



## Report to Council

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**Report of:** Chief Executive

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**Date:** 4 December 2019

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**Subject:** Changes to the Constitution : Part 4 – Financial Procedure Rules (Financial Regulations)

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**Author of Report:** Jason Dietsch (Head of Democratic and Member Services)  
Tel: 0114 273 4117

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**Summary:**

This report provides details of proposed changes to Part 4 - Financial Procedure Rules (Financial Regulations) of the Constitution.

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**Recommendations:**

That the Council considers adopting the changes to Part 4 - Financial Procedure Rules (Financial Regulations) of the Constitution, as set out in the report and appendices.

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**Background Papers:**

None

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**Category of Report:** OPEN

## Statutory and Council Policy Checklist

<b>Financial &amp; Commercial implications</b>
NO - Cleared by Peter Carr
<b>Legal implications</b>
YES – Cleared by Nadine Wynter
<b>Equality of Opportunity implications</b>
NO
<b>Tackling Health Inequalities implications</b>
N/A
<b>Human rights implications</b>
N/A
<b>Environmental and Sustainability implications</b>
N/A
<b>Economic impact</b>
N/A
<b>Community safety implications</b>
N/A
<b>Human resources implications</b>
N/A
<b>Property implications</b>
N/A
<b>Area(s) affected</b>
None
<b>Relevant Scrutiny Committee if decision called in</b>
N/A
<b>Is the item a matter which is reserved for approval by the City Council?</b>
YES
<b>Press release</b>
NO

**1. Introduction**

- 1.1 This report provides details of proposed changes to Part 4 - Financial Procedure Rules (Financial Regulations) of the Council's Constitution.

**2. Background**

- 2.1 To ensure that the Constitution is kept up to date, where changes are required these are submitted to Full Council for approval.
- 2.2 In addition, the Director of Legal and Governance, in consultation with the Lord Mayor, has delegated authority to make any minor and consequential drafting changes to the Constitution.

**3. Proposed Changes and Reasons**

- 3.1 The Financial Procedure Rules (Financial Regulations) were last updated in November 2018 and are an important part of the Council's financial governance arrangements. They provide the rules for the Council to follow so as to protect public money and give clarity for both Members and Officers regarding responsibilities for financial management.
- 3.2 Following an annual review by Finance Officers, in consultation with the Cabinet Member for Finance, Resources and Governance, a number of changes are proposed to the Financial Regulations. These include a general review to ensure job titles are up-to-date and embedded links are working; the Finance & Commercial Services restructure and insourcing of Capita is accurately reflected; and minor changes to the Council's processes or systems have been incorporated and match current working practices.
- 3.3 A summary of the proposed changes and a revised version of the Financial Regulations are attached at Appendices A and B to the report, respectively.

**4. Legal Implications**

- 4.1 Except where delegated by Council as indicated at paragraph 2.2, variations to the Constitution may only be made by Full Council.
- 4.2 Under section 9P of the Local Government Act 2000, the Council must prepare a constitution and keep it up to date. It must be available to the public and, under the Local Government Transparency Code 2015, be published on the Council's website. The proposed changes in this report are to bring a part of the Constitution up to date to comply with the legislation.

5. **Financial & Commercial Implications**

5.1 There are no financial implications.

6. **Equality of Opportunity Implications**

6.1 There are no equalities implications.

7. **Recommendations**

7.1 That the Council considers adopting the changes to Part 4 - Financial Procedure Rules (Financial Regulations) of the Constitution, as set out in the report and appendices.

**Chief Executive**