Appendix 1 Summary of proposed Changes to the Finance Procedure Rules for Constitution Committee 15/07/2016

Minor changes are referred to below, but have already been accepted as changes on the version of the FPRs circulated to Committee, as have any changes to the numbering of the Rules for ease of reference.

Proposed Area of Change (whole section or specific area)	Commentary/Benefit of Change	Approval
A. Financial Management	 Corporate Management Team changed to Management Group Board. Head of Human Resources changed to Head of Strategic Human Resources Amend Resources Portfolio Holder to Finance and Assets Portfolio Holder 	Minor changes to be approved under Monitoring Officer's delegated authority (Minor Changes)
A. Financial Management	References to Executive Monitoring Board in relation to specific approval levels have been removed although these remain within the overall scope of the Executive Monitoring Board's remit. In addition improvements to the specific controls in relation to expenditure (not limited to that over £250,000) have also been put in place within the Contract Procedure Rules.	Committee approval required
A.9	Inclusion of definition of "Chief Officers"	Committee approval required
A.31	Removed reference to 'ring fenced' budget purposes, as this is no longer current practice.	Committee approval required
A.32 & A.36	Reference to Executive Monitoring Board removed.	Committee approval required
A.34	Change to requirement for approving fully funded supplementary estimates	Committee approval required
A.41	Updated to reflect current practice; business cases for carry- forwards are not required.	Committee approval required
A.50	Amendment to title – Code of Practice remove SORP	Minor Changes
B. Financial Planning	Refer to Capital Programme – no longer complete Strategy document.	Minor Changes
B.28 and B.29 B.32 to B.35	References to EMB removed and reference to Project Gateway process inserted Remove threshold detail for EMB, detail around project delivery and oversight by EMB inserted	Committee approval required Committee approval required
B.36, B.37 & B.40	Updates to current processes relating to the capital programme.	Committee approval required
B.46	Amendment to title – Code of Practice remove SORP	Minor Changes
B.50	Updated to reflect current CEC procedures for quarterly reporting rather than ex County Council.	Committee approval required

C. Risk Management and Control of Resources	Updated titles; Head of Policy and Performance or Internal Audit Manager becomes Corporate Manager Governance and Audit.	Minor Changes
C.17	New section on Business Continuity – high level re organisation's expectation's for services to have arrangements in place for business critical services and sign posting to further guidance.	Committee approval required
C.21	Updated legislation and enhanced definition: Accounts and Audit Regulations (England) 2011 to Accounts and Audit Regulations (England) 2015	Committee approval required
C.22	Updated legislation: CIPFA Internal Audit Code of Practice 2006 has been superseded by the Public Sector Internal Audit Standards and the CIPFA Local Government Application Note (Adopted from 1 st April 2013). These give a different definition for Internal Auditing, quoted from the PSIAS, and that has been repeated here.	Committee approval required
C.27	Access rights of Internal Audit refreshed and	Committee
C.28	referenced to relevant legislation. Updated legislation; arrangements for	approval required Committee
0.20	appointing External Auditors.	approval required
C.30-C.32	Small changes to reflect and enhance description of the current Anti-Fraud Policy wording and content.	Minor change
C.34	Inclusion of the guidance relating to Information Assets and Information Asset Register.	Committee approval required
C.46	Updated to reflect that Council has moved toward 'cash less' approach and does not insure for cash.	Committee approval required
C.57& C.58	Remove reference to HR and Finance Shared Services – now referred to as ESC.	Minor change
C.59,C.60,C.61 & C.62	Updated to reflect current titles.	Minor change
C.64, C.66, C.75	Reference to Centranet guidance added (further details to assist Officers).	Minor change
D. Financial Systems and Procedures		
D.4	Refer to Treasury Management Practice Statements.	Committee approval required
D.6 – D.7	Updated to reflect current position with the Income and Charging Strategy and current processes.	Committee approval required
D.8- D.9	Updated to reflect Sundry Debt collection policy	Committee approval required
D.13	Inclusion of expectation of payment prior to goods and services being provided, as per	Committee approval required

D.19 Bad debts write off approval—updated in May 2014 Scheme of Delegation to Officers report. D.21 & D.51 Old job title — refer to Transactional Services instead Remove reference to Purchase Cards Committee approval required Rules P.24 D.24 D.25 Refer to Contract Procedure Rules D.28 & D.36 Refer to Contract Procedure Rules D.29 Chief Operating Officer reference amended to Procurement Manager approval required (further details to assist Officers). D.40 Reference to Centranet guidance added (further details to assist Officers). D.42 Updated for Purchase Cards guidance D.40 Section on ASDV's to be included Committee approval required Arrangements E. External Arrangements E.3 Reference to ASDV Framework and Project Gateway Process and approval of business case for companies or joint ventures included approval required in accordance with the legislation Deleted reference to whether the partnership proportunity needs to be procured in accordance with the legislation Deleted reference to Project Gateway process and reference to Project Gateway process and reference to Project Gateway process approval required approval required Promote Deleted as Council does not have accredited/non-accredited partnership arrangements of point ventures list included approval required partnerships of arrangement for business case and reference to Project Gateway process approval required approval required in accordance with the legislation Deleted as Council does not have accredited/non-accredited partnership approval required partnership arrangements on Contracts Register for transparency of arran		Income and Charging Strategy	
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E.30 approval required		Deleted reference to Accredited Partner list	
	E.30		approval required

Former E.31, now	Deleted reference to criteria and process for	Committee
E.24	allocation of grants as it is intended this will be	approval required
	covered by a Grant Funding Protocol	
Former E.32, now	Included details of approval process for grant	Committee
E.25	funding in accordance with the Constitution	approval required
Former E.33, now	Deleted details around grant funding	Committee
E.26	agreements as there will be a template	approval required
	agreement in the Grant Funding Protocol	
Formers E.35, now	Included exclusion for grants applied for on	Committee
E.28	behalf of schools for Capital Funding for	approval required
	School Places as this does not fall within the	
	remit of usual grant funding arrangements	
Glossary	Updated to reflect changes made throughout	
	Finance Procedure Rules	
Consequential	See separate sheet	
Amendments and		
changes to CPRs		