

Financial Procedure Rules

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Purpose of Report

This report introduces the changes to the Financial Procedure Rules that have been sent out with this agenda.

Recommendations

That full Council approves the updated Financial Procedure Rules as attached.

Background

The Financial Procedure Rules outline the financial policies of this authority and the financial accountabilities of individuals that apply to both officers and members. The review of those rules is included within the remit of the Audit Committee under its terms of reference as follows:

“To consider the effectiveness of SSDC’s risk management arrangements, the control environment and associated anti-fraud and corruption arrangements and seek assurance from management that action has been taken”

The last review took place in 2011 and it is best practice to review and update the rules on a regular basis. The main emphasis of this review has been to adjust the rules to reflect changes to other policies, decisions, and agreements.

Revised Financial Procedure Rules

The attached document shows any revisions to the current approved rules highlighted in yellow. The Audit Committee approved the amended rules to recommend to full Council on the 22nd January 2015.

The Assistant Director has been given delegated authority to change team/service titles and job titles as changes occur. This will ensure that the document can be updated to reflect the most up to date staffing structure.

Financial Implications

There are no financial implications in approving the attached Financial Procedure Rules. The rules ensure that sound financial controls are in place for all financial transactions and decisions.
