

Extract from Financial Procedure Rules

**30. INSURANCES**

30.1 The Chief Finance Officer shall effect all insurance cover, where appropriate by competitive tendering, and negotiate and settle all non-contentious claims up to £10,000 in consultation with appropriate Operational or Specialist Lead. Contentious claims and those over £10,000 will only be settled with the agreement of the ~~and the~~ Monitoring Officer ~~where necessary~~.

30.2 Operational and Specialist Leads shall notify the Chief Finance Officer immediately of all changes to new-risks, properties or vehicles which may require to be insured and of any alterations affecting existing insurances.

30.3 Operational and Specialists Leads shall as soon as practicable, ~~forthwith~~ notify the Chief Finance Officer in writing/email of any loss, liability or damage or any event likely to lead to any claim against the Council.

30.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

30.5 The Chief Finance Officer shall annually, or at such other period as is considered necessary, review the level of risk and external insurance in consultation with the appropriate Operational or Specialist Lead.