

**Report to:** Council  
**Date of meeting:** 20 November 2013  
**Report of:** Head of Democracy and Governance  
**Title:** Financial Procedure Rules

## 1.0 SUMMARY

- 1.1 The Financial Procedure Rules are an important part of the Council's Constitution and provide the framework and financial policies for how the Council manages its financial affairs. The current Rules have not been updated or reviewed for over five years.
- 1.2 The Shared Director of Finance as the Council's Chief Finance Officer is required to maintain and update the rules. The Head of Finance Shared Services has reviewed the Rules and attached at Appendix 1 are proposed updated Rules for inclusion in the Constitution.

## 2.0 RECOMMENDATIONS

- 2.1 That the Financial Procedure Rules in Appendix 1 are approved for inclusion in the Constitution

### **Contact Officer:**

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**Report approved by:** Managing Director

## 3.0 DETAILED PROPOSAL

- 3.1 Attached as appendix 1 are the proposed updated Financial Procedure Rules for inclusion in the Constitution. The current Rules have not been updated for over five years. The opportunity has been taken to harmonise the content and format of the Rules with Three Rivers District Council.
- 3.2 The Rules are organised around four themes –  
A Financial Management and Planning  
B Risk Management  
C Financial Systems and Procedures

## D External Arrangements

3.3 The Shared Director of Finance will, from time to time, issue advice, guidance and accounting instructions to underpin these Rules, ensure compliance with specific statutory provisions and reinforce best practice. Members, officers, and others acting on behalf of the Council are required to comply with the Rules and such advice and guidance.

3.4 It is intended, should Council approve these updated Rules for appropriate training to be given to officers to ensure they are aware of their obligations and a copy of the Rules will be made available on the Council's intranet.

### 4.0 IMPLICATIONS

#### 4.1 Financial

4.1.1 The Shared Director of Finance comments that the Financial Procedure Rules govern how the Council manages its financial affairs.

#### 4.2 Legal Issues (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that the Financial Procedure Rules form an important part of the Constitution. Each Council is legally required to have a set of Rules governing how it manages its financial policies and affairs.

#### 4.3 Equalities

The Rules are an update of the existing Rules and there are no implications

#### 4.4 Potential Risks

Potential Risk	Likelihood	Impact	Overall score
The updated Rules are not approved	1	3	3
Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service's Risk Register.			

### Appendices

Appendix 1 Financial Procedure Rules

### Background Papers

No papers were used in the preparation of this report

### File Reference

None