



Insurance Policy

POLICY NUMBER

POL 32

Purpose of Policy

This policy sets out the arrangements for providing insurance cover for Derwentside Homes (DH)

Policy Statement

Derwentside Homes will ensure that all property, plant and equipment, vehicles and business risks are suitably and adequately insured with reputable companies and on the most favourable terms in accordance with Best Value principles.

Performance Measures

Derwentside Homes will develop a range of performance management indicators that will be reported to the Board at regular intervals.

Responsible Officer:

Director of Finance and Corporate Services

Policy Author:

Richard Skinner

Date Approved by the Shadow Board:

Frequency of Review:

Annually or as dictated by legislation/guidance

Review Date:

Annually

File Reference:

Consultees:

Tenants Forum; Staff; Management Team;
Derwentside Homes Shadow Board;

Insurance Policy

1 Statement of Intent

- 1.1 This policy sets out the arrangements for providing insurance cover for Derwentside Homes (DH).
- 1.2 This policy identifies the main areas of risk relative to the insurance function. Details of all insurance policies between DH and its insurers will be appended to this policy.
- 1.3 Should DH decide to use the services of an Insurance Broker, details will also be appended to this policy.
- 1.4 Responsibility for the implementation of this policy will lie with the Director of Finance.

2 Implementation

- 2.1 DH will ensure that all property, plant and equipment, vehicles and business risks are suitably and adequately insured with reputable companies and on the most favourable terms in accordance with Best Value principles.
- 2.2 DH will insure its employees and Board Members for both personal and professional indemnity risks.
- 2.3 DH will ensure that it has appropriate

3 Appointment of Insurers

- 3.1 Managers within DH must be aware of both the insured and uninsured risks and the conditions relative to them that are likely to affect their area of responsibility. Uninsured risks will be identified and reported to the Finance Committee on an annual basis.
- 3.2 Appropriate records should be kept of actions taken in situations that may give rise to a claim.
- 3.3 DH will adhere to the requirements of their Insurers, and employees will follow agreed policy and procedures in relation to areas affected by insurance, eg.
 - Method of transporting cash;
 - Limits for storing cash;
 - Security of buildings; and
 - Reporting of incidents to police.
- 3.4 Policies on Health and Safety will be adhered to.
- 3.5 Where there is an increase or reduction in risks that could affect insurance, employees will notify the Director of Finance.

- 3.6 Managers will ensure that all members of staff are aware of areas where DH is not insured and take preventative action to minimise uninsured losses. Managers must also be aware of the insurance limits on safes within offices, so that they are fully aware of the risks being taken if the limit is exceeded.
- 3.7 When becoming aware of a potential claim through loss, liability or damage or other cause, the Director of Finance should be notified as soon as is practicably possible.
- 3.8 The Director of Finance will take measures to deal with claims promptly. All claims will be submitted on the correct form and will provide the name of the appropriate contact in DH to the Insurers. Where a verbal notification of loss is made to the Insurers it will be followed by a written claim as soon after as possible.
- 3.9 For staff and third party claims, the relevant employee will insert their comments regarding the appropriateness of the claim.
- 3.10 Appropriate Directors, in consultation with the Director of Finance, should ensure that all contractors have adequate employers and third party liability insurance before contracts are carried out on behalf of DH.
- 3.11 The Director of Finance will keep any documents, which may be required for any court proceedings, for a minimum of six years, including inspection records, accident books and "report of any injury or dangerous occurrence" forms.
- 3.12 All insurance arrangements and levels of cover will be reviewed annually by the Director of Finance in conjunction with appropriate Directors and Managers.

