

# **REVIEW OF THE SCHEME OF DELEGATION, BUDGET AND POLICY PROCEDURE RULES, FINANCIAL PROCEDURE RULES AND CONTRACT PROCEDURE RULES**

**Report By: Director of Resources**

## **Wards Affected**

None.

## **Purpose**

To formally refer proposed revisions to the Constitution to the Audit & Corporate Governance Committee for consideration in line with the resolution made by Council on 2nd November 2007.

## **Financial Implications**

There are no financial implications arising as a direct result of this report. Enhancements to the corporate governance framework and greater compliance with it will ensure that the Council optimises its use of resources.

## **RECOMMENDATION**

**THAT: the Audit & Corporate Governance Committee considers how it wishes to review the proposed amendments to the Constitution presented to Council on 2nd November 2007.**

## **Reasons**

To advise the Constitution Review Working Group of any further amendments to the revised Scheme of Delegation, Budget and Policy Framework Rules, Financial Procedure Rules and Contract Procedure Rules the Audit & Corporate Governance Committee considers appropriate.

## **Considerations**

1. Council received revised Constitution documents on 2nd November in line with the agreed timetable for implementing the action plan that accompanied the Director of Resources' special report on financial governance issues in ICT & Customer Services. Council resolved to refer them formally to the Audit & Corporate Governance Committee and the Standards Committee prior to consideration by the Constitution Review Working Group. The Council further resolved to hold a member seminar on the proposed changes prior to the next scheduled Council meeting when the documents (as revised) would be considered.

---

Further information on the subject of this report is available from  
Mrs Sonia Rees, Director of Resources on tel: (01432) 383519

2. As overall guardian of the Council's Constitution, the Monitoring Officer shall shortly establish the timetable for implementing the Council's resolution on revising these four elements of the Constitution. This information was not available at the time of drafting this report. A verbal update may be available at the meeting.
3. The four documents run to some 80 pages in total and cover a wide range of procedural issues so review by the Audit & Corporate Governance Committee is likely to be a time consuming task. Starting work on this task at the earliest opportunity is therefore highly desirable to ensure that the Committee's input is ready by the date the Monitoring Officer requests it.
4. The Committee is next scheduled to meet on 17th December 2007. It is suggested that the Committee finalises its feedback on the proposed documents at this meeting. The independent review of the financial governance issues in ICT & Customer Services is expected by the end of November so this timetable allows the Committee to consider any observations Mr Crookall may have to make on the documents presented to Council on 2nd November 2007.
5. Other comments and suggestions have already been invited and received on the documents presented to Council on 2nd November. A member of the Committee has provided the Director of Resources with detailed comments that will undoubtedly improve the clarity and style of the documents if agreed by the Committee. The Audit Commission considers the documents to be 'fine' following a very high level assessment of them and has provided some initial comments that the Committee might like to take on board. The Audit Commission has stated its willingness to assist further if required.
6. It is suggested that the Committee considers having an informal meeting to review the documents presented to Council on 2nd November 2007 to take place by the end of November. The Director of Resources can facilitate this and prepare a further report for the Audit & Corporate Governance Committee meeting scheduled for the 17th December.

## **Risk Management**

The proposed revisions to the financial governance elements of the Council's Constitution are designed to:

- a) Mitigate the risk of non-compliance with financial policies and procedures.
- b) Optimise the use of resources.

## **Background Papers**

Attached are the revised Scheme of Delegation, Budget and Policy Procedure Rules, Financial Procedure Rules and Contract Procedure Rules as presented to Council on 2nd November 2007.