

POLICY & RESOURCES COMMITTEE

Date: 16 February 2015

Venue: East Northamptonshire House, Cedar Drive, Thrapston

Time: 7.30 pm

Present: Councillors:-

Richard Lewis	(Chairman)
Glenvil Greenwood-Smith	(Vice-Chairman)
Steven North	(Leader of the Council)
Glenn Harwood MBE	(Deputy Leader of the Council)
Peter Baden	Sue Homer
David Brackenbury	Roger Glithero JP
Wendy Brackenbury	Dudley Hughes JP
John Farrar	Andy Mercer
Marika Hillson	Rupert Reichhold

363. MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Resources Committee meeting held on 19 January 2015 were approved and signed by the Chairman.

364. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Jeremy Taylor.

365. DECLARATIONS OF INTEREST

The following interests were declared in the Agenda items specified below:

Councillor/ Officer	Agenda item	Nature of Interest	DPI	Other Interest
Sharn Matthews (Executive Director Monitoring Officer)	5 – Minutes of Sub- Committees and Working Parties	Personally affected by proposals reported within the minutes of the Personnel Sub-Committee		Yes
Andy Mercer	8 – Garden Community Proposal for North Northamptonshire	Current Vice-Chairman of the North Northamptonshire Joint Planning Committee		Yes

366. QUESTIONS BY MEMBERS UNDER COUNCIL PROCEDURE RULE 10.3

It was reported that no questions had been received.

367. MINUTES OF SUB-COMMITTEES AND WORKING PARTIES

(a) Personnel Sub-Committee – 9 February 2015

(Sharn Matthews left the room during consideration of this item.)

The minutes of the meeting held on 9 February 2015 were received (see pages 353 to 376). Reference was made to the receipt of a call-in request in respect of the decision regarding 'Options for Section 151 Officer Support' and the committee discussed the decision-making process and timetable in respect of that item.

As the minutes were tabled at the meeting, the committee did not consider the recommendation in respect of the Pay Policy Statement and:

R.16 RESOLVED TO RECOMMEND:

That the recommendation of the Personnel Sub-Committee in respect of the Pay Policy Statement 2015-16 be referred to the Council for determination.

(b) Finance Sub-Committee – 9 February 2015

The minutes of the meeting held on 9 February 2015 were received (see pages 377 to 379).

368. ICT SERVICES – BUSINESS CONTINUITY

The Head of ICT Services submitted a report which sought approval of an investment of up to £17,500 to undertake initial enabling work for more robust ICT business continuity arrangements.

Whilst the shared service is provided across two sites in Thrapston and Wellingborough, it was reported that the facilities at both locations were not appropriate for the high levels of availability and security required by the authorities. Recognising that further work was required to improve the robustness of business continuity arrangements, it was noted that there was a wide range of providers that could deliver such a service in the commercial sector via outsourcing and in the public sector through partnership agreement.

With regard to undertaking such activity, it would be necessary to appoint a temporary external contractor for a three month period to develop an analysis of the councils' requirements, consider and evaluate the options available and prepare an outline business case defining the full costs and potential benefits. The committee noted that this approach would enable both authorities to make a relatively quick decision on the best option for the sourcing of an external data centre to provide sufficient resilience and cost benefits to both councils.

RESOLVED:

That an investment of £17,500 from the Council's Improvement Reserve be authorised to secure an external contractor to identify the best option for the sourcing of both the Borough Council of Wellingborough and East Northamptonshire Council's data centres.

(Reason – to provide a resilient ICT service that underpins the critical services delivered by the councils.)

369. MEDIUM TERM FINANCIAL STRATEGY AND BUDGET 2015-16

The Chief Finance Officer presented a report setting out the council's Medium Term Financial Strategy (MTFS) and Plan (MFTP) 2015/16 to 2018/19, Revenue Budget 2015-16, Capital Programme 2015-16 to 2015-16 to 2024-25 and Treasury Management Strategy 2015-16.

It was reported that there remained a degree of uncertainty over the outlook for the national economy, despite positive signs emerging from a large amount of data and intelligence, which would continue to put pressure on local government finances over the medium term. It was also recognised that the impending parliamentary election created uncertainty in the short term, although it was generally anticipated that austerity would continue in the financing of public services.

In developing the proposed MTFS, officers and members had reviewed and challenged assumptions detailed within the 2014-15 to 2017/18 strategy in respect of the revenue budget, council tax, government funding, the capital programme and reserves. In addition, significant ongoing efforts have resulted in further cost savings and efficiencies being delivered, and planning income is increasing significantly due to the gradual recovery of the economy. As a consequence of all these factors, the review had identified that the projected funding gap had been eliminated and would allow for funds to be made available for financing the future Capital Programme, corporate objectives and political priorities, which would also enable the council to move from an MTFS to an MFTP.

It was reported that the current budget showed a predicted underspend, which indicated that the council was managing within the available resource, and that this would result in a contribution to revenue reserves at the end of the financial year. The total net service expenditure in the revenue budget for 2015-16 was £498,000 lower than the approved budget for 2014-15.

The committee noted that capital receipts arising from asset sales had been received earlier than anticipated and this had resulted in an improved cash flow. Whilst it was predicted that the council would run out of capital resources during 2018/19, the position was being proactively mitigated through the MFTP.

