

Proposed amendments to Financial Regulations and Contract Standing Orders

General

In order to reflect the modernisation of the rules and regulations and the operational content to guide officers and members about the processes and procedures:

- It is proposed that the Financial Regulations be renamed Financial Procedure Rules and the Contract Standing Orders be renamed Contract Procedure Rules and that all relevant documents be amended to reflect this change in wording.
- It is also proposed that once approved, relevant renumbering of the documents will be carried out.

Proposed amendments to Financial Regulations

Para 3.1

- Reword to ensure excludes secretaries etc.
- Check/change contract stg orders as well

Para 4.5

- Add 'if in doubt, seek advice of CFO'

Paragraph 7 re Budget Virements and Supplementary Estimates

7.3.2 – add “in consultation with the Leader

Current 7.3

7.3 Proposals for in-year virement *between* Directorates must be approved as follows (provided first that the affected Strategic Directors have been consulted):

7.3.1 up to £100,000 by the Chief Finance Officer;

7.3.2 £100,000 to £400,000 by the Chief Executive;

7.3.3 above £400,000 by Cabinet.

Proposed 7.3

7.3 Proposals for in-year virement *between* Directorates must be approved as follows (provided first that the affected Strategic Directors have been consulted):

7.3.1 up to £100,000 by the Chief Finance Officer;

7.3.2 £100,000 to £400,000 by the Chief Executive in consultation with the Leader;

7.3.3 above £400,000 by Cabinet.

Add new paragraph after 7.4 – “All virements in excess of £100,000 will be reported within financial monitoring reports.”

Add new paragraph – No virement is allowed from budgets that are funded from specific, ringfenced or restricted resources.

Paragraph 11 re Grants to Voluntary and Community Sector Organisations

Amend 11.2 to add “at a time”.

Current 11.2

Grants can be awarded for a maximum of three calendar years.

Proposed 11.2

Grants can be awarded for a maximum of three calendar years at a time.

Add new paragraph to say “All values refer to the value of the full programme (over the full term).”

Add new paragraph to say “A full list of grants to voluntary and community sector organisations is to be maintained and will be published on the Council’s website.”

Para 13.1

- Reword from “Consider” to “Arrange” on the training programme
- Review of new rules to be reported back to Standards & Ethics Committee

Paragraph 13 re Income

Split paragraph 13.8 into 2 separate paragraphs for clarity as shown below:

Current 13.8

Where an application for grant funding is successful (unconditionally or conditionally), the Strategic Director shall inform the Chief Finance Officer of the details of awarded funding and provide him/her with a copy of relevant documents. If the grant funding was not contemplated when the budget for the relevant financial year was set then the Chief Finance Officer shall make the appropriate changes to the directorate cash limit and/or capital programme and these revised amounts will be used in the budget monitoring and year-end balances processes.

Proposed 13.8

Where an application for grant funding is successful (unconditionally or conditionally), the Strategic Director shall inform the Chief Finance Officer of the details of awarded funding and provide him/her with a copy of relevant documents.

If the grant funding was not contemplated when the budget for the relevant financial year was set then the Chief Finance Officer shall make the appropriate changes to the directorate cash limit and/or capital programme and these revised amounts will be used in the budget monitoring and year-end balances processes.

Paragraph 27 re Assets

Add a financial limit and require consultation with Cabinet Member.

Current paragraph 27.10.1

27.10 In respect of the acquisition of land and property:

- 27.10.1 where sufficient budget provision for an acquisition exists within the total Council budget, the Property Officer may approve a purchase of land or buildings; or

Proposed paragraph 27.10.1

27.10 In respect of the acquisition of land and property:

- 27.10.1 where sufficient budget provision for an acquisition exists within the total Council budget and the cost of the acquisition is less than £100,000 the Property Officer may approve a purchase of land or buildings in consultation with the relevant Cabinet Member; or

Para 32.1

- Change 'registered' to 'operated'

Para 34

- Add in that the Mayor should also comply with these rules

Proposed amendments to Contract Standing Orders

Para 32.5

- Reword to ensure excludes secretaries etc.

Paragraphs 43 - 56 need renumbering

Exemption from Competition

Amend paragraph 44.4 to add “A summary of agreed exemptions will be reported in quarterly performance monitoring reports.”

Current 44.4

A copy of all approved exemption requests must be provided to the Corporate Procurement Team, where a record of all approved exemptions will be maintained. The relevant Strategic Director is responsible for ensuring the appropriate Cabinet Member is kept informed.

Proposed 44.4

A copy of all approved exemption requests must be provided to the Corporate Procurement Team, where a record of all approved exemptions will be maintained. The relevant Strategic Director is responsible for ensuring the appropriate Cabinet Member is kept informed. A summary of agreed exemptions will be reported in quarterly performance monitoring reports.