

Briefing Note to Cabinet Panel for Community Centres

Agenda Item 6 – Insurance - re Newcastle Community Associations Block Policy Scheme (Community Centres)

- Newcastle Borough Council currently acts as administrator for the community centre insurance, which provides cover for the management committee in respect of employer liability (including volunteers), public liability money and employee dishonesty.
- The current insurers have written to the council saying that they do not feel the current arrangement meets the required criteria and may not provide insurance cover from 10th March 2016.
- Each year a “return form” is required (copy attached) to be completed by the management committees to send back to the insurers, and this has been sent to all management committees however very few if any have been returned – this is why the issue has arisen.
- These forms have now been sent again to each management committee for completion and return to the Business Improvement Officer (Risk and Insurance) by 19 February 2016.
- Information required on the form is not complex and consists of:
 1. List of activities of the organisation
 2. General details such as number of manual workers, clerical workers, director or committee members, numbers of volunteers for each post and any pay they receive, if any
 3. Annual turnover
 4. Risk assessments for activities where applicable or supporting measures taken
 5. Hirers liability required – provide income details from hire of the hall
- If the forms are not returned, any claims from 10th March 2016 onward would be the responsibility of the management committees to deal with
- To reduce the risks of any claims being made, it would be advisable for the centres to remain closed for any bookings until insurance is sought and provided.