



REPORT of DIRECTOR OF RESOURCES

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
12 MARCH 2019**

SUPPLEMENTARY ESTIMATES, VIREMENTS AND USE OF RESERVES: 1 JANUARY to 14 FEBRUARY 2019

1. PURPOSE OF THE REPORT

- 1.1 To report virements and supplementary estimates agreed under delegated powers as they are below the levels requiring approval by this Committee.
- 1.2 To inform Members of procurement exemptions that have been granted in the period.
- 1.3 To report on the use of the Repairs and Maintenance reserve during the year.

2. RECOMMENDATION

Members are invited to review and comment on the procurement exemption set out in section 3.4 of this report.

3. SUMMARY OF KEY ISSUES

3.1 Rules and Regulations

- 3.1.1 The approval and reporting arrangements in relation to virements and supplementary estimates are set out in the Financial Regulations and Financial Procedures. These are as follows:

Virements (movements) within the same budget head:

- Agreed by the relevant Director and the Director of Resources.

Virements between different budget heads:

- Up to £20,000 – Director and Director of Resources and reported in monthly Members Bulletin;
- Over £20,000 up to £50,000 – Director, Director of Resources, in Consultation with relevant Standing Committee Chairman and reported to the next Finance and Corporate Services Committee;
- Over £50,000 - the Finance and Corporate Services Committee.

Supplementary estimates:

- Up to £20,000 – Director, Director of Resources and Head of Paid Service in consultation with the Chairman of the Finance and Corporate Services Committee and the Leader of the Council and reported to the next meeting of the Finance and Corporate Services Committee;
- Over £20,000 – the Finance and Corporate Services Committee.

3.1.2 The Contract Procedure Rules provide information in relation to procurement exemptions. The exemption enables the council to waive any requirements within the contract procedure rules for specific projects.

3.1.3 Procurement exemptions should be signed by the Officer and countersigned by the Director of Resources and where appropriate the Chairman of the Finance and Corporate Services Committee.

3.2 Virements

3.2.1 There were no virement requests to report.

3.3 Supplementary Estimates

3.3.1 There were no supplementary estimates to report.

3.4 Procurement Exemptions

3.4.1 The following procurement exemptions were approved in this period:-

- An exemption was approved for the dredging of the Hythe Quay. The company selected completed the previous dredging project and has the correct licences for the work. The value of the works is £20,000.
- An exemption was approved for the installation of the surface at the galleon. The company are the only supplier of the required surface; the cost of the works is £16,000.
- An exemption was approved for an extension to the Burnham-on-Crouch Pontoon, the company selected supplied the original pontoon and other manufacturers units cannot be combined with the original pontoon. This is externally funded by the Coastal Communities Grant and will cost £35,245.

3.5 Drawdowns from Reserves

3.5.1 There were no drawdowns from reserves.

4. CONCLUSION

4.1 There are no supplementary estimates, virements or drawdown from reserves to report. Members are asked to note the procurement exemptions.

5. IMPACT ON CORPORATE GOALS

- 5.1 The adherence to the Financial Regulations and Financial Procedures contributes towards the corporate goal of ‘Delivering good quality, cost effective and valuable services’.

6. IMPLICATIONS

- (i) **Impact on Customers** – None identified.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – None identified.
- (iv) **Impact on Resources (financial)** – These are discussed above.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.

Background Papers: None.

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