

## Summary of Limits and Controls

Financial Procedure Rules				
Section	Description of Limit or Control	Proposed – Limit or Control	BDC – Current	SHDC – Current
3.4	<b>Budget Transfers</b> Budget transfers between one service area or another to reflect changed services needs	<p><b>Executive Managers</b></p> <ul style="list-style-type: none"> <li>up to £20,000 within individual cost centres after notification to CFO</li> </ul> <p><b>Chief Officers</b></p> <ul style="list-style-type: none"> <li>Transfers up to £20,000 between one budget head and another after notification to CFO</li> <li>Transfers up to £68,000 between one budget head and another after written approval of CFO</li> <li>to approve receipt and spend of grant funding up to £68,000</li> <li>to approve expenditure up to £68,000 which leads to generation of a net surplus within financial year following consultation with the relevant Executive Members</li> </ul> <p><b>Cabinet</b></p> <ul style="list-style-type: none"> <li>individual transfers between budget heads in excess of £68,000.01</li> <li>to approve receipt and spend of grant funding between £68,000.01 and £100,000</li> </ul> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>any transfer that results in excess of 30% of a directorate gross budget</li> <li>to approve receipt and spend of grant funding over £100,000</li> </ul>	<p><b>Executive Managers</b></p> <ul style="list-style-type: none"> <li>up to £20,000 within individual cost centres</li> </ul> <p><b>Chief Officers</b></p> <ul style="list-style-type: none"> <li>up to £50,000 between cost centres in their directorate</li> <li>to approve receipt and spend of grant funding up to £50,000</li> <li>CMT reallocate un-allocated reserves up to £50,000 subject to directions of the Leader</li> <li>Chief Executive in consultation with the Leader to invest in commercial property not exceeding £10m</li> </ul> <p><b>Cabinet</b></p> <ul style="list-style-type: none"> <li>between £50,000 and up to £100,000 between directorates in relation to executive functions</li> <li>to approve receipt and spend of grant funding between £50,000 and £100,000</li> <li>reallocate un-allocated reserves up to £100,000</li> <li>to approve reallocation or virement of any additional income over £500</li> </ul> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>any virement over £100,000</li> <li>supplementary budgets</li> <li>receipt and spending of grant funding above £100,000</li> <li>reallocate un-allocated reserves over £100,000</li> </ul>	<p><b>Chief Officers</b></p> <ul style="list-style-type: none"> <li>up to £17,000 between one budget head and another after notification to CFO</li> <li>up to £68,000 between one budget head and another after written approval of CFO</li> <li>to report any fortuitous savings or additional income exceeding £5,000 to Cabinet</li> </ul> <p><b>Cabinet</b></p> <ul style="list-style-type: none"> <li>Portfolio holders notified of virements over £17k</li> <li>Approval for any use of reserves not allowed for in the budget</li> <li>To seek Council approval for any increase in capital expenditure</li> </ul> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>Any virement above £65,500</li> </ul> <p>Amounts are subject to an annual increase in line with RPI-X</p>
3.7.3	<b>Use of Reserves</b>	<p><b>Chief Officers</b></p> <ul style="list-style-type: none"> <li>CMT reallocate un-allocated reserves up to £68,000 are subject to any written directions of the Leader</li> </ul> <p><b>Cabinet</b></p> <ul style="list-style-type: none"> <li>reallocate un-allocated reserves between £68,000.01 and £100,000</li> </ul> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>reallocate un-allocated reserves over £100,000</li> </ul>	See above	

Financial Procedure Rules – Appendix A Financial Management Standards				
Section	Description of Limit or Control	Proposed – Limit or Control	BDC – Current	SHDC – Current
1.4	Emergency procedures	<ul style="list-style-type: none"> <li>Chief Officers up to £20,000</li> <li>Chief Offers greater than £20,000 with the approval of the Leader</li> </ul>	<ul style="list-style-type: none"> <li>Chief Officers up to £20,000</li> <li>Chief Offers greater than £20,000 with the approval of the Leader</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
3.2.1	Limits of franking machine balance	<ul style="list-style-type: none"> <li>No limit</li> </ul>	<ul style="list-style-type: none"> <li>No limit</li> </ul>	<ul style="list-style-type: none"> <li>£12,000</li> </ul>

