower excess of £250k and a higher excess of £1m.
20. For fidelity guarantee and group personal accident/travel the excess requested remained at the existing levels:

| Lot | Description | Alternative | Current | Alternative |
|-----|--|---------------------|---------------------|-----------------------|
| 1 | Property | £250,000 | £500,000 | £1,000,000 |
| 2 | Liability Fidelity Guarantee (FG) | £250,000 £25,000 | £500,000 £25,000 | £1,000,000 £25,000 |
| 3 | Motor | £250,000 | £500,000 | £1,000,000 |
| 4 | Group Personal Accident (PA) & Travel | £0 | £0 | £0 |
| 5 | Terrorism | £250,000 | £500,000 | £1,000,000 |

Tender exercise - Leasehold

21. The procurement was undertaken separately due to an extended timetable to take into account the requirement under Section 20 of the Landlord and Tenant Act 1985 (as amended by S151 of the Commonhold and Leasehold Reform Act 2002) to consult leaseholders on both procuring insurance and awarding the contract.
22. Quotations were sought for cover based on the existing excesses and also an increased excess. We also requested quotations to include and exclude accidental damage cover. Details are shown below:

| Option | Excess options | Accidental damage cover |
|--------|---|-------------------------|
| 1 | £1000 subsidence £50 all other causes | No |
| 2 | £1000 subsidence £50 all other causes | Yes |
| 3 | £1000 subsidence £250 all other causes | No |
| 4 | £1000 subsidence £250 all other causes | Yes |

23. All received bids were evaluated by considering not only the price, but also the quality of the offering. The bids were assessed using the following weightings:

| | |
|----------------------------|-----|
| Price | 70% |
| Assessment of policy cover | 15% |
| Claims handling service | 10% |
| Social value | 5% |

Tender responses

24. A number of bids were received for each lot for the corporate insurance programme. Full details are shown in the Part 2 report.
25. One bid was received for the leasehold policy. Full details are shown in the Part 2 report.
26. The recommended bids are for a five-year contract duration. This Long-Term Agreement will offer the Council the benefit of premium discounts and fixed rates throughout the duration of the contract.
27. The premiums offered are valid for the first year of the contract and are then re-appraised annually throughout the duration of the contract.
28. Premiums are based on the Council's current risk profile, claims experience and total property valuation. Premiums may be revised if there

is a change in the Council's risk profile, claims experience or total property valuation.

29. Where the Council acquires a significant number of properties during the insurance contract period, there is flexibility to add these to the insurance contract although an additional premium may be required.
30. Insurers use a rate to calculate premiums. This rate is unique to the individual insurer and a number of factors will influence the setting of the rate – such as the insurer's appetite for risk, legal/regulatory changes, risk management techniques, claims history and global impacts.
31. If the rate or premium were to increase significantly at the annual renewal stage then the council could break the contract as there is a fundamental change in terms and re-tender.
32. All Council residential leaseholders were consulted in line with the requirements under Section 20 of the Landlord Tenant Act.
33. There are approximately 5000 leasehold properties within the borough. The first consultation (to tender the leasehold buildings insurance contract) elicited ten observations and two observations were received regarding the second consultation (which provided details of the bids). A summary of the observations and responses are shown below:

1st Consultation

| Summary of Observation/Comment | Response |
|--|--|
| What will the insurance policy cover? | The existing perils and a request to provide quotations to cover Accidental Damage |
| What is the evaluation criteria? | 70% on price/30% quality |
| How are premiums calculated? | Insurers will calculate premium based on the rebuild value and the individual insurer's rating for this type of property. Recharges are calculated annually and form part of the service charge. The rebuild value and number of bedrooms is used to calculate individual recharges. |
| Cost of the contract – per year and over the contract term | Approximately £9m, although the cost may change depending on rebuild values and claims experience |
| Duration of contract | Five years – this should provide a level of certainty to leaseholders |
| Excess levels | Bidders are requested to provide two different levels of excess – £1000 subsidence/£50 all other causes £1000 subsidence/£250 all other |

| | |
|--|---|
| | causes |
| Claims handling arrangements | Claims will be dealt with by the insurer or their appointed representatives. |
| What information is provided to insurers? | Information for every property – full address, rebuild value, construction details (where available) General information – how the council manages the risk, policies & procedures, claims experience for the last 10 years. |
| Premium should not be adversely ESG (Environment Social & Governance) requirements | This requirement should not affect the premium and will be evaluated under the quality aspect |
| What is the Broker involvement? | To assist in the tender and subsequent renewals and to provide support and guidance throughout the year. |
| Policy should be only for leasehold properties and no other council properties | Accepted – the policy will only cover leasehold residential properties |

