



REPORT of INTERIM DIRECTOR OF RESOURCES

**to
STRATEGY AND RESOURCES SERVICES COMMITTEE
2 APRIL 2020**

SUPPLEMENTARY ESTIMATES, VIREMENTS AND USE OF RESERVES: 1 OCTOBER 2019 – 29 FEBRUARY 2020

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 the Committee of procurement exemptions that have been granted in the period.
- 1.3 To report on the use of Reserves during the year.

2. RECOMMENDATION

The Committee is invited to review and comment on the procurement exemption and the use of reserves set out in sections 3.4 and 3.5 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, Director of Resources and reported quarterly to Members via email.
- Over £20,000 up to £50,000 - Director, Director of Resources in consultation with relevant Programme committee Chairman; and reported to the next meeting of the Strategy and Resources Committee.
- Over £50,000 - the Strategy and Resources Committee.

Supplementary Estimates

- Up to £20,000 – Director and Director of Resources in consultation with the Chairman of the Strategy and Resources Committee and the Leader and reported to the next Strategy and Resources Committee.
- Over £20,000 – Strategy and Resources 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 Strategy and Resources Committee.

3.2 Virements

3.2.1 There were no virement requests of more than £20,000 to report.

3.3 Supplementary Estimates

3.3.1 There were no supplementary estimate requests in this period.

3.4 Procurement Exemptions

3.4.1 One procurement exemption request was received in this period.

- An exemption was approved for the use of consultants to support the council in negotiations with our waste contractor over the extension of the garden waste scheme.

3.5 Drawdowns from Reserves

3.5.1 There was one request for use of reserves in this period.

- £2,300 was requested from the Repairs and Renewals fund for electrical works to the Promenade Park depot building. The Health and Safety Executive requested an electrical inspection of the installation, the subsequent report highlighted a number of issues that needed urgent repair to make safe and this budget has enabled the work to be undertaken.

4. CONCLUSION

4.1 Members are asked to note the procurement exemption and the drawdown from reserves requests.

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)** – None identified.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.

Background Papers: None.

Enquiries to: Tina Stankley, Interim Director of Resources, (Tel: 01621 875789).