

## **PART 5 - FINANCIAL LIMITS**

### **5.1 Land acquisition and disposal**

- Acquisition: Unlimited authority for the Chief Executive and Directors to act on all acquisitions for which there is provision within the capital or revenue budget approved by Full Council and which are not contrary to the policy framework.
- Disposal: Authority for the Chief Executive and Directors to act – up to £500,000 – on the disposal of assets within their areas of responsibility. Disposals above this value to be agreed by Cabinet, with disposals above £1,000,000 to be reported to the next Council meeting for information.

### **5.2 Acceptance of tenders and sealing of contracts**

The Contract Procedure Rules (Section 2 Part 7 of Chapter 4 of the Constitution) set out the manner in which procurement and tendering takes place within the Council. This includes details of the financial and risk thresholds, which will vary the procurement process followed, and the sealing of contracts.

### **5.3 Budget Virement limits**

- Limits applicable to the Cabinet:
  - (a) Budget virements
    - (i) Revenue item up to £1,000,000
    - (ii) Capital item up to £2,000,000
- Limits applicable to Chief Executive and directors:
  - (a) Budget virements
    - (i) Revenue item up to £500,000
    - (ii) Capital item up to £1,000,000

### **5.4 Writing off irrecoverable debts**

- Director:

Debts relating to the services which are the responsibility of the director - up to £25,000.

- Chief Operating Officer:

Council tax	Unlimited within the approved provision held within the accounts of the Council.
Business rates	Unlimited within the approved provisions held within the accounts of the Council.
Other debts of the Council	Up to £100,000 in consultation with the director responsible for services to which the debt relates.

- Director of Children and Adults and Deputy Chief Executive:

Adult Social Care client debt	Unlimited within the approved provision held within the accounts of the Council.
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A report will be submitted to Cabinet on an annual basis setting out details of all debt written off.

## 5.5 Other financial limits

### (a) Chief Executive and All directors

- Ex gratia payments to staff - £1,000 limit

### (b) Assistant Director, Legal and Governance

- Subject to budgetary cover to authorise payment in respect of claims against the Council as follows:
  - (i) In consultation with the relevant director where the claim does not exceed £25,000;
  - (ii) In consultation with the relevant director, the Chief Operating Officer and the relevant portfolio holder where the claim exceeds £25,000 but does not exceed £50,000

### (c) Director of Place

- Limit of authority to authorise dayworks based contracts in case of urgency £25,000
- Variations to the terms of leases or sub leases etc, including surrenders, renewals etc, up to a limit of £25,000 per annum on any single transaction

### (d) Chief Operating Officer

- In-year additions to the capital programme and revenue budget in line with the criteria set out within the Financial Rules (chapter 4, part 6).
- To settle complaints made against the Council (including Ombudsman complaints), limit of power to authorise payment not exceeding £25,000