## Summary of Limits and Controls

3.6.3(a)	Values of furniture, equipment, vehicles and plant to be listed in an inventory	<ul style="list-style-type: none"> <li>£10,000</li> </ul>	<ul style="list-style-type: none"> <li>£5,000</li> </ul>	<ul style="list-style-type: none"> <li>£200</li> </ul>
3.6.3(b)	Write off values of furniture, equipment, vehicles and plant	<ul style="list-style-type: none"> <li>£2,000 by S151 Officer</li> <li>Over £2,000 Executive Member with responsibility for Finance</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>£1,100 by CFO</li> <li>Over £1,100 Executive Member with responsibility for Finance</li> </ul>
3.8.2	Asset Disposal and write off values	<ul style="list-style-type: none"> <li>£10,000 by S151 Officer</li> <li>Over £10,000 Executive Member with responsibility for Finance</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>£6,750 by CFO</li> <li>Over £6,750 Executive Member with responsibility for Finance</li> </ul>
3.10.1	Cheque limits requiring counter signatory	<ul style="list-style-type: none"> <li>Supplier cheques £50,000</li> </ul>	<ul style="list-style-type: none"> <li>£50,000</li> </ul>	<ul style="list-style-type: none"> <li>Supplier cheques £32,750</li> </ul>
3.10.2(a)	Limit for individual transaction payment from an Imprest Account	<ul style="list-style-type: none"> <li>£25</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>£5</li> </ul>
3.12.4	Limit for monitoring the identity of customers paying large sums of cash	<ul style="list-style-type: none"> <li>£12,500</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>£16,000</li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Debt Recovery Policy

Debt Recovery Policy				
Section	Description of Limit or Control	Proposed – Limit or Control	BDC – Current	SHDC – Current
	Write off levels for writing off amounts owing to the Council that are deemed to be 'irrecoverable' following attempts to recover debt including prosecuting debtors and use of bailiffs services to recover outstanding amounts. This includes rents, council tax, housing benefits overpayments, business rates and sundry debtors	<p><b>SHDC</b> [To align write off procedures to East Lindsey District Council to assist CPBS]</p> <ul style="list-style-type: none"> <li>Amounts less than £2,000 – Business Manager, Revenues and Benefits</li> <li>Amounts between £2,000 and £5,000 – Chief Finance Officer</li> <li>Amounts between £5,000 and £10,000 – Chief Executive and Chief Finance Officer</li> <li>Amounts over £10,000 – Cabinet</li> </ul> <p><b>BDC</b></p> <ul style="list-style-type: none"> <li>Chief Finance Officer to write off all debts or authorise the disposal of obsolete stores or equipment subject to providing a report to the Executive Member responsible for Finance</li> </ul>	<ul style="list-style-type: none"> <li>Chief Finance Officer to write off all debts or authorise the disposal of obsolete stores or equipment subject to providing a report to the Executive Member responsible for Finance</li> </ul>	<ul style="list-style-type: none"> <li>Up to £1,100 Chief Finance Officer</li> <li>Over £1,100 Cabinet</li> </ul>

## Summary of Limits and Controls

### Contract Standing Orders

#### Breckland District Council – Part Four - Rules of Procedure

Extract from Contracts Standing Orders

#### CONTRACTS

These Contract Standing Orders apply to the Council, the Executive and all Committees and Sub-Committees and officers of the Council.

#### PART B – CONTRACTS UP TO £75,000

##### 5. Contracts under £5000

At least one quotation shall be obtained, unless impracticable, and the contract must be either in writing or noted in writing, which shall be kept for record purposes.