The committee was generally positive in respect of the financial position of the council in the medium term and paid tribute to the work of officers and members in establishing a stable financial footing for the authority. Members debated the various implications for the council arising from potential outcomes of the parliamentary election in May 2015 and expressed concerns regarding the future of the New Homes Bonus in the event of a change of government.

R.17 RESOLVED TO RECOMMEND:

That the Leader of the Council be invited to propose the approval of the following as part of the budget setting process:

- Medium Term Financial Strategy (MTFS)
- Revenue Budget 2015-16
- Approved Capital Programme for 2015-16

- Minimum level of Reserves and Earmarked Reserves
- Treasury Management Strategy
- Fees and Charges

(Reason – to ensure that the council complies with its constitution in setting the budget for 2015/16.)

370. GARDEN COMMUNITY PROPOSAL FOR NORTH NORTHAMPTONSHIRE

The Chief Executive submitted a report which sought approval in principle for the council to enter into new Joint Committee arrangements for the delivery of Sustainable Urban Extensions across North Northamptonshire.

The report set out the background to the government’s policy of creating ‘Garden Cities’ throughout the UK and provided detail on the four current consented urban extensions in North Northamptonshire. It was noted that discussions with other authorities in the north of the county had taken place it had been agreed that a Garden Community concept would be appropriate for developments at Kettering East, Priors Hall (in both Corby and East Northamptonshire), Stanton Cross and Wellingborough North.

The two designated Garden Cities at Ebbsfleet and Bicester had brought very significant funding and it was considered opportune to explore the feasibility of accessing similar funding for Priors Hall and subsequently Rushden East as part of a potential deal with the Department for Communities and Local Government (CLG).

It was noted that the government would prescribe governance arrangements, and that the intention of the North Northamptonshire authorities would be to establish a Joint Committee arrangement to provide the government with the confidence that it would require in respect of the guardianship of public finances. The political leadership across North Northamptonshire considered the track record of the Joint Planning Committee arrangement would provide a strong basis for demonstrating the value of this approach to CLG.

It was recommended that a new Joint Committee and Joint Delivery Unit be created, as the purpose of the arrangement would be to focus on the delivery of consented housing rather than developing and adopting policy. Consequently the partners involved would need to be different and the skills required would be different from those in the existing Joint Planning Unit.

RESOLVED:

1. That approval in principle be given:
 - (i) to support the potential designation of an area of North Northamptonshire including Prior’s Hall and Rushden East as a Garden Community.
 - (ii) for the council to participate in the establishment of a Joint Delivery Committee and a Joint Delivery Unit, in both of which some of the council’s functions and responsibilities may be vested, subject to satisfactory arrangements being agreed with CLG in respect of capacity funding, infrastructure support and other detailed matters.
2. That a further report be submitted for consideration in due course when discussions with CLG have progressed.

(Reason – to enable the council to participate in discussions with a view to bringing in significant government funding to facilitate the delivery of urban extensions at Prior’s Hall and Rushden East.)

371. CHANGES TO THE CONSTITUTION – FINANCIAL REGULATIONS

The Chief Finance Officer presented a report which sought consideration of proposed changes to the financial regulations detailed within the constitution.

It was reported that a review of the financial regulations had been undertaken to ensure that the detail was up to date and appropriate to the good governance of the authority. The review covered Parts 4.3, 4.5 and 4.6A of the constitution and identified where improvements could be made to ensure that the regulations were easy to read and understand, as well as reflecting the financial environment the council was operating within.

The most significant proposal arising from the review was to streamline and consolidate Parts 4.3, 4.5 and 4.6A into one document with a simple structure based on respective responsibilities and the financial cycle. The effect of the proposal would be to delete Parts 4.5 and 4.6A, with the Treasury Management Policy and Statement becoming standalone documents alongside many other elements of the policy and budgetary framework.

Other changes were proposed in respect of reference to the use of the Council’s Improvement Reserve, the deletion of the requirement to publish a programme for full Council approval establishing the policy and budget framework for the following year and changing the interval between reviews of the financial rules from two years to five years in line with other key policies.

Consideration was given to the authorisation limits for virement and urgent items, which had been proposed for change following the review. Members considered it appropriate to add reference to the Vice-Chairman of both Finance Sub-Committee and Policy and Resources Committee to act in the absence of the Chairman of either body in respect of virement. With regard to urgent activity, Members considered it appropriate for sums between £25,000 and £100,000 requiring urgent expenditure to be reported to Policy and Resources Committee as well as Finance Sub-Committee.

R.18 RESOLVED TO RECOMMEND:

That, subject to the changes identified to include the Vice-Chairman of both Finance Sub-Committee and Policy and Resources Committee in respect of virement and the addition of Policy and Resources Committee in respect of urgent items of expenditure, along with typographical amendments identified, the proposed changes to Part 4.3 of the Constitution and the deletion of Parts 4.5 and 4.6A be approved.

(Reason – to ensure the council’s financial regulations are up to date.)

372. REVISIONS TO COUNCIL CUSTOMER FEEDBACK AND COMPLAINTS POLICY

The Executive Director submitted a report which sought approval of revisions to the council’s Customer Feedback and Complaints Policy designed to formalise and simplify current practices in relation to the handling of complaints.

It was reported that a review had been undertaken as the current process had often excluded middle managers, who have day-to-day operation responsibility for service delivery, and because an increasing number of customers were choosing to exercise the right to go through all three stages of the process, which involved consideration by the service area, head of service and then the Chief Executive or Executive Director.

