

# TEWKESBURY BOROUGH COUNCIL

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| <b>Report to:</b>            | Executive Committee                          |
| <b>Date of Meeting:</b>      | 3 April 2019                                 |
| <b>Subject:</b>              | Financial Procedure Rules                    |
| <b>Report of:</b>            | Head of Finance and Asset Management         |
| <b>Corporate Lead:</b>       | Deputy Chief Executive                       |
| <b>Lead Member:</b>          | Lead Member for Finance and Asset Management |
| <b>Number of Appendices:</b> | One  |

## **Executive Summary:**

The Council's existing Financial Procedure Rules have been revised to reflect a number of changes within the financial framework the authority operates within and to reflect current best practice.

## **Recommendation:**

**To RECOMMEND TO COUNCIL the adoption of the revised Financial Procedure Rules.**

## **Reasons for Recommendation:**

The Financial Procedure Rules form part of the Council's Constitution and provide the framework for managing the Council's affairs. It is therefore imperative that they remain up to date and reflect best practice.

## **Resource Implications:**

These regulations form the major part of the framework for controlling financial affairs within the Council.

## **Legal Implications:**

The Local Government Act 1972 Section 151 requires the Council to make arrangements for the proper administration of its financial affairs.

## **Risk Management Implications:**

Financial aspects of risk management policies are incorporated within the Financial Procedure Rules.

**Performance Management Follow-up:**

It is recommended that the Financial Procedure Rules are reviewed every three years as a minimum.

There will be ongoing monitoring by those charged with responsibility for the proper administration of the Council's financial affairs as to the compliance with these rules by both the Officers and Members of the Council.

**Environmental Implications:**

None.

**1.0 INTRODUCTION/BACKGROUND**

1.1 The current Financial Procedure Rules (FPR's) have not been updated for a number of years. As a result, a number of amendments are required to reflect best practice and changes in the financial and organisational environment of the Council.

1.2 In addition, revisions to the Council's Constitution were approved in February 2019 and an updated set of FPR's are now required to sit alongside the updated Constitution.

**2.0 REVISIONS TO FINANCIAL PROCEDURE RULES**

2.1 Financial Services staff have reviewed the existing FPR's and have put forward a revised format based on current best practice whilst ensuring the FPR's remain a usable document by all members of staff and Councillors within the organisation.

2.2 The content has also been reviewed but only limited changes to the detailed requirements have been necessary. These changes include:

- Increased delegated limits for virement and write off in line with limits set within the Constitution.
- Updated requirements reflecting recent legislative changes such as the introduction of off payroll working and the need to produce capital and investment strategies.
- Changes to reflect the latest business practices such as the use of pool cars.
- Changes to reflect the increasing use of technology within our processes.
- Changes to reflect the structure of services and ownership of specific issues such as risk management.

**3.0 OTHER OPTIONS CONSIDERED**

3.1 None.

**4.0 CONSULTATION**

4.1 Good practice within this area has been sought and informed the revised documentation.

**5.0 RELEVANT COUNCIL POLICIES/STRATEGIES**

5.1 Financial Procedure Rules form part of the Council's Constitution.

**6.0 RELEVANT GOVERNMENT POLICIES**

6.1 None.

**7.0 RESOURCE IMPLICATIONS (Human/Property)**

7.1 None directly.

**8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**

8.1 None.

**9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**

9.1 The FPR's enshrine value for money principles in all aspects of the Council's day-to-day activities.

**10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**

10.1 Approval of the Constitution – Council - 19 February 2019

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**Background Papers:** None.

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**Appendices:** A – Financial Procedure Rules.