

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

29 NOVEMBER 2017

REPORT OF THE HEAD OF FINANCE AND SECTION 151 OFFICER

AMENDMENT TO THE FINANCIAL PROCEDURE RULES (FPRs) WITHIN THE COUNCIL'S CONSTITUTION

1. Purpose of Report

- 1.1 The purpose of this report is to seek Council's approval of proposed amendments to the Constitution which reflect changes to the Financial Procedure Rules.

2. Connection to Corporate Improvement Plan / Other Corporate Priority

- 2.1 The Constitution governs the operation of the Authority and thereby connects to the Corporate Improvement Plan and all of the Council's Corporate Priorities.

3. Background

- 3.1 The management of the Council's financial affairs are conducted in accordance with the Financial Procedure Rules set out in Part 4 of the Constitution. The FPRs have not been revised in a number of years, during which time new financial processes and procedures, and new legislation and guidance have come into effect, changing the way in which the Council operates.

4. Current situation / proposal

- 4.1 The Financial Procedure Rules have been reviewed by officers and a number of changes made to bring them up to date to reflect changes such as:
- new rules regarding payment of consultants;
 - new methods of payment e.g. purchasing cards;
 - new policies and strategies e.g. Grants Policy, Reserves and Balances Protocol, Anti-Fraud Bribery Policy.
- 4.2 Attached as Appendices A and B are the existing Financial Procedure Rules, with tracked changes, to show the proposed changes (Appendix A), plus a clean version of the revised Financial Procedure Rules for approval (Appendix B).
- 4.3 A further revision will need to take place in the forthcoming financial year to update the FPRs to reflect legislative changes when the Data Protection Act will be replaced with the Data Protection Bill (which incorporates the General Data Protection Regulation).

5. Effect upon Policy Framework & Procedure Rules

- 5.1 The revised Financial Procedure Rules will be included within the Constitution once approved.

6. Equality Impact Assessment

- 6.1 An Initial Screening Equalities Impact Assessment (EIA) has been undertaken on the Financial Procedure Rules. It has been concluded that the Rules apply to all groups equally and therefore a Full EIA is not required.

7. Financial Implications.

- 7.1 There are no financial implications arising from changes to the Financial Procedure Rules within the Constitution as they being proposed to reflect current practice.

8. Recommendation.

- 8.1 Council is recommended to approve the amendments to the Financial Procedure Rules and consequently approve the updated Constitution as set out in Appendix B.

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Background documents: -

Financial Procedure Rules