

Schedule of Determinations

1. Orders for work, goods and services
 - 1.1 The threshold above which officers are required to receive three quotes when ordering work, goods and services is £2,500.
 - 1.2 The threshold above which the full tendering procedure shall apply is £35,000, although this threshold is £100,000 in respect of a works contract where a Council approved select list is used.

2. Debt Write Off
 - 2.1 Debts may be written off by Directors up to an amount of £2,000.

3. Stocks and Stores
 - 3.1 Directors may write off stock losses up to an amount of £2,000,

4. Inventories
 - 4.1 Directors may write off deficiencies in inventories up to an amount of £2,000,

5. Revenue Budgets
 - 5.1 The following parts of the Council budget are trading organisations, and that the rules applied to budgets for internal trading units shall apply to them rather than the normal rules applicable to general fund budgets. Each Department may retain a percentage of the net surplus of the aggregate position of its trading organisations, listed in table 1 below. The surpluses that may be retained are detailed in table 2 below.

TABLE 1: List of Trading Organisations

<u>Department</u>	<u>Service</u>
Cultural Services and Neighbourhood Renewal	Grounds maintenance
Environment Regeneration And Development	Catering
	Citywide Cleaning
	City Cleansing
	City Highways
	Fleet transport
	Operational Transport
Housing	Housing Maintenance
Resources Access And Diversity	Cashiers
	Consultancy services
	Creativity Works
	Customer Accounts
	IT Services
	Job Shop – Recruitment
	Legal Services
	Occupational Health
	Payroll
	Post Room Couriers
Standby Register	

5.2 The percentages of the Departments' net surpluses which may be retained are shown below:

TABLE 2: Surpluses which may be retained

Department	Criteria (if applicable)	%
Cultural Services and Neighbourhood Renewal.	Surplus up to £125k	45
	Surplus £125k > £175k	50
Environment, Regeneration and Development	Surplus >£175k	60
Housing		100
Resources, Access and Diversity		25

5.3 The only demand-led budget of the Council is in respect of housing benefit client payments, and consequently adjustments to this budget can be made so that it is revised to equal actual expenditure as the year progresses.

5.4 The maximum amount which can be vired at the discretion of service directors **for a single purpose** is **£100,000**, in any one financial year.

6. Capital

6.1

Service resources, which can be used to fund capital schemes under authority delegated to Service Directors are defined as follows:

- (a) Supplementary Credit Approvals granted for restricted purposes;
- (b) Government grant;
- (c) contributions from third parties;
- (d) revenue contributions to capital spending made from within the Service Director's controllable budget.
- (e) such resources as the Cabinet may determine when approving the annual Capital Programme.

6.2 Any Service Director can approve additional capital schemes provided that the schemes are funded entirely from service resources as defined in 6.1 above. Any such additions shall be reported to Cabinet and the relevant Scrutiny Committee in the next capital monitoring report.

6.3 Any cost increase must be contained within the overall capital programme. The maximum amount by which Directors can approve a cost increase funded by corporate resources to any capital scheme or vire resources between capital schemes is £50,000 or 10%, whichever is the lower.