

**Assets, Capital Schemes and Reserves Notification Process**

Any **proposed** purchase, disposal and transfer of assets, new capital schemes with on-going financial commitments and use of reserves **above those already set out in each council's budget**, by any of the existing councils above a set de minimis level must be notified to the relevant Shadow Executive(s)<sup>1</sup>.

The de minimis level above which notification for financial proposals must be made is £100,000.

The notification requirement and de minimis level will apply to both capital and revenue proposals.

Exceptions will be:

- Adult and Children care packages
- HR matters and issues.

The spirit of this process is that a council should not be breaking down items into parts in order that they become lower than the de minimis level.

Any proposal must be submitted by the existing council's chief executive or s151 officer to the Interim Chief Executive(s); or later on, to the Permanent Chief Executive(s). They will arrange for this to be discussed at the next meeting of the Shadow Executive(s).

The Shadow Executive(s) will act as a consultee and will be asked to endorse, rather than approve the proposal put before it.

If the proposal needs discussion before a scheduled Shadow Executive meeting, then endorsement will be sought from the Leader(s) of the Shadow Executive(s).

The Procurement Notification Process already covers the management of contracts.

**Andrew Hunkin**

**Lead Enabler: Legal and Democratic**

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Note 1 – a proposal may affect one or both shadow authorities.