4 Summary of Main Insurance Policies

- 4.1 The following is a summary of the main cover required:
 - 4.1.1 **Property** - protects DH property against theft damage, damage by fire, lightning and explosion, vandalism, floods and storms and, in certain circumstances, additional perils.
 - 4.1.2 **Public Liability** - provides cover in respect of claims made by third parties for injury or loss resulting from negligent acts by DH, its employees, members, or agents.
 - 4.1.3 **Employers Liability** - provides cover in respect of claims made by employees for injury or loss sustained in the course of their duties and resulting from the negligent acts of DH, its employees, members or agents.
 - 4.1.4 **Motor Vehicles** - provides cover on a fully comprehensive basis for damage to vehicles owned or hired by DH in addition to providing cover in respect of claims made by third parties resulting from negligent acts by DH drivers.

- 4.1.5 **Business All Risks** - provides cover for office premises, items of office and IT equipment, hired exhibits etc, against such perils as theft and accidental damage.
- 4.1.6 **Money** - provides cover in respect of the loss of cash in transit, cash held on DH premises or cash held for business purposes at employees' homes.
- 4.1.7 **Fidelity Guarantee** - protects DH against losses arising from fraudulent acts committed by its employees and Members.
- 4.1.8 **Officials Indemnity** - provides cover in respect of claims made by third parties for financial loss occasioned by a negligent act or omission by DH employees and Members in the course of their duties.
- 4.1.9 **Personal Accident** – provides cover to DH members and employees for permanent disablement or death resulting from accidents to Members or employees occurring during the course of duty.
- 4.1.10 **Libel and Slander (including e-mail insurance)** – provides cover in respect of claims by third parties against DH and/or any Member or employee, as a result of libels (appearing in publications) and slanders (oral utterances). This will also cover e-mails.
- 4.1.11 **Professional Indemnity** – provides cover in respect of claims by third parties that have suffered a financial loss as a result of reliance upon negligent advice from DH employees, where such advice is given outside the scope of a statutory duty or a statutory default power.
- 4.1.12 **Consequential Losses** – provides cover in respect of additional expenses due to loss of buildings and other equipment following fire and other perils, such as loss of revenue, cost of hiring alternative accommodation, and the restoration of computer records.
- 4.1.13 **Gradually Occurring Pollution** – provides cover in respect of claims from third parties, for bodily injury or damage to property, due to gradually occurring pollution or contamination of buildings (and other structures), land, water and the atmosphere.
- 4.1.14 **Theft and Vandalism of Equipment** - blanket insurance of all equipment belonging to DH, or for which it is responsible, against loss or damage by theft or vandalism.
- 4.1.15 **Terrorism** – provides cover in respect of damage to buildings, equipment and vehicles as a result of terrorist actions.
- 4.2 The exact details of amounts covered for each area of insurance will be stipulated in the policy document.

5 Tenants' Home Contents Insurance

- 5.1 The Council currently offers tenants the facility to pay for household contents insurance with their rent. DH is committed to continuing this practice and will negotiate with the current insurer to that end.

6 Consultation

- 6.1 DH will consult with the Housing Corporation, all relevant staff and its auditors on this policy.

7 Monitoring

- 7.1 The Board, Chief Executive and Director of Finance and Corporate Services of DH are responsible for ensuring that this policy is implemented.
- 7.2 It is the responsibility of all employees to ensure that their work is carried out in line with this policy and any related procedures.
- 7.3 The Board of Derwentside Homes will receive regular monitoring reports to evaluate the effectiveness of this policy in meeting agreed performance targets and the needs of the service and will make changes where necessary.

8 Review

- 8.1 There will be an automatic review of this policy whenever there is a change in legislation or change in policy from the Housing Corporation.
- 8.2 The policy will also be reviewed when other information becomes available that will impact on the policy, such as the outcome of a Best Value review, otherwise the review period will be no greater than one year.
- 8.3 Procedures relating to this policy will also be periodically reviewed, taking into account any operational issues that arise.
- 8.4 In order to continually develop good practice in this policy area, DH will review its insurance arrangements annually in conjunction with its insurers.

9 Links to Other Policies

- 9.1 Financial Regulations.
- 9.2 Best Value policy.

10. Responsibility

The Board, Chief Executive and the Director of Finance and Corporate Services have overall responsibility for the implementation and monitoring of this policy.