



**REPORT of  
DIRECTOR OF RESOURCES**

---

to  
**STRATEGY AND RESOURCES COMMITTEE**  
**14 JULY 2022**

**SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND  
USE OF RESERVES: 1 APRIL – 31 MAY 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. RECOMMENDATIONS**

- (i) That the supplementary estimate as detailed in paragraph 3.4.1 be noted;
- (ii) That the procurement exemptions as detailed in paragraph 3.5.1 be noted.

**3. SUMMARY OF KEY ISSUES**

- 3.1 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 reserves 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 were no reportable virements during this period.

### 3.4 Supplementary Estimates

- 3.4.1 The following supplementary estimate was agreed during this period.

Cost Centre	Directorate / Service	Budget Amount	Description	Capital or Revenue
172	Service Delivery/ Salaries	£13,000	Additional budget required for new post of Health & Safety Officer after the job description was evaluated at a higher level than originally budgeted for.	Revenue

### 3.5 Procurement Exemptions

- 3.5.1 The following Procurement Exemptions have been agreed.

Item	Amount	Description	Reason	Lead Officer
1	£16,457	Treasury advisory services contract	This is a one-year extension to an existing contract for services provided by Arlingclose. There are only two contractors providing this service to local authorities in Essex; the other being Link Group. Both have a sound reputation and Arlingclose have supported the Council for many years. It is intended to obtain quotes from both contractors well ahead of contract renewal on 1 April 2023 to ensure ongoing value for money	Lead Finance Specialist

Item	Amount	Description	Reason	Lead Officer
2	£9,000	Clinical Waste	The current contractor is General Business Holdings which has supported this Council with an excellent service for more than 25 years. However, in order to ensure continued value for money, it is intended to undertake a tender process or industry benchmarking to replace the existing one-year rolling contract ending 31 October with a fixed term contract or service level agreement	Specialist: Commissioning and Contracts (Waste)

### 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 3.4.1 and
- note the procurement exemptions in paragraph 3.5.1 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)** – As detailed in the report.
- (v) **Impact on Resources (human)** – The supplementary estimate increases the budget for the dedicated Health and Safety Officer.
- (vi) **Impact on the Environment** – None identified.
- (vii) **Impact on Strengthening Communities** - None identified.

Background Papers: None.

Enquiries to: Lance Porteous, Lead Finance Specialist.