

By: Cabinet Member for Finance– John Simmonds
Corporate Director of Finance – Andy Wood

To: Governance and Audit Committee – 24 April 2018

Subject: Updated Financial Regulations

Classification: Unrestricted

Summary: This report summarises the updated financial regulations, prior to approval by County Council.

FOR APPROVAL

1. Introduction

- 1.1 The Financial Regulations have been reviewed and updated. Whilst there has been no major re-write or change to the format of the regulations, amendments have been made to reflect changes in structures/working practices, to ensure our regulations reflect current best practice and strengthen areas where there were known gaps.
- 1.2. In line with the terms of reference of this Committee, the revised regulations need to be agreed before being submitted to County Council for approval as an amendment to the Constitution.
- 1.3 This review has been undertaken as part of a programme of work looking not only at the Financial Regulations but also the Constitution itself and the Delegation Matrix.

2. Main Amendments

- 2.1 The process for conducting this review included:
 - Looking at the Constitution to ensure the Regulations comply with the Constitution. This may need further review once the review of the Constitution has been completed;
 - Addressing concerns/gaps raised by finance staff;
 - Ensuring other relevant procedures/publications are still relevant and available on Knet.
- 2.2 The amendments made to the Regulations and Scheme of Delegation can be seen in detail at Appendices A and B, as they are presented showing all tracked changes.
- 2.3 The main areas of change to highlight are:

Within the Financial Regulations:

- The role of the Head of Paid Service - has been amended to match the wording of the Constitution. (Ref. Introduction, Para 2.8 (i))
- The role of the Corporate Director of Finance, as the Chief Financial Officer - has been updated to reflect the changes in relevant legislation. (Ref. Introduction, Para 2.9 (vi, vii, viii, ix))
- Regulation relating to Capital Programme and capital budgeting – has been revised in relation to schemes where the total cost is estimated to be less than £1m. The revision reflects the revised approval process. (Ref. Section A.23 (iii))
- The regulation relating to Imprest Accounts – has been amended to include Purchase Card Cash (Ref. Sections C.29 and C.30)
- The regulation relating to the Ordering and Paying for Works, Goods and Services – has been amended to reflect a change in process (Ref. Section D.10 (viii))

Within the Scheme of Delegation:

- The scheme has been amended to reflect changes in organisational structure. 'Finance and Procurement' has become 'Finance', 'Strategic Sourcing and Procurement' has become 'Strategic Commissioning' and job titles have been amended accordingly.
- Note 19 has been added to allow directorates to delegate authority to the Strategic Commissioning Team for specified activities up to the value of £500k. This reflects the authority that individual commissioning units held within individual directorates prior to the restructure.

3. **Recommendation**

Members are asked to recommend the updated Financial Regulations, including the delegated authority matrix, that are to be put forward to County Council for approval.

Emma Feakins
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