



**REPORT of  
DIRECTOR OF RESOURCES**

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to  
**STRATEGY AND RESOURCES COMMITTEE  
25 MAY 2022**

**SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND  
USE OF RESERVES: 1 JANUARY – 31 MARCH 2022**

**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. RECOMMENDATION**

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 Procurement Exemptions and Use of Reserves

3.1.2.1 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.

3.1.2.2 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

3.1.2.3 Delegation around the use of the Reserve was prescribed by the 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.

### 3.2 **Virements**

3.2.1 There were no reportable Virements during this period.

### 3.3 **Supplementary Estimates**

3.3.1 There were no new reportable Supplementary Estimates during this period.

### 3.4 **Procurement Exemptions**

3.4.1 The following Procurement Exemptions have been agreed.

<b>Item</b>	<b>Amount</b>	<b>Description</b>	<b>Reason</b>	<b>Lead Officer</b>
1	£12,000	Man v Fat football	To deliver a men's football weight loss and mental health programme in the District from 12/01/22. The programme will be delivered in partnership with Active Essex and Plume Academy. Active Essex are specialists in this field and through their "Find your active grant" funding protocol, Maldon District Council (MDC) has been awarded £6,000 to deliver their part of the programme.	Joshua Fulcher

<b>Item</b>	<b>Amount</b>	<b>Description</b>	<b>Reason</b>	<b>Lead Officer</b>
2	£17,892	Play Galleon	The contract is awarded to Lappset UK, the manufacturer and supplier of the Play Galleon to complete remedial and safety works to the structure and play elements of the entire equipment. Lappset have exclusivity over their product and parts so the contract cannot be awarded to anyone else.	Maintenance Officer
3	£10,000	Visit Essex Tourism Support	Funded by Additional Restrictions Grant (ARG), Visit Essex will provide specialist support to the tourism industry in the District. They are a public/private tourism partnership and the recognised destination management organisation in the county.	Lead Specialist Prosperity
4	£48,000	Social Enterprise Seed Fund	Funded by ARG, the contractor (Social Enterprise East of England) is a specialist in this sector and will co-design a programme which will create economic resilience and growth. They will also administer the programme and provide analysis and support to businesses. No other organisation has that expertise.	Lead Specialist Prosperity
5	£20,000	Business Support Navigation Services	Funded by ARG, the contractor (BEST Growth Hub) is another specialist organisation which will provide business support navigation services for at least 70 businesses in Maldon district.	Lead Specialist Prosperity
6	£30,000	Sensory Guide to Maldon District	Funded by ARG, the contractor Essex Cares Ltd was formed by Essex County Council to deliver sensory services within the county. This aligns to Maldon's requirements to train and audit at least 20 businesses for sensory accessibility and the subsequent production of 3 unique guides for visitors and residents with sensory impairments.	Lead Specialist Prosperity
7	£400 per month	Loomis cheque collection	This is an extra service added to an existing contract from March 2022. MDC are establishing a cheque paying in procedure with a local branch of NatWest. There will be no requirement for this service once MDC establish a working procedure and is satisfied it is working well.	Senior Community Engagement Co-Ordinator

### 3.5 Use of Reserves

3.5.1 There were no drawdowns from Reserves during this period.

## 4. CONCLUSION

4.1 The Committee is invited to note the 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 users of the Play Galleon and customers of man v fat.
- (ii) **Impact on Equalities** – The production of a sensory guide to the district for residents and visitors with sensory impairments.
- (iii) **Impact on Risk** – None identified.
- (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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