OFFICIALS INDEMNITY INSURANCE

PROPOSAL FORM

A FULL POLICY WORDING IS AVAILABLE ON REQUEST

1. Name of Public Authority ('The Proposer') :

Belfast City Council
Belfast Waterfront and Ulster Halls Ltd.

2. Address of Civic Headquarters:

City Hall
Belfast

Post Code: BT1 5GS

Website Address: www.belfastcity.gov.uk
www.waterfront.co.uk

3. **Officials Indemnity (official duties or work performed under a statutory duty or authority)**:

a) Please indicate limit of indemnity required: £5,000,000

b) Current Financial Year Wageroll:

~~Manual~~: £
~~Clerical~~: £

Salaried: £51,930,395
Waged: £23,274,983

In general, salaried staff tend to be clerical and waged staff tend to be manual

Total: £75,205,378

BWUH Ltd. wage roll for last financial year - £3.3M

c) Number of Employees:

BCC - 2,177 (20/21 figure)

BWUH Ltd - 274

4. Professional Indemnity (professional services undertaken by the Insured for others for a fee):

IMPORTANT NOTE – ONLY THOSE ACTIVITIES DECLARED WILL BE COVERED UNDER THE PROFESSIONAL INDEMNITY SECTION OF YOUR POLICY

a) Please indicate limit of indemnity required: £ n/a

b) Total annual fees from professional services undertaken for third parties in the last financial year:

£ n/a

c) Please provide an estimated percentage of total annual fees for the last financial year where Professional Indemnity Insurance is required for the activities below

Those activities in **Bold** require further detail in Q 4d):

Accountancy / Payroll Services:	%	**Architecture:**	%
Civil Engineering:	%	**Environmental:**	%
Expert Witness:	%	Health & Safety:	%
Heating and Ventilation:	%	Human Resources:	%
Information Technology:	%	Internal Audit:	%
Legal Services:	%	Management Consultancy:	%
Property / Land Surveying:	%	Property Management:	%
Structural Engineering:	%	Training:	%
Other:	%		

d) If any annual fees are declared in 4c) above from **ARCHITECTURE**, **CIVIL ENGINEERING, STRUCTURAL ENGINEERING, ENVIRONMENTAL SERVICES, LEGAL SERVICES OR OTHER** activities please provide more information on the nature of these activities including detail of the 3 largest contracts from each in the past 12 months and the largest known contract to be undertaken in the forthcoming year:

n/a

5) Requested Public Authority Insured Contribution (each and every claim)

a) Official Indemnity £5,000

b) Professional Indemnity £ n/a

6) Has any claim been made against the Local Authority or its Officials during the last 5 years in respect of the risks to which this proposal relates?

Yes / No

If 'Yes', give details (by separate note if preferred)

Date of claim or loss	Brief detail of each claim or loss	Cost (if any) of claim paid or loss incurred	Estimated outstanding cost
	As per your records		

IMPORTANT NOTICES

Please read the following carefully before you sign and date the declaration

IMPORTANT NOTICE CONCERNING YOUR DUTY TO MAKE A FAIR PRESENTATION OF THE RISK

Before your Officials Indemnity policy takes effect you have a duty to make a fair presentation of the risks to be insured under your Officials Indemnity policy.

A *fair presentation of the risk* is one:

- which:
  - discloses to The Insurer every material circumstance which the Insured know of or ought to know of; or
  - gives the Insurer sufficient information to put the Insurer on notice that we will need to make further enquiries for the purpose of revealing those material circumstances,
- which makes that disclosure referred to above in a manner which is reasonably clear and accessible to the Insurer; and
- in which every material representation as to a matter of fact is substantially correct, and every material representation as to a matter of expectation or belief is made in good faith.

A *material circumstance* is one that would influence the Insurer's decision as to whether or not to agree to insure the Insured and, if so, the terms of that insurance. If you are in any doubt as to whether a circumstance is material you should disclose it to the Insurer.

FINANCIAL OR TRADE SANCTIONS

Royal & Sun Alliance Insurance plc is unable to provide insurance in circumstances where to do so would be in breach of any financial or trade sanctions imposed by the United Nations or any government, governmental or judicial body or regulatory agency.

FAIR PROCESSING GUIDE

RSA will treat your personal information fairly and lawfully in accordance with the Data Protection Act 1998.

DECLARATION AND UNDERTAKING

I/We declare that every statement and particular contained within this proposal form:

- which is a statement of fact, is substantially correct, and
- which is matter of expectation or belief, is made in good faith.

If any such facts, expectations and/or beliefs materially change before your insurance policy takes effect I/we undertake to provide details of all such changes to the Insurer in order to comply with my/our obligation to provide a fair presentation of the risk to be insured under the Insurance policy

For the purposes of making this proposal for insurance, I/we agree that the Intermediary (which I/we have appointed to advise in relation to this policy) is acting on my/our behalf and not as an agent of the Insurer.

Signature of Official

Date

21/12/21

This insurance will not commence until the Insurer has indicated acceptance of the Proposal. The Insurer reserves the right to decline any Proposal.

Royal & Sun Alliance Insurance plc (No. 93792).
Registered in England and Wales at St Mark's Court,
Chart Way, Horsham, West Sussex RH12 1XL.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority