

## **AGENDA ITEM: 7**

## **SUMMARY**

Report for:	Cabinet
Date of meeting:	17 September 2013
PART:	1
If Part II, reason:	

Title of report:	AUTHORISATION OF VIREMENTS
Contact:	Councillor Nick Tiley, Portfolio Holder for Finance & Resources Sally Marshall Corporate Director of Finance & Governance (ext 2313)
Purpose of report:	To seek Cabinet approval to proposed virements.
Recommendations	That the virements as detailed on Form A, attached, be approved.
Corporate objectives:	To standardise documentation and authorisation requirements for all virements.
Implications:  'Value For Money Implications	Financial  The Scheme of Virements is part of the Council's financial management.
Risk Implications	There are no risk implications.
Monitoring Officer/S.151 Officer Comments	Deputy Monitoring Officer:  The Deputy Monitoring Officer has no further comments to add to this report.  Deputy S.151 Officer  The Deputy S151 Officer has no further comments to add to this report.
Consultees:	
Background papers:	Form A where required

## **BACKGROUND**

- 1. The Council is required to establish standard documentation and authorisation requirements for all virements.
- 2. Financial regulations determine the scheme of virement and its application. The regulations state that the scheme covers

"all transfers of budget, of any value and for any reason including for reason of organisational restructure".

This will remain in force until such time as the regulations are reviewed. The regulations make clear that no virement can be carried out without the approval of the Corporate Director of Finance & Governance (or her nominated delegate), who will also be the final arbiter in any dispute. Additionally, the Director may override any authorisation and determine that approval is required by a higher level of authority.

								Form A	
		Author	risation of Vir Cabinet	<u>ements</u>					
			Cabinet						
PURPOSE OF THE	VIREMENT (ENTER DES	CRIPTION HERE)	•						
Transfer of post H	1213 from Environmental	Health to Licensi	ng						
REVENUE		(1) Dogulatory Sa	and a co	CLIDMIT	TED DV: Foy Murphy				
REVENUE	SERVICE AREA (S)	(1) Regulatory Se	ervices	SUBIVITI	TED BY: Fay Murphy				
		(2) Legal Governa	ance	DATE:	14/08/13				
DUDOET 005	NE AND DECODIDEION	TO (DEBIT	FROM (CREDIT		DEA	001			
BUDGET COL	DE AND DESCRIPTION	AMOUNT) £	AMOÙNT) £			SON			
ED3001010 - Licer	nsing - Salaries	30000		Post H213 Technical Assistant transfer from Environmental Health to Licensing					
ED1201010 Food	Cofoty Colorina		20000	Post H213 Technical Assistant transfer from Environmenta			nmental		
ED1201010 - Food	Salety - Salaries		30000	Health to	Licensing				
TOTALS		30000	30000						

						orm A				
			Auth	orisation of Vire	rements Agenda Item 7, Page 4 of 8					
				<u>Cabinet</u>						
DURPOSE OF THE	VIREMENT	(ENTER DESCRIPTION	HERE).							
FORFOSE OF THE	VIIXLIVILIVI	CENTER DESCRIPTION	TILIXL).							
Virements required	d after the tra	ansfer of the Customer	Services Unit to N	orthgate						
				-						
REVENUE	SEF	RVICE AREA (S)	(1) Customer Servi	ces Unit	SUBMITTED BY: Caroline Souto					
					29th August 2013					
BUDGET	BUDGET CODE AND DESCRIPTION			FROM (CREDIT AMOUNT) £	REASON					
1010 UZ305 Salaries Customer Services Unit				582,109	Re-allocate the remaining salaries budget for Customer Services employees					
4191 UZ255 Contra	4191 UZ255 Contracted Services Client Mgt - CSU				Budget required for CSU contract costs					
1010 UT230 Salarie	es STCO Man	agement		47,509	Re-allocate the remaining salaries budget for Group Manager Partnerships & Citizen Ins					
1010 UZ255 Salarie	es Client Mgt -	CSU	16,000		Budget required for Contract Management costs					
1200 UZ255 Agency	y Client Mgt -	CSU	50,000		Budget required for Contract Management costs					
1200 UT230 Agency	y STCO Mana	agement	13,000		Budget required for Project Management costs					
2950 UZ255 Contribution from Earmarked Reserve			613,858	Contribution from reserve to fund CSU contract costs						
TOTALS			1,243,476	1,243,476						

