



**REPORT of
INTERIM CHIEF FINANCE OFFICER**

**to
STRATEGY AND RESOURCES COMMITTEE
23 JANUARY 2024**

**SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND
USE OF RESERVES: 2024 / 25 QUARTER 3 (1 OCTOBER - 31 DECEMBER 2024)**

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 agreed under delegated powers.

2. RECOMMENDATIONS

- (i) That the virement as detailed in paragraph 3.3.1 be noted;
- (ii) That the reserve drawdowns 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 Chief Financial and Section 151 (S151) Officer

Virements between different directorates:

- Up to £20,000 – Director and Chief Finance and S151 Officer and reported on a quarterly basis,
- Over £20,000 up to £50,000 - Director, Chief Finance and S151 Officer 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 Chief Finance and S151 Officer 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 Chief Finance and S151 Officer 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 The following virement was agreed during this period.

Cost Centre To	Directorate / Service	Cost Centre From	Directorate/ Service	Budget Amount	Description
103/4390	Strategy Promotion and Education	520/4848	Strategy Promotion of Sport	£2,000	Sports Development Contribution to Saltmarsh Walking Festival 2024

3.4 Supplementary Estimates

3.4.1 There were no supplementary estimates agreed during this period.

3.5 Procurement Exemptions

3.5.1 There were no Procurement Exemptions agreed during this period.

3.6 Use of Reserves

3.6.1 The following drawdowns from earmarked reserves were agreed during this period.

Reserve	Drawdown amount	Reason for Drawdown
Feasibility Reserve	£17,300	To fund Consultant for Hythe Quay Dredging

Reserve	Drawdown amount	Reason for Drawdown
Community Infrastructure levy and Local Development Plan (LDP) review	£168,000	To fund LDP review salaries
Community Safety	£3,100	Community Hub Expenditure
Economic Development	£6,000	3-month extension to existing contract for Maldon Market operation
Corporate Delivery Reserve	£2,800	Support for developing Maldon District Council Volunteering Policy
Transformation Reserve	£12,500	S151 Recruitment
Transformation Reserve	£19,175	Confidential work with the Local Government Association (LGA)

4. CONCLUSION

4.1 The Committee is asked to:

- note the virement in paragraph 3.3.1
- note the drawdowns from reserves in paragraph 3.6.1

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Investing in our District

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 Delivering 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 (including Fraud implications)** – None identified.
- (iv) **Impact on Resources (financial)** – As detailed in the report.
- (v) **Impact on Resources (human)** – None Identified.

Background Papers: None.

Enquiries to: Tom Mulloy, Interim Deputy Section 151.