

Report of:	Meeting	Date
Head of Finance (s151 Officer)	Audit Committee	19 November 2019

Annual Review of Financial Regulations and Financial Procedure Rules

1. Purpose of report

1.1 To review the Financial Regulations and Financial Procedure Rules.

2. Outcomes

2.1 Evidence that the Council has arrangements in place to maintain a sound system of internal control.

3. Recommendation

3.1 That the proposed changes summarised in paragraph 5.1 be noted and that the updated Financial Regulations and Financial Procedure Rules set out in Appendix 1 be approved.

4. Background

4.1 The Financial Regulations and Financial Procedure Rules form part of the Council's governance structure and help to demonstrate that arrangements are in place to maintain a sound system of internal control.

4.2 The Financial Regulations and Financial Procedure Rules were subject to a major review and updated in accordance with best practice and guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) prior to being agreed by the Standards Committee at their meeting on the 14 October 2004 and the Council meeting on 11 November.

5. Key Issues and proposals

5.1 A number of amendments are proposed, namely:

- A number of amendments have been made throughout the

document to reflect the change of title from the Senior Solicitor to the Legal Services Manager;

- Update to remove reference to an annual report in the Wyre Voice reflecting on how the Council has performed against its priorities and replaced with the reporting process in place in regards to monitoring against the Council's Business Plan priorities (Part 4.06.01/6 Para B.5);
- Removed reference to the 'Fylde Coast Housing Strategy' as an example of where the Council will publish a performance plan (Part 4.06.03/1 Para 2.01);
- Amended to reflect that the Council has a number of counter fraud policies to assist in the prevention of financial irregularities, not just the Anti-fraud, Corruption and Bribery Policy (Part 4.06.04/6 Para 3.47);
- Include the requirements to ensure all staff are aware of their responsibilities to comply with the General Data Protection Regulations as well as the Data Protection Act 2018 (Part 4.06.04/8 Part 3.57);
- To reflect the current procedure in place in respect of Internal Audit maintaining the authorised signature list which includes specimen signatures (Part 4.06.05/7 Para 4.56);
- To reflect that document retention schedules are now part of individual service information asset registers (Part 4.06.05/10 Para 4.79);
- Additional bullet points added to the 'Financial Procedure Rules Appendix E – External Arrangements' to make reference to ensuring partners comply with data protection regulations and that data sharing agreements are in place if personal data is being shared or processed (Part 4.06.06/2 Para 5.06-5.07 and Part 4.06.06/3 Para 5.17);
- Amended to reflect the change of the council's vision (Part 4.06.06/16 Framework for Partnership Working); and
- Included a paragraph on Social Value to reflect how the Council needs to consider The Public Services (Social Value) Act 2012 when carrying out the provision of works, goods and services (Part 4.06.07/2).

Financial and legal implications	
Finance	None arising directly from the report.
Legal	The adoption of clear and up to date advice should ensure legal probity and good governance of the Council.

Other risks / implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist

officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with an x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
Data protection	

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 – Proposed changes to Financial Regulations and Financial Procedural Rules (published on website).