The review took account of good practice guidance produced by the Local Government Ombudsman in respect of unreasonable complainants, remedies for complaints where the council is found to be at fault and the timescale for responses. It was noted that the key change from the previous approach was to reduce the number of internal stages from three to two and embed the involvement of middle managers in the first stage. Where a customer is not satisfied with the council's response after the second stage review, it was proposed that the complainant would be able to refer the matter to the Local Government Ombudsman.

RESOLVED:

That the Customer Feedback and Complaints Policy be adopted with effect from 1 April 2015.

(Reason – to enable the council to improve services by better use of feedback and complaints.)

373. DRAFT CALENDAR OF MEETINGS FOR THE 2015-16 MUNICIPAL YEAR

The Democratic and Electoral Services Manager submitted a report which sought consideration of the draft calendar of council and committee meetings for the new municipal year.

The committee recognised that the calendar of meetings may be subject to change following the outcome of the election and any subsequent changes to the committee structure. Members also recommended that an additional Finance Sub-Committee be added to the calendar of meetings in either March or April 2016.

R.19 RESOLVED TO RECOMMEND:

That, subject to the alterations identified by the committee, the Calendar of Meetings for the 2014/15 municipal year be approved.

(Reason – to enable the council to discharge its decision making responsibilities in the new municipal year.)

Chairman



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 9 February 2015 at 5.00pm, East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP (Chairman)
Glenn Harwood MBE
Steven North

David Oliver	Chief Executive
David Reed	Head of Planning Services
Aime Armstrong	Human Resources Manager
Paul Smith	Senior Democratic Services Officer

1.0 **MINUTES**

1.1 The minutes of the meeting held on 22 December 2014 were approved and signed by the Chairman.

2.0 **APOLOGIES FOR ABSENCE**

2.1 Apologies for absence were received from Councillor Jeremy Taylor (Vice-Chairman).

3.0 **DECLARATIONS OF INTEREST**

The following interests were declared in the items listed below:

3.1	Officer	Item	Nature of Interest	DPI	Other Interest
	David Oliver; David Reed; Aime Armstrong and Paul Smith	Staff Benefits Policy – Approval to Consult (Update)	Members of staff affected.	Yes	

4.0 **QUESTIONS UNDER PROCEDURE RULE 10.3**

4.1 There were no questions submitted under Procedure Rule 10.3

5.0 PAY POLICY

- 5.1 The Sub-Committee considered the draft Pay Policy Statement 2015-16. The Council's existing policy had been reviewed and the only amendments proposed were necessary updates to incorporate the staff pay award for 2015/16 and the annual calculation of the ratio of the Chief Executive's salary to the lowest and average salaries.

RESOLVED TO RECOMMEND TO FULL COUNCIL:

That the Pay Policy attached at Appendix 1 be approved.

(Reason: To adhere to statutory requirement)

6.0 STAFF BENEFITS POLICY – APPROVAL TO CONSULT (UPDATE)

- 6.1 Further to consideration of this item at the previous meeting of the Sub-Committee, an update on the review of the staff benefits policy was submitted prior to consultation commencing with staff and UNISON.
- 6.2 Comparative data was provided on 24 public sector organisations in the surrounding areas (including district, unitary and county councils) to establish what leave entitlements they provided. It was proposed to merge annual leave and statutory days and this had been incorporated into the draft policy. Otherwise it was proposed to keep the current leave entitlements unchanged.

RESOLVED:

That the policy be approved for consultation with staff and UNISON before returning to the Personnel Sub-Committee for final consideration.

(Reason: To consolidate, improve and update policy).

7.0 BUILDING CONTROL SURVEYOR - PLANNING SERVICES

- 7.1 The Head of Planning Services presented a report proposing to make permanent an extension of working hours of a part-time Building Control Surveyor, whose hours had been increased from 22 to 30 per week for a six month period commencing on 8 September 2014.

RESOLVED:

That the current temporary arrangement be made permanent and the working hours of post 03/524 be increased to 30 per week on a permanent basis. .

(Reason: To provide sufficient resources to determine building control applications in a timely and efficient manner)

8.0 DEVELOPMENT CONTROL OFFICER - PLANNING SERVICES

- 8.1 The Head of Planning Services presented a report proposing to delete a Planning Technician post within the Development Control Section and to create an additional Development Control Officer to replace it.

RESOLVED:

That a Planning Technician post in the Development Control Section be deleted and an additional Development Control Officer post be created to replace it.

(Reason: To provide sufficient resources to determine planning applications in a timely and efficient manner)

9.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

All officers, with the exception of the Chief Executive, left the meeting for consideration of the following item of business.

10.0 OPTIONS FOR S151 OFFICER SUPPORT

- 10.1 Further to the Sub-Committee's consideration of the Head of Finance appointment at its meeting held on 8 December 2014, the Chief Executive presented a report outlining options for the management structure and Statutory Officers of the Council.

RESOLVED: That

- i) the proposals be approved in principle and circulated to relevant staff for consultation
- ii) it be noted that, subject to the results of the consultation, it will be recommended to resolve to recommend to Full Council that the following be approved:
 - a) the deletion of the post of Executive Director from the organisation structure
 - b) the appointment of the Head of Resources & Organisational Development as the Council's Monitoring Officer
 - c) the changes to the Heads of Service pay structure set out in section 4.4 of the report, and

the one-off costs of the changes be met from reserves

(Reason – to deliver financial savings while maintaining services and ensure that the Council retains the senior management capacity and capability that it needs)

Chairman



East
Northamptonshire
Council

Appendix 1

Pay Policy Statement

February 2015

Document Version Control

Author (Post holder title)	Katy Everitt (Head of Resources and Organisational Development)
Type of document	Policy
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Document File Name	
Issue date	
Approval date and by who (SMT / committee)	Full Council
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Next review date	By 31 March 2016

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Section one: introduction and background information

1.0 Introduction

- 1.1 East Northamptonshire Council ('the Council') recognises that, in the context of managing scarce public resources, pay and benefits at all levels need to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time need to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where national and local pressures often conflict. The Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the Council is to maintain its current high performance levels.
- 1.4 The Council recognises and welcomes the aim behind this Pay Policy Statement to ensure that the Council's approach to pay is transparent to customers and to enable local taxpayers to take an informed view of whether local decisions on all aspects of pay and benefits are fair and make the best use of public funds.

2.0 Legislation

- 2.1 Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for 2012/13 and for each financial year thereafter.
- 2.2 The Act and supporting statutory guidance provide details of matters that must be included in this statutory pay policy but also emphasise that each local authority has the autonomy to take its own decisions on pay and pay policies.
- 2.3 The Pay Policy Statement:
- must be approved formally by full Council by the end of March each year
 - can be amended during the year by a resolution of full Council
 - must be published on the Council's website
 - must be complied with when setting the terms and conditions of Chief Officer employees
- 2.4 The Council welcomes the government's recognition that each local authority remains an individual employer in its own right, and, as such, has the autonomy to make decisions on pay that are appropriate to local circumstances and deliver value for money for local taxpayers.

3.0 Scope of the Pay Policy Statement

- 3.1 In complying with the Act, this policy statement covers the following senior roles at the Council:
- Chief Executive (Head of Paid Service)
 - Executive Director (Monitoring Officer – the officer responsible for ensuring the Council's compliance with the law in all its activities)
 - Heads of Service (Head of Customer and Communities, Head of Environmental Services, Head of ICT, Head of Planning and Head of Resources and Organisational Development)

- Head of Joint Planning Unit (a hosted role only – not a member of CMT)
- 3.2 Collectively, these roles are known as the Corporate Management Team (CMT).
- 3.3 The Council's Chief Officers are:
- Chief Executive (Head of Paid Service)
 - Executive Director (Monitoring Officer)
- 3.4 The policy statement also covers the Council's lowest-paid employees. The Council has determined that for the purpose of this policy statement, it will follow guidance issued by the Local Government Association (LGA) which states that the simplest and most easily understood definition of lowest-paid employee is:
- "the lowest pay point routinely used by the council for its substantive roles, calculated at full time equivalent. This should not include grades or pay points put aside as trainee or development scales but should relate to the minimum point used for a competent employee taken on a defined role". [Localism Act: Pay Policy Statements Guidance For Local Authority Chief Executives; LGA]
- 3.5 Following this definition, the lowest-paid employees within the Council are therefore those employees who are paid on grade one, spinal column point 10, £14,580 per annum.
- 3.6 Casual workers are paid less than the Council's lowest-paid employees.
- 3.7 Apprentices are paid the following rates:
- £138 per week (first 6 months)
 - £169 per week (second 6 months)
 - Minimum wage¹ (last 6 months)
- 3.8 The Council applies a lower pay rate and different pay and benefits to these categories of employees, which reflect the particular nature and/or duration/frequency of their employment.

4.0 Context

- 4.1 In relation to other organisations in all sectors across the UK, the Council is a complex organisation that provides a diverse range of services. Many of those services are vital to the wellbeing of individuals and groups of residents in the local community, and are delivered in very challenging circumstances, taking account of resources available to meet them.
- 4.2 As at 1 January 2015 the Council has 161 full time equivalent (FTE) employees that are included in these calculations. According to the 2011 census, there are approximately 86,765 people living in the district served by the Council.
- 4.3 The Council's CMT is responsible for working with elected politicians to determine the overall strategic direction of the Council, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council, and to provide day-to-day management of those services.

5.0 The Council's overall approach to pay and benefits

- 5.1 The Council recognises that it has to compete with other employers in the area (and, in some cases, in the country) to recruit and retain employees who are capable of

¹ Minimum wage is set nationally and varies according to age. It is currently £3.79 (under 18), £5.13 (18-20), £6.50 (21+)

meeting the challenges of providing services to the required standards. This has an important bearing on the levels of pay and benefits it offers to its employees.

- 5.2 At the same time, the Council is under an obligation to secure the best value for money for its residents and tax-payers in taking decisions on pay levels. The Council believes that, like much of local government and the public sector, it strikes a fair balance between these competing pressures.
- 5.3 The Council's approach to pay and benefits aims to ensure:
- compliance with equal pay, discrimination and other relevant employment legislation
 - that its overall remuneration packages align with market norms for the local government and public sectors whilst taking account of:
 - pay levels in the local area, including neighbouring public sector employers;
 - the relative cost of living in the local area, particularly housing costs;
 - the responsibilities and accountabilities of particular posts, which may be very demanding
- 5.4 The Council seeks to maintain this overall approach by carefully monitoring pay data and pay surveys provided by various organisations including the LGA.
- 5.5 In terms of pay differentials, the Council recognises that the Chief Executive (Head of Paid Service) leads the organisation's workforce and has the greatest level of accountability, and so warrants the highest pay level in the organisation.
- 5.6 The Council recognises, through analysis of job demands, that the Executive Director (Monitoring Officer) has a greater level of responsibility and accountability than other senior managers, and therefore provides higher pay and benefits for that role.
- 5.7 Below Executive Director level, the Council recognises that the demands on, and accountabilities of, different roles vary considerably and seeks to align pay levels with the relative importance and responsibilities of jobs using a process of job evaluation.

Section two: annual salaries

6.0 Annual salaries

- 6.1 Annual salaries for all employees of the Council are based on a 37 hour working week and are set in accordance with the following pay structures which are all provided in **Appendix A**:

	Pay Structure
Chief Executive	A
Executive Director	B
All other employees (including Heads of Service)	C

- 6.2 The pay structures consist of grade ranges which contain a number of incremental salary points. The pay structures are determined locally by the Council.
- 6.3 The Council's Chief Executive and Executive Director have individual pay structures. Heads of Service and all other employees are on the same pay structure; Heads of Service are paid on grade 10 and the Council's lowest-paid employees are on grade two.

7.0 Salaries on appointment

7.1 Recruitment to positions follows rules set out in Part 4.7 of the Council's Constitution (Officer Employment Procedure Rules). Starting salaries for new appointments and promotions will normally be at the minimum incremental point of the post's grade. There may be exceptional circumstances where it is considered necessary to appoint above the minimum incremental point. This might be:

- where someone is joining the Council from another Local Authority where they work in a similar role and they are in receipt of higher pay
- where the Council is recruiting to a specialist role

7.2 Any appointment above the minimum incremental point of a post's grade must be approved by:

Position being appointed to	Approval by
Chief Executive	Full Council
Executive Director (Monitoring Officer)	Personnel Sub-Committee with delegated authority from full Council
All other employees (including lowest paid employees and Heads of Service)	Chief Executive

8.0 Pay progression

8.1 Employees receive an incremental pay rise annually on the anniversary date of their appointment to post until they reach the top of their grade.

9.0 Pay awards

9.1 Pay levels are increased in line with awards agreed nationally by the Joint Negotiating Committee for Chief Officers of Local Authorities (JNC) and the National Joint Council for Local Government Services (NJC).

9.2 There may be occasions where local negotiations take place with employees and trade unions to agree pay increases greater than those agreed nationally.

10.0 Special responsibility allowance

10.1 The Finance Manager (Deputy Section 151 Officer) is the only position in the Council to receive a special responsibility allowance (SRA). The allowance is provided to recognise the additional statutory responsibility the position holds for overseeing the Council's finances.

10.2 The annual SRA for the Finance Manager (Deputy Section 151 Officer) is £2,000.

11.0 Performance related pay and market supplements

11.1 The Council does not pay:

- performance related pay; or
- bonuses

11.2 The Council will pay market supplements when agreed by Personnel Sub Committee; or the Chief Executive and Chair/Deputy Chair of Personnel Sub Committee if needed for expediency. These will only be paid where there is a proven difficulty to recruit.

11.3 No market supplements were paid in 2012, 2013 or 2014.

Section three: other allowances and benefits

12.0 Other allowances and benefits

12.1 In addition to annual salaries, the Council provides other allowances and benefits to employees. In some cases these are available to all employees and in other cases only certain groups of employees are eligible to receive them. Information about other allowances and benefits, including who can receive them, is provided below.

13.0 Annual Leave

13.1 The Chief Executive and Executive Director (Monitoring Officer) receive an annual leave entitlement which is in line with conditions of service as set out by JNC. All other employees receive an annual leave entitlement which is in line with conditions of service as set out by NJC. Annual leave entitlements are documented below:

Annual Leave Entitlements	
Chief Executive and Executive Director (Monitoring Officer)	34 days paid annual leave in a full year from date of appointment. In addition, entitlement to eight Bank Holidays.
All other employees (including lowest paid employees and Heads of Service)	24 days paid annual leave in a full year. This will increase by one day for each fully completed year of service, up to a maximum of 10 days. In addition, entitlement to eight Bank Holidays.

13.2 Continuous service with relevant employers (as set out in the Modification Order under the Employment Rights Act 1996) counts towards an employee's annual leave entitlement.

14.0 Car Scheme

14.1 The Council is currently winding down its Car Scheme and it will cease entirely on 30 October 2015. Seven members of staff currently have cars. No new applications will be accepted.

14.2 The following annual allowances are applicable:

	Annual Allowance £
Heads of Service	£5,420
Essential car users	£3,500

15.0 Car Loans

15.1 The Council's Car Loan Scheme is available to employees of the Council who are designated essential car users.

15.2 Interest on car loans is charged at the HMRC recommended rate, which at the time of writing this document is 3.25%.

16.0 Essential car user allowance

16.1 A number of the Council's employees have to travel in order to undertake their duties. All essential car users are entitled to receive an annual car user allowance this is in line with national terms and conditions set out by the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (NJC). Current essential car user allowances are set out below:

	451 – 999cc	1000 – 1199cc	1200 – 1450cc
Annual essential car user allowance	£846	£963	£1,239

16.2 If an employee has a car under the Council's Car Scheme (see section 14) they do not receive the annual essential car user allowance. Essential car user allowances are updated in line with increases made by the NJC.

16.3 None of the Council's lowest-paid employees are essential car users, so none of them receive the allowance and none of them are eligible for a car loan or the Car Scheme.

16.4 Each employee's entitlement to receive essential car user allowance will be reviewed annually.

17.0 Mileage rates

17.1 The Council reimburses employees for their fuel use at HMRC and NJC fuel rates, whichever is the lowest. These rates are reviewed annually and the following fuel reimbursement rates currently apply:

	451 – 999cc	1000 – 1199cc	1200 – 1450cc
Essential car users			
Per mile first 10,000	36.9p	40.9p	HMRC 45p
Per mile after 10,000	HMRC 25p	HMRC 25p	HMRC 25p
Casual car users			
Per mile first 10,000	HMRC 45p	HMRC 45p	HMRC 45p
Training – qualification courses			
	13.7p	14.4p	16.4p

17.2 Where an employee has a Council-owned vehicle provided to them under the Council Car Scheme (see section 14 above) they receive the following mileage reimbursement rate:

Mileage rate (per mile) Council owned cars	13.9p

17.3 Mileage rates are updated in line with changes made by the HMRC and NJC.

17.4 These mileage rates are applicable to all employees of the Council.

18.0 Mobile telephones

- 18.1 All members of CMT are provided with a mobile telephone. The mobile telephones are provided because they are considered necessary for CMT to undertake their duties effectively, including for emergency planning and business continuity purposes. The Council funds the provision of the phone and business calls.
- 18.2 In addition to CMT, other employees in the Council have mobile telephones provided to them for work purposes. Many of the Council's employees undertake their work in the community. It is important that these employees are contactable and the Council ensures their health and safety is managed whilst working off site.
- 18.3 None of the Council's lowest-paid employees have mobile telephones provided to them because they all work in office based roles and are not required to be contactable outside of office hours.

19.0 Landline telephones

- 19.1 The Head of Environmental Services receives a phone line paid for by the Council. This is to reflect his duties in respect of emergency planning both locally and nationally.

20.0 Election fees

- 20.1 In some years the Chief Executive receives fees for undertaking the statutory duties of Returning Officer (RO). The RO is someone who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of RO is one which involves and incurs personal responsibility and accountability and is statutorily separate to the duties as an employee of the Council.
- 20.2 The fees paid to the RO are not a regular feature of the Chief Executive's pay.
- 20.3 The RO fees for District Council elections and by-elections are calculated by using a scale which is based on the number of wards in the Council's District, the type of election, whether it is contested, the number of electors and the number of Councillors returned.
- 20.4 The method of calculation was agreed locally by the Council's Policy and Resources Committee, and fees are increased in line with national pay awards agreed by the JNC.
- 20.5 Where the Chief Executive takes on roles in respect of national or European elections or referendums, the fees receivable are set nationally and paid by Central Government.

21.0 Honorariums

- 21.1 In some circumstances, the Council will award honorarium payments to employees below the level of Executive Director. An honorarium might be paid where someone temporarily takes on substantial additional responsibilities, where it would not be considered appropriate to re-grade the post. All honorarium payments are approved by the Chief Executive.

22.0 Relocation and Removal Expenses

22.1 The Council will sometimes contribute to the cost of relocation and/or removal expenses. Any payments are agreed by:

Position	Approval by
Chief Executive and Executive Director (Monitoring Officer)	Personnel Sub-Committee with delegated authority from full Council
All other employees (including lowest-paid employees and Heads of Service)	Chief Executive

22.2 In the main, relocation and removal expenses are paid when recruiting to CMT and specialist roles. It is very unlikely that relocation and/or removal expenses would be payable to the lowest-paid employees.

23.0 Professional subscriptions

23.1 The Council will generally cover the cost of one subscription, but some employees may have two subscriptions reimbursed. In all cases, reimbursement will only occur where it is identified that the employee requires the subscription in order to be able to do their job effectively or where the subscription benefits the Council.

23.2 This policy is applied to all employees of the Council but it is noted that it is highly unlikely that a lowest-paid employee would require a subscription in order to be able to undertake their role.

24.0 Out of hours payments

24.1 The Council operates an Out of Hours Policy which covers all employees below the level of Heads of Service. CMT are not entitled to receive out of hours payments.

25.0 Flexitime Scheme

25.1 The Council operates a Flexitime Scheme which covers all employees below Head of Service level. The key principles of the scheme are:

- Normal office hours – 8:45am to 5.00pm
- 37 hours (full time contracted hours) Monday to Friday
- Can work between 7.30am and 6.30pm (with line manager agreement)
- Core hours 10.00am to Midday and 2.00pm to 4.00pm
- If an employee works 6 hours or more they must take a rest break of at least 30 minutes

26.0 Payment of hours worked outside the Council's flexitime scheme

26.1 The Council does not normally pay overtime, and where it does it is paid in line with nationally-agreed NJC terms and conditions.

26.2 However, it is accepted there may be times when an individual has to work extra hours, for example during an election or to attend evening committee meetings.

26.3 In these circumstances an employee usually receives time off in lieu (TOIL).

26.4 To meet the needs of the service, where taking TOIL would have a detrimental effect on service delivery, the Chief Executive can approve the payment of accrued TOIL.

Payment will always be at plain rate and is only payable to employee below the grade of Executive Director.

