

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CONSTITUTION REVIEW WORKING PARTY ON 12 OCTOBER 2020

SUBJECT: Proposed Constitutional update of Standing Orders relating to Financial Procedures.

REPORT AUTHOR: Carolin Martlew, Financial Services Manager
DATE: September 2020
EXTN: 37568
PORTFOLIO AREA: Corporate Support

EXECUTIVE SUMMARY:

The Standing orders relating to Financial Procedures Rules (Regulations) (Part 6 Other Procedure Rules – Section 5) have been reviewed to reflect the change from a Cabinet structure to a Committee structure from May 2021.

RECOMMENDATIONS:

It is recommended to Full Council that:

1. the proposed changes to the Constitution at Part 6 Procedure Rules (Other) Section 5 Financial Procedures Rules (Regulations) as set out in Appendix 1, to be attached to the minutes to be approved; and
2. The Monitoring Officer be authorised to make any further consequential changes to the Constitution

1. BACKGROUND:

1.1 Financial Procedures Rules (Regulations) (Part 6 Other Procedure Rules – Section 5) have been reviewed to reflect the change from a cabinet structure to a committee structure from May 2021.

2. PROPOSAL(S):

2.1 The Financial Regulations provide the internal framework for managing the Council's financial affairs.

2.2 The Financial Regulations were fully reviewed in 2018 and follow a format recommended by CIPFA (Chartered Institute of Public Finance and Accountancy). They are written in a user-friendly style and avoid technical jargon, where possible, and provide a clear explanation of what the Financial Regulations apply to, individual's responsibilities, authorisation levels; and the risks and controls associated

with these decisions.

2.3 The section on medium term financial planning (2.2) explains the budgetary process. The budget parameters will be set by the Corporate Policy and Performance Committee (CPPC) taking account of resource constraints set by the government. The revenue and capital estimates will be reported to the relevant committee for consideration before consideration of the full budget by CPPC before approval by Full Council in February.

2.4 It is important to note that policy changes that require a significant shift in financial resources have to be considered as early as possible in the relevant committee's cycle to be reflected in the Medium Term Financial Strategy and budget parameters in the autumn.

3. OPTIONS:

1. To support the proposals
2. To not support the proposals
3. To propose alternative wording changes

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

6. IMPLICATIONS:

The proposal has been consulted upon with the Group Head of Corporate Support, the Chief Executive and Legal Services and any comments made have been incorporated in the final draft.

7. REASON FOR THE DECISION:

To ensure that the Constitution is up to date and reflects the change to the committee structure from May 2021.

8. BACKGROUND PAPERS:

Council's Constitution: Part 6 Procedure Rules (Other) (Section 5 – Financial Rules)