

**FLINTSHIRE COUNTY COUNCIL**

**REPORT TO:**           **AUDIT COMMITTEE**

**DATE:**               **WEDNESDAY, 3 JUNE 2015**

**REPORT BY:**       **CHIEF OFFICER (PEOPLE AND RESOURCES)**

**SUBJECT:**           **FINANCIAL PROCEDURE RULES**

**1.00**   **PURPOSE OF REPORT**

- 1.01**   To provide Audit Committee with the proposed updated Financial Procedure Rules (FPR's) as detailed in Appendix A.
- 1.02**   To seek a recommendation to the next available County Council scheduled for 23 June 2015.

**2.00**   **BACKGROUND**

- 2.01**   Section 151 of the Local Government Act 1972 and the Accounts and Audit (Wales) Regulations require the Council to make arrangements for the proper administration of its financial affairs.
- 2.02**   To conduct its business efficiently, a local authority needs to ensure that it has sound financial management policies in place and that they are adhered to, part of this process is the establishment of financial regulations that set out the financial policies of the Authority.
- 2.03**   The Financial Procedure Rules (FPR's) state that an annual review should take place each year and each individual rule will be reviewed at least every two years. The outcome of each review will be reported to Council, along with any recommendations for changes.
- 2.04**   The FPR's have been fully revised and modernised to reflect the CIPFA guidance on financial regulations.
- 2.05**   The proposed changes have been prepared in consultation with the Chief Officer Team.

### **3.00 CONSIDERATIONS**

**3.01** The FPR's have been split into six main sections:

1. Status of Financial Regulations
2. Financial Management – General roles and responsibilities
3. Financial Planning
4. Risk Management and Control of Resources
5. Financial Systems and Procedures
6. External Arrangements

**3.02** Once approved the FPR's will be published on the Infonet and a programme of awareness raising will be implemented with all staff needing to complete a training session to ensure that they are aware of the responsibilities they have in the adherence of the FPR's

**3.03** A summary of the FPR's will also be available which is intended to be an easy guide for budget holding managers and other staff. This will include practical advice and references to more detailed information when requested. A copy of the summary version of the FPR's is included in Appendix C.

### **4.00 RECOMMENDATIONS**

That Audit Committee approve the updated Financial Procedure Rules and recommend they are submitted to Council

### **5.00 FINANCIAL IMPLICATIONS**

The implementation of these rules ensures robust, consistent financial processes across the Authority.

### **6.00 ANTI POVERTY IMPACT**

None directly as a result of this report.

### **7.00 ENVIRONMENTAL IMPACT**

None directly as a result of this report.

### **8.00 EQUALITIES IMPACT**

None directly as a result of this report.

### **9.00 PERSONNEL IMPLICATIONS**

None directly as a result of this report.

## **10.00 CONSULTATION REQUIRED**

## **11.00 CONSULTATION UNDERTAKEN**

The proposed changes have been prepared in consultation with the Chief Officer Team, Corporate Finance Management Team and Internal Audit.

## **12.00 APPENDICES**

Appendix A – Copy of the updated Financial Procedure Rules  
Appendix B – Glossary of Financial Terms  
Appendix C – Financial Procedure Rules summarised version

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS**

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