27.0 Local Government Pension Scheme (LGPS)

27.1 All employees who are members of the LGPS make individual contributions to the scheme as set out in the table below

Effective from 1 April 2014

Pay Bands	ENC Grades	Contribution Rates
Up to £13,500	None	5.5%
£13,501 - £21,000	1 – 4	5.8%
£21,001 - £34,000	4 – 8	6.5%
£34,001 - £43,000	8 – 9	6.8%
£43,001 - £60,000	9 - 10	8.5%
£60,001 - £85,000	Executive Director	9.9%
£85,001 - £100,000	None	10.5%
£100,001 - £150,000	Chief Executive	11.4%

27.2 The Council makes employer's contributions into the scheme, which are reviewed every three years by the pension fund's actuary.

28.0 Other allowances and benefits

28.1 All other allowances and benefits paid by the Council are in line with NJC and JNC terms and conditions of employment or, where agreed locally, are applied equally to all employees.

Section four: Payments on termination of employment

29.0 Redundancy pay

29.1 The Council has a Redundancy Policy that applies to all employees of the Council.

- 29.2 Under the Employment Rights Act 1996, employees who have two years' or more continuous service with the same employer qualify for a redundancy payment. For each full year's service, up to a maximum of 20 years, the entitlement to redundancy pay is calculated as follows:
- aged 21 or less: ½ week's pay
 - between the ages of 22 and 40: 1 week's pay
 - aged 41 and over: 1½ weeks' pay
- 29.3 The Council defines a week's pay as contractual gross pay, rather than the statutory minimum. The redundancy payments apply to all employees of the Council including CMT and the Council's lowest-paid employees.
- 29.4 The Council does not normally pay in lieu of notice (PILON), and will consider each redundancy situation on an individual basis.
- 29.5 All employees are entitled to apply for voluntary redundancy at any time. Each application will be considered on its own merits.

30.0 Flexible retirement

- 30.1 Employees aged 55 or over, who have at least three months' total membership in the LGPS, can request flexible retirement (as defined in the Pensions Discretion Policy) with actuarially reduced benefits. It is the responsibility of the Council's Personnel Sub-Committee to decide whether to approve the request.
- 30.2 The policy only applies to Heads of Service and below (including the Council's lowest-paid employees). The Council does not currently have a policy on flexible retirement for the Chief Executive or the Executive Director.

31.0 Early retirement on compassionate grounds

- 31.1 The Council will consider requests from employees who are active members of the LGPS to retire from age 55 on compassionate grounds without actuarial reduction of benefits. It is the responsibility of the Council's Personnel Sub-Committee to decide whether to approve the request.
- 31.2 The policy only applies to Heads of Service and below (including the Council's lowest-paid employees). The Council does not currently have a policy on early retirement on compassionate grounds for the Chief Executive or the Executive Director.

32.0 Other termination payments

- 32.1 The Council's policy is not to make any other termination payments to its employees, other than where it has received specific legal advice to the effect that a payment may be necessary to eliminate risk of legal claims against the Council.
- 32.2 Other termination payments do not include redundancy pay or PILON.
- 32.3 Termination payments to Heads of Service and below will be authorised by the Chief Executive providing the cost of the termination payment can be met from existing budgets. Where there is not enough money in the budget to cover the cost of the termination payment, the Council's financial rules will apply.
- 32.4 Any termination payment made to the Chief Executive or Executive Director must be approved by full Council.

Section five: re-engagement of employees following termination of employment with a severance or termination payment

33.0 Re-engagement as an employee

- 33.1 Subject to any relevant provisions in employment and equalities legislation, where a Chief Executive, Executive Director, Monitoring Officer or Section 151 Officer has had their employment terminated on grounds of redundancy, they will not be re-employed in the same or similar post for a period of one year following the date of their termination of employment.
- 33.2 If they are re-employed into another post within four weeks after the effective date of redundancy, any other employee will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- 33.3 Any re-employment will be subject to the Council following the strict application of the normal process of competitive selection for employment.

34.0 Re-engagement under a contract for services

- 34.1 The Council's policy is not to re-engage, under a contract for services, any former Chief Executive, Executive Director, Monitoring Officer or Section 151 Officer who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from cessation of employment.
- 34.2 However, the Council accepts that there may be rare occasions where re-engagement under a contract for services might be necessary. This might be where, for example, the ex-employee is needed to represent the Council in court proceedings.
- 34.3 Where re-engagement is proposed, approval must be given by the Leader of the Council and the Chair of the Personnel Sub-committee.

35.0 Employment of those in receipt of an LGPS pension

- 35.1 Where the Council employs a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the Local Government Pension Scheme (Administration) Regulations 2008 will be applied.

Section six: pay relationships

36.0 Pay multiples and how the Council ensures pay levels are fair

- 36.1 This section sets out the Council's overall approach to ensuring pay levels are fairly and appropriately dispersed across the organisation, including the current pay multiple which applies within the Authority.

