



**REPORT of
DIRECTOR OF RESOURCES**

to
STRATEGY AND RESOURCES COMMITTEE
11 NOVEMBER 2021

**SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND
USE OF RESERVES: 1 SEPTEMBER 2021 – 31 OCTOBER 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 period.

2. RECOMMENDATIONS

- (i) That the Virements as detailed in paragraph 3.2.1 of this report, be noted;
- (ii) That the Supplementary Estimates as detailed in paragraph 3.3.1 of this report be noted;
- (iii) That the Procurement Exemptions as detailed in paragraph 3.4.1 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;
- 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.

In addition, for the purposes of virements, salaries budgets are to be considered as a separate Directorate.

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 The following are two virements that are required to be reported to the Committee during this period. Both are for information only.

| Cost Centre To | Directorate / Service | Cost Centre From | Directorate / Service | Budget Amount | Description |
|----------------|-----------------------|------------------|---|---------------|---|
| 129 | Resources / Legal | 108 | Strategy, Performance and Governance (SPG) / Committee Services | £5,500 | Legal Services Expenditure and Income budgets more appropriately moved to the Legal team under Resources to reflect true ownership/responsibility |
| 129 | Resources / Legal | 108 | SPG / Committee Services | (£10,000) | |

3.3 Supplementary Estimates

3.3.1 The following supplementary estimates were agreed by the Director of Resources in consultation with the Leader and the Chair of Strategy and Resources committee. In accordance with financial regulations, they are presented here for the committee to note.

| Cost Centre | Directorate/ Service | Budget Amount | Description | Capital or Revenue |
|-------------|-------------------------------------|---------------|--|--------------------|
| 511 | Service Delivery / Maldon Promenade | £6,500 | Redecoration of Beach Huts in Prom Park | Revenue |
| 511 | Service Delivery / Maldon Promenade | £11,000 | Purchase of 2 replacement Water pumps for the Marine Lake fountain | Revenue |

3.4 Procurement Exemptions

3.4.1 The following procurement exemptions have been agreed.

| Item | Amount | Description | Reason | Authority |
|------|---------|---|--|----------------|
| 1 | £45,000 | Click it Local | This is an extension of an existing contract with Uttlesford District Council | Chris Leslie |
| 2 | £40,800 | Food Inspections | Urgent extension of existing contract due to necessary additional food inspections due to the Covid pandemic | Chris Leslie |
| 3 | £10,000 | Jigsaw Housing Software | Extension of existing contract whilst competitive procurement process is followed to put a new agreement in place | Chris Leslie |
| 4 | £5,660 | First Aid Cover – Prom Park | Under the threshold for full procurement process. Volunteer cover very experienced in their field and very cost effective | Chris Leslie |
| 5 | £11,400 | Cemeteries Verge Cutting | Under the threshold for procurement and no other supplier could undertake the work at such short notice | Richard Holmes |
| 6 | £22,250 | Mower | Under the relevant threshold and can only be supplied by one particular economic operator | Chris Leslie |
| 7 | £11,000 | Gypsy and Traveller Accommodation Assessment Update 2021-2022 | Additional work by existing contractor which if undertaken by a different contractor would result in technical inconsistencies in the final report | Chris Leslie |

3.5 Drawdowns from Reserves

3.5.1 There were no drawdowns from Reserves during this period.

4. CONCLUSION

4.1 The Committee is invited to:

- note the two virements in paragraph 3.2.1;
- note the two supplementary estimates in paragraph 3.3.1 and;
- note the seven procurement exemptions in paragraph 3.4.1 of this report.

5. IMPACT ON STRATEGIC THEMES

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

- (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.
- (vii) **Impact on Strengthening Communities** – None identified.

Background Papers: None.

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