



**REPORT of
DIRECTOR OF RESOURCES**

to
STRATEGY AND RESOURCES COMMITTEE
15 JULY 2021

**SUPPLEMENTARY ESTIMATES, VIREMENTS AND USE OF RESERVES: 1 OCTOBER
2020 – 31 MAY 2021**

1. PURPOSE OF THE REPORT

- 1.1 To report Virements and Supplementary Estimates agreed under delegated powers where they are below the levels requiring approval by this Strategy and Resources Committee and seek approval where they are above 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. RECOMMENDATIONS

- (i) That the procurement exemptions detailed in section 3.4.1 below be noted;
- (ii) that the Drawdown of Reserves detailed in section 3.5.2 of this report be noted.

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 directorate:

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

Virements between different directorate:

- Up to £20,000 – Director and 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 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 virements that are required to be reported to the Committee during this period.

3.3 Supplementary Estimates

3.3.1 There were no supplementary estimate requests during this period.

3.4 Procurement Exemptions

3.4.1 There were nine procurement exemption requests were received in this period. Details are as follows:

Item	Amount	Description	Reason	Authority
1.	£24,000	Ringgo to supply Pay by Phone Parking.	Extension of contract.	Approved by Director of Resources and Lead Asset and Maintenance Co-ordinator 09/03/21
2.	£21,600	To secure Five Lakes Arena as the verification and count venue for the elections.	The only venue of sufficient size within Maldon District.	Approved by Director of Resources and Director of Strategy, Performance and Governance 17/03/21
3.	£19,910	Redlynch to carry out patch repairs to the cold-pour safety surface of the Splash Park.	Patch repair quotes were sought to enable safe operational opening. Redlynch were the only tender to submit a 'patch' repair quote at that time.	Approved by Director of Resources and Strategy, Policy and Communications Manager 13/04/21
4.	£31,816	Matta Products to install safety matting installation occur at 3 play sites.	Appropriate due to the uniqueness, exclusiveness and specification of the product.	Approved by Director of Resources and Strategy, Policy and Communications Manager 21/04/21
5.	£3,650	RDE Cardy for the Delivery, Collection and storage of Eight Knot Speed Limit Buoys.	Not possible to carry out a tender process due to government restrictions.	Approved by Director of Resources and River Bailiff and Emergency Planning Officer 27/04/21
6.	£29,368	John Grose to supply new parks vehicle (capital).	Unable to source a vehicle from any other supplier.	Approved by Director of Resources and Cemeteries and Bereavement Services Senior Co-ordinator 29/04/21

Item	Amount	Description	Reason	Authority
7.	£40,800	Stuart Agnew Harris Partnership To supply COVID Enforcement officer.	Tendering would take an unreasonable period of time where safety protections will not be in place.	Approved by Director of Resources and Lead Specialist: Community 17/05/21
8.	£10,000	MRI Software to record all homeless approach, prevention and relief cases	current contractor has worked with the Authority for a number of years	Approved by Director of Resources and Specialist Services Manager 24/05/21
9.	£5,660	Essex Community First Aid Event Volunteers to provide Splash Park first aid	Contract initially under the £5,000 threshold but incremental requirements exceeded the threshold.	Approved by Director of Resources and Cemeteries and Bereavement Services Senior Co-ordinator 16/06/21

3.5 Drawdowns from Reserves

3.5.1 Other than reserve movements previously reported, there are only three reserve drawdowns during this period and all of these have taken place at year end and are reported as part of reserve movements in the Outturn Report to the Strategy and Resources Committee for approval on 15 July 2021.

3.5.2 These include:

- £35,100 from the Local Development Plan (LDP) / Community Infrastructure Levy (CIL) Reserve for local housing needs application and staffing,
- £1,750 from the Economic Development Reserve to cover Maldon and Blackwater Estuary Coastal Community Team costs, and
- £706 from the Sports Development Reserve to cover the Active Maldon deficit.

4. CONCLUSION

4.1 The Committee is invited to:

- Note the procurement exemptions in section 3.4.1, and
- Note the drawdown of reserves in section 3.5.2 of this report.

5. IMPACT ON CORPORATE GOALS

5.1 The adherence to the Financial Regulations and Financial Procedures contributes towards the corporate core values of being open and transparent, and accountable for our actions.

6. IMPLICATIONS

- Impact on Customers** – Only specific to the items detailed in the table in paragraph 3.4.1.
- Impact on Equalities** – None identified.

- (iii) **Impact on Risk** – Only specific to the items detailed in the table in paragraph 3.4.1.
- (iv) **Impact on Resources (financial)** – Only specific to the items detailed in paragraph 3.4.1 and 3.5.2.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.
- (vii) **Impact on Strengthening Communities** – None identified.

Background Papers: None.

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