



**REPORT of
DIRECTOR OF RESOURCES**

to
STRATEGY AND RESOURCES COMMITTEE
3 FEBRUARY 2022

**SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND
USE OF RESERVES: 1 DECEMBER 2021 – 31 DECEMBER 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 Supplementary Estimates as detailed in paragraph 3.4.1 of this report be noted;
- (ii) That the Procurement Exemptions as detailed in paragraph 3.5.1 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.

3.2 Procurement Exemptions and Use of Reserves

- 3.2.1 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.
- 3.2.2 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
- 3.2.3 Delegation around the use of the reserve was prescribed by Council in June 2019. It stated that the Director of Strategy, Performance and Governance be authorised, in consultation with the Commercial Projects Board (superseded by the Corporate Projects Working Group) to approve any spend up to £10,000, subject to the details being reported to the Strategy and Resources Committee.

3.3 Virements

- 3.3.1 There are no Virements required to be approved by or reported to this committee during this period.

3.4 Supplementary Estimates

- 3.4.1 The following Supplementary Estimate was agreed by the Director of Resources in consultation with the Leader of the Council and the Chairman of Strategy and Resources Committee. In accordance with financial regulations, it is presented here for the Committee to note.

Cost Centre	Directorate/ Service	Budget Amount	Description	Capital or Revenue
581	Service Delivery / Waste Services	£15,900	Hire of a specialist waste consultant to assist in negotiations around the renewal of the waste contract.	Revenue

3.5 Procurement Exemptions

- 3.5.1 The following Procurement Exemptions have been agreed.

Item	Amount	Description	Reason	Lead Officer
1	£15,900	Waste and recycling option appraisal	To hire a specialist consultant from Tetra-Tech to consider fully options available to Maldon District Council (MDC) when the current waste and recycling contract ends on 31 January 2024. Tetra-Tech	Specialist Commissioning and Contracts (Waste)

Item	Amount	Description	Reason	Lead Officer
			have a working knowledge of the existing contract and carried out a contract review in 2020. The project director involved will also lead on this new piece of work.	
2	£6,455	Dedicated Wi-Fi link to Prom Park car parking machines	SAGOSS Ltd are MDC's existing car park machine contractor who have investigated and identified a solution to poor signal performance causing intermittent machine failure. This involves installing a dedicated secure signal which will run out of the Prom Park depot. SAGOSS are best placed to deliver this contract as the machines are their own product and MDC already has a contract with them for service and maintenance.	Senior Community Engagement Co-ordinator
3	£20,000	Fire risk assessments	MDC have a legal duty to have up to date Fire Risk Assessments for those of their assets that fall under the relevant criteria. It is imperative that this is done and to expedite this the proposal is to go to one specialist Fire Risk Assessor who will provide a quotation to carry out the works for MDC and the contract will be let on that quote. This will minimise the tender period as much as possible.	Lead Asset and Maintenance Co-ordinator

3.6 Use of Reserves

3.6.1 There were no drawdowns from Reserves during this period.

4. CONCLUSION

4.1 The Committee is invited to:

- note the supplementary estimate in paragraph 3.3.1;
- note the three 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** – A positive impact on Promenade Park carpark users as per item 2 under paragraph 3.4.1.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – A positive impact on fire risk as per item 3 under paragraph 3.4.1.
- (iv) **Impact on Resources (financial)** – As detailed in the report.
- (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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