

Date: 7<sup>th</sup> August 2017  
Property Reference: [REDACTED]  
Contract Reference: 17/006  
Officer: Dominic Clarke

 **Camden**  
Leaseholder services  
Camden Town Hall  
Judd Street  
London  
WC1H 9JE

[capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)

Tel: 020 7974 4444

Dear [REDACTED]

**Lease Address:** [REDACTED]

### **Long-term agreement for the provision of leasehold building insurance**

Please find enclosed the Council's first stage notice, Notice of Intention, to enter into a qualifying long-term agreement for a borough wide contract of building insurance for leasehold properties. The Council is responsible for arranging buildings insurance for most leasehold properties under the lease terms.

Camden intends to go out to tender for the provision of the leasehold building Insurance, which may result in entering into a long-term agreement. We are required to consult with leaseholders on the proposal. The current contract with Zurich Municipal will expire on the 31st March 2018. The Council is a member of the London Insurance Consortium. This is a consortium of seven London boroughs set up with the joint aim of improving risk and obtaining better value for insurance. It is therefore proposed that a joint tender with the other boroughs is undertaken.

The Consortium will therefore undertake a tendering exercise for all member Councils in accordance with the Public Procurement Regulations. Bidders will then be evaluated on a combination of price, policy coverage and quality of service. The winning bids for this tender will be assessed on an individual borough basis. It is the intention of the Council to obtain the best value for money insurance cover for leaseholders via this process.

The Council anticipate the total value of this contract for Camden will be approximately £2.3M (per annum); this figure relates to all leaseholder insurance in the borough. The contract sought will be for a three -year period with an option to extend for a further two years.

We now invite you to make any observations on the proposal. Once all tenders have been returned we will issue a Stage 2, Notice of Proposal, this Notice will set out the proposed insurer and your estimated annual contribution.

Should you have any questions regarding this Notice please do not hesitate to contact Leaseholder Services on the telephone number above.

Yours sincerely



**Mike Edmunds**  
**Head of Leaseholder Services**

**Enclosed:**

- Statutory notice of intention for Insurance
- Observation form for Insurance

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## **Frequently asked questions**

### **Who are the consortium members?**

- London Borough of Camden
- London Borough of Croydon
- London Borough of Islington
- London Borough of Lambeth
- Royal Borough of Kingston upon Thames
- London Borough of Sutton
- London Borough of Tower Hamlets

### **What are the benefits of a joint tender?**

We see the potential benefits of the joint tender as follows:

- a) greater buying power leading to better rates
- b) improved insurance cover
- c) improved service levels particularly for claims

The total premium spend for the seven boroughs means there will be greater interest in the tender because of seven boroughs participating together, but equally the price will be evaluated separately for each borough.

7th August 2017



**INSURANCE AGREEMENT:  
NOTICE OF INTENTION TO ENTER INTO A LONG TERM AGREEMENT FOR  
WHICH A PUBLIC NOTICE IS REQUIRED  
Section 151 Commonhold and Leasehold Reform Act 2002 - Schedule 2**

To all leaseholders of the London Borough of Camden and all recognised tenants' associations.

1. It is the intention of the London Borough of Camden to enter into a long-term agreement for the provision of an insurer(s), with respect of which we are required to consult leaseholders.
2. The service to be provided under the agreement is the provision of building insurance services.
3. Insurance coverage is necessary to ensure that our buildings are covered for insurable perils, and to fulfil Camden's obligation contained within the lease. The policy will provide cover against the following perils:
  - Fire
  - Smoke
  - Explosion
  - Lightning
  - Earthquake
  - Riot & civil commotion
  - Strikes, labour or political disturbances
  - Malicious damage
  - Collision by vehicles, aircraft or animals
  - Storm or flood
  - Escape of water from any fixed tank
  - Falling trees or branches
  - Theft or attempted theft
  - Subsidence & ground heave, or landslip
  - Leakage of oil from any fixed oil-fired installation
  - Damage caused by falling television aerials or satellite dishes
  - Accidental Damage (owner occupied properties only)
  - Terrorism

The current cover complies fully with the requirements of the Council of Mortgage Lenders and there are no proposals to change the level of cover.

4. In this instance, Camden will not be inviting leaseholders and recognised tenants' associations to nominate a provider. This is because the total value of this agreement exceeds the notional value of the European Union procurement

rules, which means that this contract will be advertised in the European Journal, and will allow any interested firm within the EU to tender.

## 5. Observations

We invite you to make written observations regarding the proposals contained in this notice by sending them to:

**Dominic Clarke**  
**London Borough of Camden**  
**Camden Town Hall**  
**Judd Street**  
**London**  
**WC1H 9JE**

Email [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) quoting Consultation reference “**17/006**” and Property reference “**23224**”.

Observations must be made in writing within the consultation period and should be received within 30 days from the date of this notice. I have enclosed an observation form for your convenience. The consultation period will end on **11th September 2017** and all observations should be received by this date.

Signed on behalf of London Borough of Camden:

Yours sincerely

A handwritten signature in black ink that reads "M S Edmunds." The signature is written in a cursive style.

**Mike Edmunds**  
**Head of Leaseholders Services**