2nd consultation

| Summary of Observation/Comment | Response |
|---|---|
| How many bids received | Only one bidder provided a quotation – for all four options |
| Duration of contract | Five years |
| Cost breakdown | Total premium for all four options provided. The cost of insurance may increase during the contract therefore the total cost is an estimate only. |
| Broker selection & involvement | Broker selected as they have considerable experience in public sector risks. Broker has assisted with the tender. There is a brokerage fee payable. |
| Information provided to leaseholders under the consultation | All information has been provided to comply with the appropriate legislation – a copy of the Invitation To Tender/Market Presentation and all quotations were provided |
| Premium calculations | Insurers have calculated premium based on the rebuild value and the individual insurer's rating for this type of property. Recharges are calculated annually and form part of the service charge. The rebuild value and number of bedrooms is used to calculate individual recharges. |

General points to note for both corporate and leasehold insurance programme

34. Awarding the lots to the recommended bidders as detailed in the Part 2 report will ensure that the Council has adequate financial protection in the event of a major loss.
35. The Council's insurable risks will continue to be proactively managed with regular actuarial reviews carried out to ensure the adequacy of the Council's insurance fund throughout the policy years.

Alternative Options

Increased excesses – corporate insurance

36. Quotations were sought, in respect of the main classes of business (property, liability and motor), for the existing excess (£500k), a decreased excess of £250k and an increased excess of £1m.
37. Bids were received for the existing excess with some bidders providing quotations for the other two excess options.
38. Whilst an increased deductible would provide some premium savings, a balance was made between any premium savings and the risk of the Council receiving a claim valued over the existing deductible of £500k. The quotations received for an increased excess were considered unlikely to provide sufficient savings to offset the risk of a single or several high value claims being made in the contract year.
39. A significant additional premium would need to be paid to bring the excess down to £250k.

Increased excesses – leasehold insurance

40. Quotations were requested for two different excess levels, one to retain the current levels - £1000 subsidence/£50 all other insurable events and one to increase the levels to £1000 subsidence/£250 all other insurable events. A £1000 excess in relation to subsidence damage is standard across the insurance industry for residential properties.
41. Discussions were undertaken with the broker and it was considered that increasing the excess to £350 - £500 would only generate only modest premium savings. Increasing the excess over £500 would also impose a significant burden on leaseholders.
42. Historically, Accidental Damage has not been insured under the leasehold buildings policy. In order to test the market and to ascertain what premium would be levied if this was included, bidders were requested to provide quotations to include and exclude Accidental Damage.

43. Only one bidder provided quotations for all four options. The most expensive option would be to retain the existing level of excess and include Accidental Damage.
44. The bidder, however, is unable to provide Accidental Damage cover to properties that are sub-let.
45. There are approximately 2,500 sub-let residential leasehold properties in the borough. Therefore 50% of leaseholders would not be able to benefit from this cover.
46. If the council were to include Accidental Damage cover there is a high likelihood that claims will be made and the claims experience will deteriorate. As claims experience is one factor insurers consider when calculating the premium, it is likely that if there is a deterioration (increased number of claims made and/or increased value of claims) this would lead to an increase in premium, which all leaseholders would be required to pay. In addition, only owner-occupiers would benefit from this cover. Given this we consider that it is more equitable to accept the bid for the existing excess levels and no Accidental Damage cover.

Insuring the risk in-house – corporate and leasehold insurance

Corporate insurance

47. The council's current insurance programme provides cover for catastrophic losses.
48. Although self-insurance would result in premium savings, the Council would need to ensure that an adequate insurance reserve was in place.
49. Over the last five years, the value of the Council's insurance reserves has fluctuated between £5.7m and £7.7m. Whilst the value of future claims is difficult to predict, it would be necessary to increase the value of the insurance reserve substantially to cover these potential liabilities should the Council self-insure. We believe it is prudent to continue to insure externally for those major/catastrophic risks that the Council may not be able to meet should they occur.

