

NOTIFICATION OF KEY DECISION TO BE TAKEN

GENERAL EXCEPTION NOTICE

DETAILS OF DECISION	
Title of Report	Gateway 3 – Variation Decision Leasehold and Ancillary Buildings Insurance Contract
Description/Nature of matter requiring Key Decision	To approve the contract extension of the leasehold and ancillary properties buildings insurance contract to Zurich Municipal Limited for a period of one year from 1 April 2022 to 31 March 2023 at an estimated cost of £5.1m.
Decision taker	Strategic Director of Finance and Governance
Date by which Key Decision must be taken	November 2021
Reason why it was impracticable for decision to be on the Forward Plan	The decision was initially listed on the July 2021 Forward Plan. However, after various delays including the addition of three new sections to the Gateway 3 template as of July 2021, the report has not been available for sign off until now.
Reason why the decision cannot wait for inclusion in the next Forward Plan	The next Forward Plan to be published will be the January 2022 Forward Plan. As the proposed extension is due to begin in April 2022 it is crucial that the decision be made as soon as possible.
ORIGINATING AUTHOR'S DETAILS	
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General Exception Notice cleared by: Duncan Whitfield, Strategic Director of Finance and Governance	
Chief Officer / Director	Duncan Whitfield
Date	2 November 2021

Tim Murtagh
For Proper Constitutional Officer
Dated: 2 November 2021