							Agenda Item 7	7, Page <b>5</b> of <b>8</b>	Form A
			<u>Autl</u>	horisation of Virem	<u>ents</u>				
				<u>Cabinet</u>					
PURPOSE OF THE	VIREMEN	T (ENTER DESCRIPTION	N HERE):						
Virement required t	to reflect t	transfer of the Address I	Management function	on to LBC					
				,					
DEVENILE		OFDI/ICE ADEA (Q)	(4) Dayslanmont M	langement ±	CUDMITT	CD BV: Acron Kouto			
REVENUE	REVENUE SERVICE AREA (S)		(1) Development Management + SUBMITTED BY: Aaron Keyte Planning						
					30th July 2013				
					<u> </u>				
BUDGET C	CODE AND	) DESCRIPTION	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON				
1010 DB130 - Basic	1010 DB130 - Basic Salaries (Planning Support)			46,430	Transfer between Salaries and Contracted Services to reflect function Borough Council.				
4191 DB130 - Contracted Services (Planning Support)		rices (Planning Support)	46,430		Transfer between Salaries and Contracted Services to reflect function Borough Council.				
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TOTALS			46,430	46,430					

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		Authoris	Sation of Virement	<u>ts</u>	Agenda	a Item 7, Page 6 of 8			
			Cabinet						
PURPOSE OF THE VIREMENT (I	ENTER DESCRIPTION HERE):								
Virements required following the	e re-structure of COG and Leader	rship Team							
REVENUE	SERVICE AREA (S)	(1) Finance & Op Executive's Unit		SUBMITTED BY: Caroline Souto					
		+		25th July 2013					
			<u> </u>						
BUDGET CODE A	AND DESCRIPTION	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £		RE	EASON			
1010 UT100 Salaries PIT Manage	ment		81,833	Transfer the salaries budget for post AD	0006 from PIT Mana	gement to Finance	and Operations N		
1010 UT110 Salaries Finance and	Operations Management	81,833		Transfer the salaries budget for post AD	0006 from PIT Mana	gement to Finance a	and Operations N		
1060 UT100 Car Lease PIT Manag	gement		3,750	Transfer the car lease budget for post A	AD006 from PIT Man	agement to Finance	and Operations		
1060 UT110 Car Lease Finance ar	nd Operations Management	3,750		Transfer the car lease budget for post AD006 from PIT Management to Finance and Operat					
1010 UT100 Salaries PIT Manage	ment :ment		77,083	Transfer the salaries budget for post AD	0005 from PIT Mana	gement to Chief Ex	ecutive's Unit Ma		
1010 UT210 Salaries Chief Execut	tive's Unit Management	77,083		Transfer the salaries budget for post AD	0005 from PIT Mana	gement to Chief Exe	ecutive's Unit Ma		
1060 UT100 Car Lease PIT Manag	gement		3,750	Transfer the car lease budget for post A	AD005 from PIT Man	agement to Chief E	xecutive's Unit M		
1060 UT210 Car Lease Chief Exec	cutive's Unit Management	3,750		Transfer the car lease budget for post AD005 from PIT Management to Chief Executive's Unit					
1010 UT110 Salaries Finance and	Operations Management		89,918	Transfer the salaries budget for post AD	0001 from F&O to Ch	nief Executive's Unit	Management		
1010 UZ500 Salaries Chief Execut	ίνe's Unit Management	89,918		Transfer the salaries budget for post AD001 from F&O to Chief Executive's Unit Management					
1060 UT110 Car Lease Finance ar	nd Operations Management		4,360	Transfer the car lease budget for post A	AD001 from F&O to 0		nit Management		
1060 UZ500 Car Lease Chief Exe	ecutive's Unit Management	4,360		Transfer the car lease budget for post A			•		
1010 UT230 Salaries Strategy & T	ransformation Management		69,179	Transfer the salaries budget for post GM Management		_			
1010 UT250 Salaries Performance	e & Projects Management	69,179		Transfer the salaries budget for post GM Management					
1060 UT230 Car Lease Strategy 8	3 Transformation Management		3,750	Transfer the car lease budget for post G Management					
1060 UT250 Car Lease Performan	nce & Projects Management	3,750		Transfer the car lease budget for post G Management					
1010 UT210 Salaries Legal, Demo	ocratic & Regulatory Management		48,122	Transfer the salaries budget for post GM Management	M012 from Chief Exe	cutive's Unit Manag	ement to Neighb		
1010 UT240 Salaries Neighbourho	ood Delivery Management	48,122		Transfer the salaries budget for post GM Management	M012 from Chief Exe	cutive's Unit Manag	ement to Neighb		
1010 UT210 Car Lease Legal, Del	emocratic & Regulatory Management	t	2,813	Transfer the car lease budget for post G Management					
1010 UT240 Car Lease Neighbour	hood Delivery Management	2,813		Transfer the car lease budget for post G Management	GM012 from Chief Ex	ecutive's Unit Mana	gement to Neig		
TOTALS		384,557	384,557						

