



REPORT of DIRECTOR OF RESOURCES

**to
STRATEGY AND RESOURCES COMMITTEE
10 NOVEMBER 2022**

SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES: 1 AUGUST - 30 SEPTEMBER 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 Virements as detailed in paragraph 3.3.1 be received;
- (ii) That the Procurement Exemptions as detailed in paragraph 3.5.1 be received;
- (iii) That the drawdown from Reserves as detailed in paragraph 3.6.1 be received.

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 reserves 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.

3.3 Virements

3.3.1 Only virements within directorates were carried out during this period.

3.4 Supplementary Estimates

3.4.1 There were no supplementary estimates agreed during this period.

3.5 Procurement Exemptions

3.5.1 The following Procurement Exemptions have been agreed.

Item	Amount	Description	Reason	Lead Officer
1	£8,400	Blackwater Leisure Centre Consultant	This is an extension of an existing contract with Robin Thompson Consultancy to undertake a review of the existing Leisure contract and recommend whether to re-procure or proceed with a 5-year extension when the current contract expires in September 2024. The contractor has extensive knowledge of the current contract having supported the initial procurement & is well connected across the industry. This will give MDC access to the market testing information required for a robust analysis of the options.	Commercial Manager

Item	Amount	Description	Reason	Lead Officer
2	£30,000	Principal Architect/Planning advisor for the Maldon Heritage Waterfront Revival Programme	This is an extension of an existing contract with Annabel Browne Architects to support the 3-year project on condition that Maldon District Council (MDC) is successful in winning the Levelling Up funding bid in October 2022. They provided initial drawings and costings for the original Levelling Up Fund (LUF) bid and given their expertise, experience and work already completed, this would allow prompt submission of the planning application and minimise delay in the subsequent delivery of the project.	Commercial Manager

3.6 Use of Reserves

3.6.1 The following was agreed to be drawn down from reserves in consultation with the Corporate Projects Working Group.

Reserve	Drawdown amount	Reason for Drawdown
Feasibility Reserve	£6,250	To engage a specialist consultant to advise and support the ongoing land purchase project.

4. CONCLUSION

4.1 The Committee is invited to:

- Note the virements in paragraph 3.3.1
- Note the procurement exemptions in paragraph 3.5.1 and
- Note the drawdown from reserves in paragraph 3.6.1 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

- Impact on Customers** – None identified.
- Impact on Equalities** – None identified.
- Impact on Risk** – None identified.
- Impact on Resources (financial)** – As detailed in the report.
- 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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