Leasehold insurance

50. A review into whether the Council should self-insure leasehold insurance found this was not viable due to a number of issues including whether the Council would be able to recharge contributions to leaseholders, whether the Council could be authorised by the Financial Conduct Authority to provide insurance, and whether all mortgage lenders would accept the Council as acting as the insurer.

Preferred Option and Reasons For Preferred Option

51. Awarding insurance contracts to the recommended bidders as detailed in the Part 2 report will ensure the Council has adequate financial protection in the event of a major loss.

Relevance to Council Plans and Strategies

52. Ensuring that the Council has adequate insurance cover supports the priorities set out in the Council Plan 2023-26. It allows for financial resilience as it transfers the financial risk for catastrophic losses from the Council to insurers. It allows for continuity of operational activities and the freedom to pursue strategic goals. As part of the insurance programme we are also able to obtain risk management guidance on insurable risks and analyse claim trends to improve services across the Council. Having appropriate insurance in place provides confidence within the Council and to our residents that the appropriate financial protection is available if a catastrophic event should occur. Some examples of how insurance supports the Council's priorities are:

- a. **Clean and green spaces** – adequate insurance enables operational activities to thrive, as cover is in place for damage, loss, or injury.
- b. **More and better homes** - insurance allows for the efficient repair of residential dwellings (both leasehold and council tenanted) caused by an insured event so that homes are kept in a good standard of repair.
- c. **Strong, healthy, and safe communities** – insurance allows for activities to continue as cover is in place for damage, loss, or injury. Analysing claim trends can assist with identifying issues and therefore resources can be targeted more effectively.
- d. **Thriving children and young people** - insurance supports the provision of youth centres, playgrounds, playschemes and summer holiday activities as it provides financial cover for loss, damage, or injury.
- e. **An economy that works for everyone** – transferring the financial risk to a third-party organisation allows greater financial resilience and stability for the Council, which ensures resources are focused on delivering positive outcomes for local residents and businesses.

Financial Implications

Please see Part 2 report.

Legal Implications

53. Section 111 of the Local Government Act 1972 permits local authorities to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of their functions. In addition, the Council has a general power of competence under section 1(1) of the Localism Act 2011 to do anything that individuals may do, provided it is not prohibited by legislation and subject to Public Law principles. The Council is acting under these general powers when obtaining insurance as recommended within this report.
54. The value of the proposed contracts are above the relevant EU procurement threshold which means that the Public Contracts Regulations 2015 (PCR 2015) apply to the procurement process for both. The use of a framework is a compliant route to award, provided that the Council can legitimately use the framework and the award process complies with the terms of the framework. Procurement colleagues have undertaken due diligence on the relevant framework and have been involved with the process to help ensure compliance with the PCR 2015 and the framework terms.
55. Under the CPRs, for contracts of this value, the Council is required to ensure that the provider holds sufficient security in one of the forms outlined in CRP 7.3. If such security is deemed not to be required then the Executive Director of Resources must approve such a decision, with reasons and risk mitigation measures set out in the relevant delegated authority report for the contract award. As stated elsewhere in this Report, this requirement has been waived with the approval of the Executive Director of Resources.
56. The call-off contracts must be in a form approved by Legal Services on behalf of the director of law and governance, and due to the value must be sealed as a deed.

Equalities Implications

57. Full findings of the Equalities Impact Assessment can be found in Appendix A.
58. Overall there was found to be minimal impact on protected characteristics. The main findings are summarised as follows:
 59. Leasehold – Any premium increases will have a negative impact on leaseholders regardless of their protected characteristics.
 60. Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.
 61. Mitigating actions - Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options. To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Property Implications

62. This procurement will ensure that all Council properties continue to be insured correctly and in line with the Council's contractual obligations and reduces its risk by having appropriately insured buildings.

Procurement Implications

63. Any procurement must be undertaken in accordance with the Councils Contract Procedure Rules (CPR's) and the Public Contracts Regulations (2015). This procurement activity has gone through the Procurement Services Assurance process and the necessary Gate Reports prepared for endorsement.
64. Procurement Services carried out due diligence on the Framework which has been utilised (YPO Insurance Placement DPS, ref. 000978) and confirm this is an approved route, ensuring the Council is in adherence with the CPR's and Public Contracts Regulations.
65. It is the expectation that the contracts will be fully managed in line with the Council's Contract Management Framework. This will include evidence of contract management including contract / performance reviews, financial checks (supplier resilience) and regular risk assessments.
66. The Service Area has completed the Contract Management Tiering tool and the project has been classified as Gold. The lead officer will meet with the Contract and Supplier Relationship Manager within Procurement Services, who will go through the contract management requirements for the management of the Contract prior to its commencement.
67. Promoting to the Councils Contract Register and the uploading of executed contracts for this service must be undertaken on the London Tenders Portal.

