

**ANGUS COUNCIL**

**FINANCE & INFORMATION TECHNOLOGY COMMITTEE**

**15 APRIL 2003**

**FINANCIAL REGULATIONS - AMENDMENTS**

**REPORT BY THE DIRECTOR OF FINANCE**

**ABSTRACT**

This report updates members in respect of the ongoing review and monitoring of the Council's Financial Regulations to reflect the approved policies of the Council, including those amendments implemented under delegated authority in the preceding year.

**1. RECOMMENDATIONS**

It is recommended that the Committee:

- note that this report fulfils the requirement arising from Report 355/02 to update members annually in respect of minor amendments to the Financial Regulations in the preceding year;
- note and approve the revisions to the Financial Regulations for operation within Angus Council as described in Section 3 below and as set out in the enclosed [attachments \(1, 2, 3, 4, 5, 6 & 7\)](#).

**2. INTRODUCTION**

The Council's Financial Regulations are a key component of the overall financial management arrangements within the Council and as such must be relevant to the needs of users, kept up-to-date and allow for controlled flexibility. It was on this basis that the Financial Regulations were first prepared and approved in April 1996 and subsequently revised in September 1997 and May 2000.

The Financial Regulations were issued in loose leaf format in May 2000 thus enabling sections to be revised on an ad hoc basis and inserted into the existing document. The Regulations can also be accessed under the Policies section of the Council's corporate intranet.

In the spirit of continuous improvement, and in recognition of the changing financial environment, a process of ongoing review and monitoring was established, with minor revisions being carried out to the Regulations in August 2001 (Report no 1003/01), January 2002 (Report no. 152/02) and March 2002 (Report no. 355/02).

Additionally, Report 355/02 delegated to the Director of Finance the authority to approve and implement minor amendments to the Financial Regulations, with a collective report outlining any such delegated approvals to be submitted on an annual basis. More significant alterations to the Financial Regulations, including periodic full scale reviews, will continue to be brought to this Committee for prior approval.

It is the responsibility of each Chief Officer to ensure that all appropriate members of staff are aware of, have access to an up to date copy and comply with the Financial Regulations.

### 3. SUMMARY OF REVISIONS UNDER DELEGATED AUTHORITY

The following table details the minor revisions to the Financial Regulations that have been implemented since those reported to Committee on 12 March 2002 (Report 355/02 refers), under the delegated authority approved by the same report. Each section subject to revision is shown in full on the enclosed attachments, with the revisions highlighted therein.

Section	Section Content	Summary of Revision	Attachment No.
1.9	Chief Officers Details	<ul style="list-style-type: none"><li>List of Chief Officers amended to reflect the Council departmental structure.</li></ul>	1
2.14	Virement flexibility Between Years	<ul style="list-style-type: none"><li>List of departments amended to reflect the Council departmental structure.</li></ul>	2
4.3	Permitted Limits of Virement	<ul style="list-style-type: none"><li>List of departments amended to reflect the Council departmental structure.</li></ul>	3
15	Treasury Management	<ul style="list-style-type: none"><li>Update to reflect revised Treasury Management code of practice (Report 786/02 refers).</li></ul>	4
16.1	Application of Contract Arrangements	<ul style="list-style-type: none"><li>Insertion of a note referring to the EU Procurement Guidance on the corporate intranet.</li></ul>	5
28	Payment of Members Allowances	<ul style="list-style-type: none"><li>Incorporate changes approved by Committee regarding processing of late expenses claims (Report 1046/02 refers).</li></ul>	6
Appendix 1	Contract Arrangements	<ul style="list-style-type: none"><li>Reference added to the EU Procurement Guidance on the corporate intranet.</li><li>EU Procurement thresholds updated.</li></ul>	7

The amendments to sections 2.14 and 4.3 shown above only update the Financial Regulations to reflect the departmental structure of the Council. It is intended that a further review and update be undertaken as appropriate within the budget process, to review the overall virement process.

### 4. FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

### 5. HUMAN RIGHTS IMPLICATIONS

There are no Human Rights Implications arising directly from this report.

### 6. CONSULTATION

The Chief Executive and the Director of Law & Administration have been consulted on the terms of this report.

## **7. CONCLUSION**

The ongoing review process in respect of the Financial Regulations has resulted in an update to sections which reflect both the policies of Angus Council and any relevant legal requirements, and are considered suitable for approval by Committee.

Each Chief Officer is responsible for ensuring that all appropriate members of staff are aware of, have access to an up to date copy and comply with the Financial Regulations.

**DAVID S SAWERS**  
Director of Finance

**Note:** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.