

Calne Without Parish Council 18/05/2020
Agenda item 8

Insurance Renewal details 2020/21

These are the details of the insurance renewal quote as received from the brokers Came and Company.

The Council approved a three-year deal in 2019/20.

Dear Mrs Glen,

Thank you for choosing to arrange your insurance through Came & Company Local Council Insurance brokers last year. The renewal of the policy for Calne Without Parish Council is currently under long term agreement and the annual renewal premium is due on 1st June 2020.

Important Information - Insurance Act

The renewal quotation for Calne Without Parish Council is based upon the information previously provided to us and held by your insurers and the attached statement of fact, details of which are shown on the attached schedule.

If you wish to proceed with renewing the Council's cover, you must be sure that none of this information has changed (or, if it has, you must tell us about the changes before we arrange cover).

Additionally, under the Insurance Act 2015 you now have a new duty to provide a 'fair presentation' of the risk to insurers, which replaces the previous duty to disclose all material facts. This means that you must now clearly disclose every material circumstance which you, your Councillors or persons responsible for arranging your insurance, know or ought to know following a reasonable search. A material circumstance is one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. If you are in any doubt as to whether a circumstance is material you are advised to disclose it.

Please note that failure to disclose a material circumstance may entitle the insurer(s) to impose different terms on your cover or reduce the amount of a claim payable. In some cases your cover could be invalidated, which would mean that a claim would not be paid.

To avoid the risk of under-insurance it is vitally important that your sums insured / indemnity limits are maintained at a correct level. I would, therefore, ask you to consider whether the policy coverage and sums insured / indemnity limits are sufficient to ensure that you will be adequately protected in the event of a claim.

Calne Without Parish Council Renewal Summary under long term agreement until 31st May 2022

We have pleasure in presenting our proposal for your upcoming insurance renewal, in accordance with your requirements. Based on the information we hold when Calne Without Parish Council entered into their long term agreement, we assessed your demands and needs as those of a Council wishing to insure the risks shown, at the levels of cover set out in the attached schedule of insurance, with a reputable insurer and at a cost effective premium.

We have pleasure in confirming the Council's renewal premium as £715.13, including insurance premium tax (IPT) plus our Administration fee of £50.00, giving a total annual premium of £765.13. This takes into consideration the Council's long-term agreement which expires on 31st May 2022.

In handling this policy we will act solely as your agent, including when assisting you with any claim.

Pen Underwriting Limited is a company within the Gallagher group and acts on behalf of a number of insurers. We always aim to treat you fairly and we manage all potential conflicts in accordance with our Terms of Business.

Intra-group reorganisation affecting Inspire Underwriting

Your expiring policy referred to Inspire, a previous Appointed Representative of Stackhouse Poland Ltd.

With the purchase of Stackhouse Poland Ltd by Arthur J. Gallagher Insurance Brokers Limited, Inspire have now become part of Pen Underwriting Limited who are an MGA of Arthur J. Gallagher, with effect from 1st November 2019.

Pen Underwriting Limited is a company within the Gallagher group and acts on behalf of a number of insurers. We always aim to treat you fairly and we manage all potential conflicts in accordance with our Terms of Business.

Pen Underwriting Limited will continue to use **AXA** as their insurance provider and **rradar** for legal expenses insurance and advice to the local council sector.

Renewal Comparison

	Premium
This Year's Annual Premium	£715.13
Last Year's Annual Premium	£673.72

We have included last year's annual premium so that you can see how it has changed. If you have made any changes to the policy in the last 12 months, that altered the premium, this is reflected.

The difference in annual premium will also be as a result of index linking of any items insured against loss or damage. This is currently calculated at 4%. Please contact the office should you not wish to index link these items.

Renewal Payment Options

Option	Notes
Bank Transfer	If you'd like to pay by bank transfer, please send your payment to : Bank : Lloyds Sort Code : 30-80-12 Account : 19511668 Please quote reference: 2210283
Cheque	Made payable to Came & Company, quoting 2210283 on the reverse

Direct Debit	Please contact our office should this option be required
Total Annual LTA Premium	£765.13
<i>Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate</i>	

Our Remuneration

We arrange the policy with the insurer on your behalf. You do not pay us a fee for doing this. We receive commission from the insurer which is a percentage of the total annual premium.	
When you take out a policy with us we charge you an administration fee of £50.00. In addition, we receive commission from the insurer which is a percentage of the total annual premium.	<input checked="" type="checkbox"/>

Important Documents

We have pleasure in attaching the following documents on behalf of Pen;

- Calne Without Parish Council Schedule of Insurance
- Calne Without Parish Council Employers' Liability Certificate
- Pen Policy Summary
- Pen Statement of Fact
- Summary of policy changes if applicable

Please also find attached the following documents sent on behalf of Came & Company Local Council Insurance;

- Statement of Demands and Needs
- Pen Invoice – please note payment must be made no later than 1st June 2020

We strongly recommend that you familiarise yourself with these documents as they contain important information explaining the terms under which we operate; including how we handle your payment, and how and why we have selected the insurer. A specimen of the full policy wording is available on request.

Next Steps

We are passionate about protecting the work of good people in their communities, and by providing you with our expert advice we are helping to prevent potential issues. We aim to do these things for a premium that offers best value, the cost of which does not come at the expense of our personal service.

This renewal quotation, the attached Renewal Schedule and Statement of Demands & Needs, should clearly describe the insurance requirements of Calne Without Parish Council and how we plan to meet them. In order **to renew the policy you must;**

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Calne Without Parish Council
3. Pay for your policy - We fully appreciate that the fast changing nature of the current COVID-19 situation, is making it difficult for many of our clients to hold meetings and indeed raise payments in their traditional ways. As such we have already **negotiated extended payment terms with all of our insurers and payments are now due no later than 30 days following your renewal date, this is however subject to you confirming the renewal instructions for Calne Without Parish Council no later than your renewal date of 1st June 2020.** *If this extension still isn't sufficient to meet your particular circumstances, please contact us at your earliest opportunity so that we may agree payment terms with Pen.*

On receipt of payment, a full policy wording will be issued accordingly.

We look forward to continuing to provide for your insurance needs, but should you need any assistance or wish to review our recommendation in anyway, please do contact Came & Company Local Council Insurance on 01483 462860 or via renewals@cameandcompany.co.uk.

Yours sincerely,

The Local Council Insurance Renewal Team

Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY
Office Tel: 01483 462860
Email: renewals@cameandcompany.co.uk

Please read in conjunction with the following documents also circulated:

Policy Summary

Summary of Policy Changes

Calne Without Parish Council Schedule

Clane Without Parish Council Statement of Fact