Crime and Disorder Implications

68. Holding adequate levels of insurance cover will mean that the council will be able to deal with certain losses as a result of a criminal activity, for example a fire caused by arson to a council building.

Report Author: Kay Osborne
Insurance Manager
Kay.osborne@enfield.gov.uk
020 8379 1476

Appendices

Appendix A Equalities Impact Assessment
Part 2 Report & Appendix

Background Papers

None

Departmental reference number, if relevant: CE 23/043

Enfield Equality Impact Assessment (EqIA)

Section 1 – Equality analysis details

| | |
|---|--|
| Title of service activity / policy/ strategy/ budget change/ decision that you are assessing | Corporate & leasehold insurance provision. |
| Team/ Department | Audit, Fraud & Insurance Service Chief Executive’s Department |
| Executive Director | Terry Osborne Director of Law & Governance |
| Cabinet Member | Cllr Tim Leaver Cabinet Member for Finance & Procurement |
| Author(s) name(s) and contact details | Kay Osborne Insurance Manager Kay.osborne@enfield.gov.uk |
| Committee name and date of decision | Key Decision: 5672 11 March 2024 |
| Date of EqIA completion | 21 February 2024 |

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| Date the EqIA was reviewed by the Corporate Strategy Service | 27 February 2024 |
| Name of Head of Service responsible for implementing the EqIA actions (if any) | Marion Cameron Head of Internal Audit, Fraud & Insurance |
| Name of Director who has approved the EqIA | 29 February 2024 |

Section 2 – Summary of proposal

The Council's insurance provision is required to be tendered every five years. The contract is split into two areas – the corporate insurance programme and leasehold insurance cover.

Due to a previous leasehold insurer exiting the market at the end of March 2023 a one-year contract was put in place. The corporate insurance programme is in its last year of the current contract. The contract has been split into five lots – property, liability and fidelity guarantee, motor, personal accident and travel and terrorism.

Bids have been requested for a five-year term, commencing on 1 April 2024.

Leasehold property insurance is recharged to leaseholders in full as part of their service charge so premium increases may disadvantage socio-economically deprived residents.

Section 3 – Equality analysis

Age

This can refer to people of a specific age e.g. 18-year-olds, or age range e.g. 0–18-year-olds.

Will the proposed change to service/policy/budget have a **differential impact [positive or negative]** on people of a specific age or age group (e.g. older or younger people)?

Please provide evidence to explain why this group may be particularly affected.

Leasehold – Any premium increases will have a negative impact on leaseholders regardless of their age. Although those who are older or younger may suffer greater financial pressures than those who are not.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.

Mitigating actions to be taken

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options.

To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Disability

A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-day activities.

This could include: physical impairment, hearing impairment, visual impairment, learning difficulties, long-standing illness or health condition, mental illness, substance abuse or other impairments.

Will the proposed change to service/policy/budget have a **differential impact [positive or negative]** on people with disabilities?

Please provide evidence to explain why this group may be particularly affected.

Leasehold - Any premium increases will have a negative impact on leaseholders regardless of whether they have a disability or not. However, those with a disability may suffer greater financial pressures than those that are not disabled.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.

Mitigating actions to be taken

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options.

To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Gender Reassignment

This refers to people who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on transgender people?

Please provide evidence to explain why this group may be particularly affected.

Leasehold - Any premium increases will have a negative impact on leaseholders regardless of whether they are proposing to undergo, are undergoing or have undergone to reassign their sex or not.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.

Mitigating actions to be taken

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options

To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Marriage and Civil Partnership

Marriage and civil partnerships are different ways of legally recognising relationships. The formation of a civil partnership must remain secular, where-as a marriage can be conducted through either religious or civil ceremonies. In the U.K both marriages and civil partnerships can be same sex or mixed sex. Civil partners must be treated the same as married couples on a wide range of legal matters.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people in a marriage or civil partnership?

Please provide evidence to explain why this group may be particularly affected.

