



**REPORT of
INTERIM CHIEF FINANCE OFFICER**

**to
STRATEGY AND RESOURCES COMMITTEE
23 NOVEMBER 2023**

**SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND
USE OF RESERVES: QUARTER TWO: 1 JULY - 30 SEPTEMBER 2023**

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 procurement exemptions as detailed in paragraph 3.5.1 be noted.
- (ii) That the drawdown from Reserves as detailed in paragraph 3.6.1 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 (budget movements) within the same directorate:

- Agreed by the relevant Director and the Director of Resources.

Virements between different directorates:

- Up to £20,000 – Director and Director of Resources and reported on a quarterly basis,
- Over £20,000 up to £50,000 - Director, Director of Resources in consultation with relevant Programme Committee Chairperson; 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 Chairperson 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 Chairperson of the Strategy and Resources Committee.
- 3.2.3 Delegation around the use of the reserves is prescribed within the Council's financial regulations: F1.3 The use of reserves is to be approved through the same authorisation process as virements where not approved as part of the annual budget or accounts processes or have specific delegation.

3.3 Virements

- 3.3.1 No reportable virements were agreed 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	£10,000	Nexus Rateable Value Finder Service	Destin Solutions is the only provider of this service. The two year contract enables access to a comprehensive database to identify commercial and domestic properties missing from the valuation lists to maximise business rates income across the district	Head of Revenues and Benefits
2	£6,240	Hootsuite Social Media Dashboard	Continuation of Maldon District Council's (MDC) social media platform to enable us to co-ordinate our social media accounts. MDC has used Hootsuite for a number of years, and they have consistently provided the best value for money. They have offered a two year renewal at the same price we have been paying per year.	Senior Specialist Comms, Marketing and Engagement

Item	Amount	Description	Reason	Lead Officer
3	£18,140	Riverside Park Play Site Equipment Safety Surfacing	These works will see the required safety surface tiles installed in the Riverside Park play site for three new pieces of play equipment. The safety surfacing will be installed under three new pieces of play equipment to ensure we are conforming to safe playground practises (BSEN1176) which are relevant in UK and European safety standards. The installation of Matta safety surfacing will also contribute to risk reduction in terms of accidents and incidents for users. The awarding of the contract of works will be to Matta Products who install their own manufactured and specialist safety matting / tile product. The product comes with a 10-year guarantee and is flame retardant with 100% recycled content.	Assets and Maintenance Officer
4	£6,920	Extension of HR Select	This will be an extension of the current Legacy HR system for one more year. A project has already commenced to fully retender the system after this extension expires in November 2024, but to do so now would cause significant disruption when the opportunities for sharing the HR service are not yet fully understood. Extension of the current system is also low cost and within budget.	Assistant Director Resources

3.6 Use of Reserves

3.6.1 One drawdown from reserves was agreed under delegated authority during this period, as detailed below:

Reserve	Drawdown amount	Reason for Drawdown
Transformation Reserve	£20,000	To cover Asset Management software and training

4. CONCLUSION

4.1 The Committee is asked to:

- note the procurement exemptions in paragraph 3.5.1.
- note the drawdown from reserves in paragraph 3.6.1

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

5.1 Smarter finances

5.1.1 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.

5.2 Provide good quality services.

5.2.1 The appropriate use of supplementary estimates, virement, procurement exemptions and reserves are agreed to support the delivery of good quality services within the council's available budgets.

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)** – As detailed – extension of HR system contract

Background Papers: None.

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