##### 6. Contracts from £5,000 to £75,000

(a) Contracts where the estimated value is between £5,000 and £75,000 shall be let in accordance with rules to be made by the appropriate Chief Officer for use by his staff.

(b) The following requirements must be met:

(i) Three or more competitive quotations must be obtained, unless the approval of the S.151 Officer or the Monitoring Officer is given for fewer than three.

(ii) In every case the Chief Officer must be satisfied that the contract represents good value for money.

(iii) Written records must be kept, including the persons invited to quote and any quotations received and (if applicable) the reasons why less than three competitive quotations were obtained.

(iv) Every contract must be in writing and comply with paragraph 18 below.

##### 7. Receipt of Quotations

(a) On receipt, envelopes containing quotations shall be date and time stamped and shall remain in the custody of the appropriate Chief Officer until they are opened.

(b) Quotations shall be opened at one time and in the presence of not less than two Officers of the Council, designated by the appropriate Chief Officer, who shall initial each quotation.

#### PART C – CONTRACTS ABOVE £75,000

##### 8. Tenders

(a) Where the estimated value of a contract exceeds £75,000 and in any other case where the Council or the appropriate Committee determines, tenders shall be invited.

(b) Unless the Council or the appropriate Committee have authorised, whether specifically or generally, the use of an ad hoc list or a standing list, the appropriate Chief Officer shall invite tenders on the basis of open tendering, except that tenders can be invited only from an Office of Government Commerce pre-selected tender list (such as "Catalist"), or through any framework agreement that is compliant with EU Procurement Law in either case where applicable.

Contracts falling within the different categories of Goods, Services and the carrying out of Works have value thresholds placed on them by the EU. When the estimated value of an individual contract (cumulative value not annual expenditure) is likely to exceed these EU thresholds, by law the Council must comply with the full EU procurement regime. NB 'Supply2Gov' is now 'Contract Finder'

#### Proposed Values Contract Standing Orders

Works	Supply of Goods, Materials and Services	Consultants	Tendering Procedure
up to £4,999	up to £4,999	up to £4,999	One quote this should be a local provider unless not appropriate. This should be done on a purchase card where possible.
£5,000 to £24,999	£5,000 to £24,999	£5,000 to £24,999	At least three quotes. Local providers must have been given an opportunity to provide a quote
£25,000 to £74,999	£25,000 to £74,999	£25,000 to £74,999	At least five written quotations, Local providers must have been given an opportunity to provide a quote.
£75,000. up to EU Procurement threshold	£75,000. up to EU Procurement threshold	£75,000. up to EU Procurement threshold	Open tender use of including Contracts Finder a social value clause must be built into the specification and contract.
Above £4,322,012 (EU threshold*)	Above £172,514 (EU threshold)	Above £172,514 (EU threshold)	EU Procedure – OJEU notice. Local social value

## Summary of Limits and Controls

			clause must be built into the specification of the contract.
--	--	--	--

\* Latest published EU Procurement thresholds January 2014. These amounts will need to be updated as and when EU thresholds change

<b>Contract Standing Orders</b>		
<b>Section</b>	<b>Description of Limit or Control</b>	<b>Proposed – Limit or Control</b>
18..1.3	Clauses to include in contracts over a certain value <ul style="list-style-type: none"> <li>• £25,000 for works or supplies of goods, materials or services</li> <li>• £10,000 for consultants</li> </ul>	<ol style="list-style-type: none"> <li>a. that the contractor may not assign or sub-contract without prior written consent</li> <li>b. any insurance requirements</li> <li>c. health and safety requirements</li> <li>d. ombudsman requirements</li> <li>e. data protection requirements if relevant</li> <li>f. that charter standards are to be met if relevant</li> <li>g. race relations requirements</li> <li>h. a right of access to relevant documentation and records of the contractor for monitoring and audit purposes</li> </ol>