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			Authorication	of Viro	monto				
			Authorisation	inet	ments				
			Can	met					
PURPOSE OF THE	VIREMENT (ENTER DES	CRIPTION HERE):							
Virements require	d to re-allocate budget wi	thin the Chief ex	ecutive's budge	t Facilita	ting Chan	ge			
REVENUE	SERVICE AREA (S)	(1) Facilitating Ch	SUBMITTED BY: Caroline Souto						
				29th August 2013					
BUDGET COD	E AND DESCRIPTION	TO (DEBIT AMOUNT) £	FROM (CREDIT AMOUNT) £	REASON					
1300 UZ509 Recrui	itment Facilitating Change	15,650			ate the bud ncy to Red		ief Executiv	ve's cost c	entre Facilitatin
1330 UZ509 Trainir	ng Facilitating Change	7,350		Re-allocate the budget in the Chief Executive's cost centre Facilita Consultancy to Training					entre Facilitatin
3950 UZ509 Consu	ıltancy Facilitating Change		23,000	Re-allocate the budget in the Chief Executive's cost centre Facili Consultancy to Recruitment and Training					entre Facilitatin
TOTALS		23,000	23,000						

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			<u>ion of Viremen</u>	<u>1ts</u>			
		<u>C</u>	<u>abinet</u>	1			
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PURPOSE OF THE VIREMENT (ENT	ER DESCRIPTION HE	<u> </u>					
Transfer of budget from Dacorum C	Card to Council Tax 5	Support					
Transfer of budget from budget c	Para to Country Tax C	проп		<del></del>	<del>                                     </del>		
REVENUE SERVICE	AREA (S)	(1) Revenues & E	Benefits	SUBMITTED BY: Fay Murphy			
	` /		,	,			
		(2)		DATE: 20/08/13			
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BUDGET CODE AND DES		,	FROM (CREDIT	REASON			
DODOLI GODE / NO DEG	——————————————————————————————————————	AMOUNT) £	AMOUNT) £	114	400N		
GG140 3600 - Council Tax Support - G	Grants Paid (Private &	20.912		Budget to provide discretionary council tax reduc-			
Third Sector Bodies)	1	30,813	1	localisation of council tax support			
DA410 3600 - Dacorum Card - Grants	s Paid (Private & Third	,	22.040	Budget to provide discretionary	council tax reductio		
Sector Bodies)		1	30,813	localisation of council tax suppor			
-	-		<del>                                     </del>	1			
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TOTALS	1	30,813	30,813				