

Financial Regulations Update

- Financial Procedure Rules summary review
- Contract Procedure Rules summary review
- To be included as part of refreshed Constitution during September.
- Opportunity now to input & influence final version



Financial Procedure Rules - Updates

Objectives:

- Strengthen potential areas of improvement
- Streamline the rules to enhance understanding
- Drive compliance in known issue areas
- Achieve Value For Money
- Ensure synergy with constitution refresh and contract procedure rules

Financial Procedure Rules – update position

- Document has been refreshed to ensure:
 - Improved flow for reader – to ensure the rules are simplified and in plain English
 - Harmonised role references to give clear understanding of responsibilities
 - Elements have been removed or added to in order to ensure best fit coverage for the Council
 - Focused introductory section to promote a positive user experience and what to do if unsure
- Direction on Budgetary responsibility, allocation and controls linked to chart of accounts (section D)
- Clarity on budget virements and carrying forward under or over-spends (section E)
- More details on fees & charges and bidding for external funding (section D)
- Improved rules and guidance in relation to asset management (section E)
- Expanded instructions & requirements in relation to contract and purchasing (Section F)

Update continued

- Increased role and profile for internal audit and staff responsibilities in relation to Fraud (Section E)
- Greater focus on income and debt management given financial position (Section F)
- Inclusion of Pension Fund and Council Owned Companies for the first time (Section G)

Actions:

To date we have:

- Restricted authorised spend to key staff only so there is maximum budgetary control in place
- Tightened up the NO PO No Pay policy by introducing a supplier incentive programme
- Started to develop operational dashboards to ensure budget managers are fully engaged

In 3-6 months we will:

- Develop a Financial Management Operational Handbook and develop the staff intranet resources
- Commence roll out of face to face training on the application of the Financial Procedure Rules

In 6-12 months

- Undertake a further refresh of the Financial Procedure Rules next year as a result of training delivered and feedback from Members and Officer
- Integrate into wider job roles and responsibilities for affected staff



Contract Procedure Rules - Updates

Objectives:

- Strengthen potential areas of improvement
- Streamline the rules to enhance understanding
- Drive compliance and protect the Council from risk of challenge
- Achieve Value For Money
- Ensure synergy with constitution refresh and financial procedure rules

Contract Procedure Rules – update position

- Document has been refreshed to ensure:
 - Improved flow for reader – to ensure the rules are simplified and promote a positive user experience
 - Removal of reference to Standing Orders – links now will be Contract Procedure Rules
 - Elements have been removed i.e flow diagrams – for inclusion into a Contract Procedure Rules Management Handbook
- Direction on pre-procurement considerations has been included (section F)
- Clear links and synergy with Financial Procedure Rules – with regard to Officer levels & responsibilities – to ensure it reflects structure and aligns across the constitution (Section C)
- Stronger controls for contract extension has been included (section K)
- Stronger controls for the Provision for Exemptions to Contract Procedure Rules (section D)

Update continued

- Development of Clear tabular format which links officer responsibilities to thresholds for procurement.
- Reassignment of references to Asset Acquisition & disposal to Financial Regulations
- Stronger controls on commissioning consultants and temporary staff (Section L)

Actions:

To date we have:

- Rolled out mandatory training for all council staff on procurement – with required annual refresh
- Updated the Contract Procedure Rules

In 3-6 months we will:

- Develop a Contract Procedure Rules Operational Handbook and update the staff intranet
- Commence roll out of face to face training on the application of the Contract Procedure Rules

In 6-12months

- Undertake a further refresh of the Contract Procedure Rules next year as a result of revised Procurement legislation
- Amend mandatory training packages to reflect any refresh

