

The CIPFA Insurance Network

Beginners Guide to Insurance in the Public Sector

20th May 2014 (London) & 21st May 2014 – (Leeds) (Also available for on-site delivery)

Every organisation faces risks and the public sector with its wide range of services is no exception. Most organisations take out some form of insurance to provide protection against the financial consequences of insured risks occurring. This 1 day workshop provides an insight into the basic principles and practices of insurance within the public sector. The course is aimed at anyone within the organisation that has some involvement in the insurance process, whether that be arranging insurance cover, handling insurance claims or providing information to defend insurance claims. The workshop is particularly relevant to those staff that may be new to insurance or have been working in this area for less than 3 years.

09.15 – 09.30 **Registration and Refreshments**

09.30 – 09.35 **Introductions and Overview of the Day**

09.35– 10.05 **Understanding Public Sector Insurance**

- How insurance operates
- Introduction to the history of insurance
- Insurance Terminology

10.05 – 10.50 **All you need to know about Insurance Claims**

- Understanding the different types of claim
- How claims are made
- How to effectively handle and defend claims

10.50 – 11.05 **Refreshments**

11.05 – 12.30 **Procuring Insurance for your Authority**

- How to make the most out of insurance tenders
- Procurement compliance
- Types of insurance, indemnity and excess levels
- An introduction to an effective insurance strategy

12.30 – 13.15 **Lunch**

13.15 – 14.00 **Dealing with Property Risks**

- An understanding of occupiers liability
- An understanding of the threats facing your premises
- Identify approaches to reducing & managing risks

14.00 – 14.45 **Employee risks**

- How to manage manual handling / slips & trips risks
- A look at occupational disease risks
- Managing the risk of employee fraud

14.45 – 14.55 **Refreshment Break**

14.55 – 15.25 **What are your Service Risks?**

- Identifying and managing highways risks
- Understanding exposure to social care risks
- Understanding occupational road risks
- Identifying and managing educational risks

15.25 – 15.55 **Making the most of insurance data**

- How to analyse insurance claims data
- Learning from benchmarking
- Using your insurance fund effectively

15.55– 16.00 **Summary & Close**

Bookings:

Given the huge demand for previous CIPFA IN events, we do expect demand for places to be very strong indeed. There will be a strict limit of 25 delegates for the events, therefore please book early to avoid disappointment.

Further Information: www.cipfa.org/Services/Networks/Insurance-Network

Members of the CIPFA IN can attend the workshop for Free:

Non-member rate: £325.00 + VAT

Enquiries:

If you have any questions about bookings or have any questions regarding the programme, please do not hesitate to contact Mohamed Hans – **E:** Mohamed.hans@cipfa.org.uk

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CIPFA Sustainability Policy

CIPFA Business Ltd. is delivering all of our training courses, workshops and seminars in accordance with our sustainability strategy. We do not provide hardcopy course materials to delegates and these are now distributed by email. We are striving to reduce our carbon footprint in every way that we can, and we hope that we can count on your support.

We reserve the right to alter the timing or content of sessions where circumstances require