

COUNCIL MEETING – 9 FEBRUARY 2021

PROPOSED CHANGES TO THE CONSTITUTION – FINANCIAL POLICIES AND PROCEDURES

1.0 Purpose of Report

1.1 To consider amendments to a number of financial policies and procedures which form part of the Council's Constitution.

2.0 Background Information

2.1 Periodically policies and procedures should be reviewed in order to ensure that these documents are still fit for purpose. A number of financial policies and procedures were due for review, and hence these have been refreshed to ensure they reflect current practice.

2.2 A report was presented to the Councillors Commission at their meeting held on 11 January 2021, which recommended updates to the various documents detailed below. The Commission recommended all of these changes to this meeting of Full Council for approval.

2.3 There are a number of policies that are currently due for review and as such, this report seeks to update these policies. The policies in question are:

- Anti-Fraud and Corruption Strategy
- Anti-Money Laundering Policy
- Guidance for Dealing with Irregularities
- Financial Procedure Rules
- Contract Procedure Rules

2.4 Although the Financial Procedure Rules are due for a full review in due course, a light touch update (to resolve a conflict between Financial Procedure Rules and Contract Procedure Rules) has been completed. The change relates to provision of works for third parties and gave slightly different advice regarding the authority to proceed within each of the documents.

2.5 The paragraph in Financial Procedure Rules states:

10.3.2 The S151 Officer shall be consulted on the contractual arrangements for any work for third parties prior to any contract being signed.

The related paragraph within Contract Procedure Rules states:

The Chief Executive, Monitoring Officer, the Section 151 Officer, Welland Procurement and Financial Regulations must be consulted where contracts to undertake work on behalf of organisations other than the Council are to be considered.

The proposed paragraph to be entered into both documents and replace the relevant paragraphs states:

Where works are to be provided to a third party, any contractual arrangement above £15,000 must be approved by the Section 151 Officer prior to being signed. This is regardless of whether the piece of work is a one off or on-going.

- 2.6 The other documents have minor changes to reflect new roles within the organisation and references to other appropriate policies. There has been no major and fundamental changes within the policies and all of the changes were reported to the Councillors' Commission. A full copy of the refreshed policies are available on request and have been listed as background papers to the report.

3.0 RECOMMENDATION

That the refreshed policies and procedures as listed in paragraph 2.3 of the report, as recommended by the Councillors' Commission, be approved and updated in the Council's Constitution.

Background Papers

Anti-Fraud and Corruption Strategy
Anti-Money Laundering Policy
Guidance for dealing with irregularities
Financial Procedure Rules
Contract Procedure Rules

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