

Meeting of:	CABINET
Date of Meeting:	14 JANUARY 2025
Report Title:	UPDATE TO THE COUNCIL'S FINANCIAL PROCEDURE RULES
Report Owner / Corporate Director:	CHIEF OFFICER FINANCE, HOUSING AND CHANGE
Responsible Officer:	DEBORAH EXTON DEPUTY HEAD OF FINANCE
Policy Framework and Procedure Rules:	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 Council, Cabinet and Officers.
Executive Summary:	An updated version of the Council's Financial Procedure Rules (FPRs) were approved by Cabinet on 19 November 2024. A recommendation was made to Council on 20 November 2024 to include the updated FPRs in the Council's Constitution. Council felt that there were some sections of the FPRs which needed further review and strengthening so requested that these be considered in order for an updated version to be taken to Cabinet in December for approval, with a view to bringing the amended version back to Council for inclusion in the Constitution. This report provides further changes to the FPRs, following the report to Cabinet in November, for Cabinet's approval. The revised Financial Procedure Rules will be included within the Constitution once approved.

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. An updated version of the Council's Financial Procedure Rules (FPRs) were approved by Cabinet on 19 November 2024. A recommendation was made to Council on 20

November 2024 to include the updated FPRs in the Council's Constitution. Council felt that there were some sections of the FPRs which needed further review and strengthening so requested that these be considered in order for an updated version to be taken to Cabinet in December for approval, with a view to bringing the amended version back to Council for inclusion in the Constitution.

3. Current situation/ proposal

3.1 The Financial Procedure Rules have been further reviewed by officers and Cabinet Members following the discussion at Council on 20 November 2024 and have proposed the following additional amendments to the FPRs:

Paragraph	Original	Amended
5.7	Each Chief Officer shall, as soon as practical, report to Cabinet the total of extras or variations to any contract which exceeds 10% of the original contract sum, or £100,000 whichever is the greater.	Added 'subject to a maximum of £500,000'.
9.3	Any changes to authorisation limits should be notified to the Business Support Manager promptly.	Changed 'promptly' to 'within a month'.
9.4	There are a small number of exceptions where some payments are permitted to be paid in advance without prior approval. These include:	Added in: <ul style="list-style-type: none"> • Advance payments to Third Sector organisations will be considered in line with the Welsh Government Third Sector Scheme and guidance set out in the Code of Practice for Funding the Third Sector, where financial hardship can be evidenced.

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