



## **REPORT of DIRECTOR OF RESOURCES**

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**to  
FINANCE AND CORPORATE SERVICES COMMITTEE  
28 NOVEMBER 2017**

### **SUPPLEMENTARY ESTIMATES, VIREMENTS AND USE OF RESERVES: 1 AUGUST – 31 OCTOBER 2017**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To report virements and supplementary estimates agreed under delegated powers to this Committee.
- 1.2 To inform Members of procurement exemptions that has been granted in the period.
- 1.3 To ask for Members' approval of requested drawdowns on reserves

#### **2. RECOMMENDATION**

- (i) That the supplementary estimate granted during the period, as detailed in paragraph 3.3 below, be noted;
- (ii) That the virement granted during the period, as detailed in paragraph 3.2 below, be noted;
- (iii) That the request to drawdown from the Repairs and Renewals reserve is approved.

#### **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 budget head:

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

##### Virements between different budget heads:

- Up to £20,000 – Director and Director of Resources and reported in monthly Members Bulletin;

- Over £20,000 up to £50,000 – Director, Director of Resources, in Consultation with relevant Standing Committee Chairman and reported to the next Finance and Corporate Services Committee;
- Over £50,000 - the Finance and Corporate Services Committee.

Supplementary estimates:

- Up to £20,000 – Director, Director of Resources and Chief Executive in consultation with the Chairman of the Finance and Corporate Services Committee and the Leader of the Council and reported to the next meeting of the Finance and Corporate Services Committee;
- Over £20,000 – the Finance and Corporate Services Committee.

3.1.2 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.

3.1.3 Procurement exemptions should be signed by the Officer and countersigned by the Director of Resources and where appropriate the Chairman of the Finance and Corporate Services Committee.

### 3.2 **Virements**

3.2.1 A virement was required of £25,500 from the Corporate Core Salaries budget to Committee Services Salaries to fund the continuing agency costs of a locum solicitor and a temporary solicitor to provide maternity cover for the Legal and Democratic Services Manager and Senior Solicitor.

### 3.3 **Supplementary Estimates**

3.3.1 One Capital supplementary estimate relating to this period was received and granted. The supplementary capital estimate was requested for £16,200 for a contribution towards a new Unisex Disability Changing Room at the Blackwater Leisure Centre.

### 3.4 **Procurement Exemptions**

3.4.1 There were no procurement exemptions to report.

### 3.5 **Drawdown of Reserves**

3.5.1 One request for a drawdown from the Repairs and Renewals reserve has been received relating to the replacement of a hoist at the Blackwater Leisure Centre. The hoist is used on a weekly basis by the Barracudas Disability Swim club along with other disabled users. The current hoist is at the end of its life and continually breaks down. The amount requested is £7,500 and members are asked for approval for the request.

#### 4. CONCLUSION

- 4.1 One supplementary capital estimate and one virement detailed above are to be noted. These were necessary to modify the approved budget to fit circumstances that have arisen since the budget was set.
- 4.2 One request to drawdown from the Repairs and Renewals reserve is required to be approved by Members.

#### 5. IMPACT ON CORPORATE GOALS

- 5.1 The adherence to the Financial Regulations and Financial Procedures contributes towards the corporate goal of ‘Delivering good quality, cost effective and valuable services’.

#### 6. IMPLICATIONS

- (i) **Impact on Customers** – The drawdown on reserves ensures access to our facilities is available by all customers.
- (ii) **Impact on Equalities** – The drawdown on reserves ensures that the leisure facilities are useable by both able and disabled users.
- (iii) **Impact on Risk** – None identified.
- (iv) **Impact on Resources (financial)** – These are discussed above.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.

Background Papers: None.

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