

<b>Meeting of:</b>	<b>CABINET</b>
<b>Date of Meeting:</b>	<b>19 NOVEMBER 2024</b>
<b>Report Title:</b>	<b>UPDATE TO THE COUNCIL'S FINANCIAL PROCEDURE RULES</b>
<b>Report Owner / Corporate Director:</b>	<b>CHIEF OFFICER FINANCE, HOUSING AND CHANGE</b>
<b>Responsible Officer:</b>	<b>DEBORAH EXTON DEPUTY HEAD OF FINANCE</b>
<b>Policy Framework and Procedure Rules:</b>	<b>The Financial Procedure Rules form a key component of the Council's Constitution. They provide the framework for managing the Council's financial affairs. The procedures identify the financial responsibilities of the Full Council, the Cabinet and Officers.</b>
<b>Executive Summary:</b>	<b>The Council's Financial Procedure Rules have not been updated in full since 2021, during which time new financial processes, procedures, and new legislation and guidance have come into effect, changing the way in which the Council operates. The updated Procedure Rules take these into account to ensure the Council's financial affairs are managed effectively and at minimum risk.</b>  <b>The revised Financial Procedure Rules will be included within the Constitution once approved.</b>

## **1. Purpose of Report**

- 1.1 The purpose of this report is to seek approval from Cabinet for an updated version of the Council's Financial Procedure Rules (FPRs).

## **2. Background**

- 2.1 The management of the Council's financial affairs are conducted in accordance with the Financial Procedure Rules set out in Section 17 of the Council's Constitution. The FPRs have not been revised since 2021, 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.

## **3. Current situation/ proposal**

- 3.1 The Financial Procedure Rules have been reviewed by officers, including those from

finance, procurement, legal and internal audit and a number of changes made to bring them up to date to reflect changes such as:

- clarification and updated wording in a number of areas to reflect current practice;
- updates to officer titles and lines of responsibility;
- clarification of process in respect of budget overspends;
- new section on Business Cash Cards;
- clarification of process for payments in advance.

3.2 The proposed amendments to the Financial Procedure Rules are shown via tracked changes at **Appendix 1**, and a clean version of the Financial Procedure Rules is attached at **Appendix 2**. A report shall be taken to Council to amend the Constitution to incorporate the revisions to the Financial Procedure Rules.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

#### **6. Climate Change Implications**

6.1 There are no climate change implications arising from this report.

#### **7. Safeguarding and Corporate Parent Implications**

7.1 There are no safeguarding or corporate parent implications arising from this report.

#### **8. Financial Implications**

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

#### **9. Recommendations**

9.1 Cabinet is recommended to:

- approve the amendments to the Financial Procedure Rules outlined in **Appendix 1**;
- note that a separate report will be presented to Council to incorporate the revised Financial Procedure Rules into the Constitution, as attached at **Appendix 2**.

## **Background documents**

None