Leasehold - Any premium increases will have a negative impact on leaseholders regardless of whether they are in a civil partnership, are married or not.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.

Mitigating actions to be taken

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options

To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Pregnancy and maternity

Pregnancy refers to the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on pregnancy and maternity?

Please provide evidence to explain why this group may be particularly affected.

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| <p>Leasehold - Any premium increases will have a negative impact on leaseholders regardless of whether they are pregnant or not.</p> <p>Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.</p> |
| <p>Mitigating actions to be taken</p> |
| <p>Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options</p> <p>To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.</p> |

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| <p>Race</p> <p>This refers to a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.</p> |
| <p>Will this change to service/policy/budget have a differential impact [positive or negative] on people of a certain race?</p> <p>Please provide evidence to explain why this group may be particularly affected.</p> |
| <p>Leasehold - Any premium increases will have a negative impact on leaseholders regardless of a leaseholder's race.</p> <p>Corporate –Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.</p> |
| <p>Mitigating actions to be taken</p> |
| <p>Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options</p> <p>To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.</p> |

Religion and belief

Religion refers to a person's faith (e.g. Buddhism, Islam, Christianity, Judaism, Sikhism, Hinduism). Belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people who follow a religion or belief, including lack of belief?

Please provide evidence to explain why this group may be particularly affected.

Leasehold - Any premium increases will have a negative impact on leaseholders regardless of a leaseholder's religion or belief. Although there may be leaseholders who consider conventional insurance to be against their religious beliefs. The insurance industry does have a limited alternative – Takaful insurance. However, no leaseholder has raised this as an issue.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.

Mitigating actions to be taken

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options

To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Sex

Sex refers to whether you are a female or male.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on females or males?

Please provide evidence to explain why this group may be particularly affected.

Leasehold - Any premium increases will have a negative impact on leaseholders regardless of a leaseholder's sex.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.

Mitigating actions to be taken

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options

Leasehold - To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Sexual Orientation

This refers to whether a person is sexually attracted to people of the same sex or a different sex to themselves. Please consider the impact on people who identify as heterosexual, bisexual, gay, lesbian, non-binary or asexual.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people with a particular sexual orientation?

Please provide evidence to explain why this group may be particularly affected.

Leasehold - Any premium increases will have a negative impact on leaseholders regardless of a leaseholder's sexual orientation.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.

Mitigating actions to be taken

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options

To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Care Experience

This refers to a person who has spent 13 weeks or more in local authority care.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people with care experience?

Please provide evidence to explain why this group may be particularly affected.

Leasehold - Any premium increases will have a negative impact on leaseholders regardless of whether a leaseholder or a member of their household has care experience.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services.

Mitigating actions to be taken

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options

To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Socio-economic deprivation

This refers to people who are disadvantaged due to socio-economic factors e.g. unemployment, low income, low academic qualifications or living in a deprived area, social housing or unstable housing.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people who are socio-economically disadvantaged?

Please provide evidence to explain why this group may be particularly affected.

Leasehold - Any premium increases will have a negative impact on socio-economically deprived leaseholders.

Corporate – Without adequate insurance in place the council will need to set aside funds which may impact on the provision of front-line services..

Mitigating actions to be taken.

Leasehold: To ensure best value was obtained, a full tender process was undertaken including an assessment of excess options

To mitigate this impact, the Insurance team will work with Finance and other departments to develop strategies to lessen the financial burden for leaseholders e.g., payment by instalments.

Section 4 – Monitoring and review

How do you intend to monitor and review the effects of this proposal?

Who will be responsible for assessing the effects of this proposal?

Leasehold - The usual Council processes in terms of collection of service charges will monitor the payment of service charges and leasehold insurance premiums.

Section 5 – Action plan for mitigating actions

Any actions that are already completed should be captured in the equality analysis section above. Any actions that will be implemented once the decision has been made should be captured here.

| Identified Issue | Action Required | Lead officer | Timescale/By When | Costs | Review Date/Comments |
|--|---|--------------|-------------------|-------------------------------------|----------------------|
| Ability of leaseholders to pay increased premiums. | Research with Finance and Home Ownership teams to consider repayment schedule over a longer period of time. | Kay Osborne | July 2024 | Potential loss of income to council | |
| | Working with Finance and Home Ownership teams to monitor payment of premiums via service charges. | Kay Osborne | October 2024 | Potential loss of income to council | |
| | | | | | |