



Didcot Town Council

Recording of Delegated Decisions by an Officer

This form is to be completed for any delegated decision taken by an officer under express authorisation or under general authorisation in line with the Town Council's policy on the Recording of Delegated Decisions

1. The decision taken and the date the decision was taken:

To accept the quote from Zurich for the Council's main insurance policy for £7,554.64 including IPT, 27th November 2014. The decision to separate the vehicle insurance policy from the main insurance policy was also taken as WPS proved to be the best value for the vehicle insurance, however, the cost of £1,663.35 including IPT was below the ceiling for the recording but the background documents are available with the documents at para 5 below.

2. The reason(s) for the decision:

The Council's policy expired on 29th November 2014; analysis of the quotes showed that the Zurich quote covered the requirements and was the best value.

3. Any alternative options considered and rejected:

Quotes from AON (£10,158.14) and WPS (£7,563.92) were also considered and rejected.

4. Any other background documents:

There are numerous other background documents that are held in the recording decisions supporting documentation folder.

5. Officer details and Signature:

Dominic Stapleton, Town Clerk

Once completed the form is to be passed to the Town Clerk