- 36.2 The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices.
- 36.3 The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with and properly reflect the relative demands and responsibilities of each post and the knowledge, skills and behaviours necessary to ensure they are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its Chief Officers, as defined in section 3.2 of this pay policy statement, and of all other employees.
- 36.4 The Council has adopted a number of policies and practices to ensure fairness in the overall pay relativities within the Authority. These include:
- ensuring that the relationship between Chief Officer pay levels and those of the rest of the Council's workforce is taken into account when setting senior management pay levels
 - adopting a clear policy with regard to the desired relationship between Chief Officer remuneration and that of the rest of the workforce, as expressed through the use of a "pay multiple" (see below), and how it is intended this will be achieved and maintained
 - monitoring this pay multiple on an annual basis and reporting on any changes and the factors which may have contributed to this
 - using an analytical job evaluation scheme to determine the grading of all posts up to and including Head of Service level
 - applying a clear and objective methodology for evaluating all new and changed jobs to ensure they are properly graded and that pay levels properly reflect their level of responsibility
 - establishing a defined procedure for employees who wish to request a review of their job grade or who wish to appeal against their grading outcome
 - undertaking corporate monitoring of the application of pay progression arrangements to ensure these are applied and operated on a fair and consistent basis across the organisation
 - reviewing the roles and responsibilities of individual posts annually during the Council's appraisal procedure and as part of any organisational restructuring
 - undertaking an equal pay audit at least once every three years, investigating and addressing the outcomes, as appropriate
- 36.5 Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is expected to publish its "pay multiple", i.e. the ratio between the highest paid salary and median average salary of the whole of the Council's workforce.

36.6 The pay ratios between the Chief Executive and the Council's employees are set out below:

	11/12 ratio	11/12 actual	12/13 ratio	12/13 actual	13/14 ratio	13/14 actual	1/1/15 actual	1/1/15 ratio
Chief Exec.		£119,370		£112,434		£110,965	£108,326	
Lowest paid	7.60	£15,694	7.16	£15,694	7.00	£15,851	£14,580	7.43
Average (mean)	4.73	£25,250	4.61	£24,390	4.81	£23,078	£28,158	3.85
Average (median)	5.20	£22,958	4.74	£23,708	5.11	£21,735	£25,441	4.26
Average (mode)	6.16	£19,378	4.56	£24,646	4.46	£24,893	£20,001	5.42

36.7 For the purpose of the pay ratio the Chief Executive's remuneration comprises salary, Returning Officer fees (during 2014) and essential car user allowance.

36.8 The Council considers that the current pay multiples, as identified above, represent an appropriate, fair and equitable internal pay relationship between the highest salary and those which apply to the rest of the workforce. The pay multiples will be reviewed and published annually.

36.9 The median average salary is the salary value at which 50% of the salaries which apply to the whole of the local authority's workforce are below that salary value and 50% of the salaries are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median average salary is that which applies to its lowest-paid employees, as defined in section 3.5 of this pay policy statement.

36.10 The mode average salary is the single salary earned by the highest number of employees. 29 employees receive the mode salary.

36.11 The mean average salary is the calculation usually referred to simply as an average. This is calculated by adding up all the salaries and dividing the total by the number of employees.

36.12 In comparison with last year the difference/ratio between the lowest paid staff and the Chief Executive has increased slightly due to a creation of a post at grade one.

Section seven: Publication of CMT remuneration

37.0 Pay information for CMT

37.1 The remuneration data of CMT which the Council is required to publish is provided in **Appendix B**.

Section eight: actions to be undertaken during 2015/16

38.1 To demonstrate commitment to open and transparent pay and benefits the council will continue to evaluate its Pay and Reward Strategy to ensure it is fit for purpose.

Section nine: Review of Pay Policy Statement

39.0 The Council may agree any amendments to this pay policy statement during the financial year to which it relates in accordance with its committee decision-making arrangements and policies and procedures.

Appendix A: Pay Structures

1 Chief Executive's Pay Structure

Chief Executive Pay Rates 1/4/2014 to 31/3/2015

SCP	£
6	£103,908
5	£99,912
4	£96,069
3	£92,374
2	£88,822
1	£85,406

2 Executive Director's Pay Structure

Executive Director Pay Rates 01/04/2014 to 31/03/2015

SCP	£
116	£83,118
115	£79,923
114	£76,849
113	£73,897
112	£71,053
111	£68,317

Pay Grades and Pay Points from 1 January 2015

Point	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
56										£ 57,814
55										£ 55,585
54										£ 53,449
53										£ 51,394
52										£ 49,417
51										£ 47,514
50									£ 43,873	
49									£ 42,958	
48									£ 42,055	
47									£ 41,140	
46									£ 40,217	
45									£ 39,269	
44								£ 38,406		
43								£ 37,484		
42								£ 36,573		
41								£ 35,663		
40								£ 34,746		
39							£ 33,857	£ 33,857		
38							£ 32,778			
37							£ 31,846			
36							£ 30,979			
35							£ 30,179			
34						£ 29,560	£ 29,560			
33						£ 28,747				
32						£ 27,925				
31						£ 27,123				
30						£ 26,293				
29					£ 25,441	£ 25,441				
28					£ 24,473					
27					£ 23,699					
26					£ 22,938					
25				£ 22,214	£ 22,214					
24				£ 21,790						
23				£ 21,108						
22				£ 20,512						
21			£ 20,001	£ 20,001						
20			£ 19,307							
19			£ 18,635							
18			£ 17,973							
17		£ 17,631	£ 17,631							
16		£ 17,228								
15		£ 16,831								
14		£ 16,490								
13	£16,200	£ 16,200								
12	£15,782									
11	£15,466									
10	£14,580									
9	£14,286									
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
JE Score	0 - 335	336 – 379	380 – 410	411 – 440	441 – 468	469 – 510	511 – 550	551 – 605	606 – 689	690 – 800+

Appendix B: Corporate Management Team Transparency Data

Gross salaries on 1 January 2015

Chief Executive	£103,908
Executive Director	£83,118
Head of Resources and Organisational Development	£57,814
Head of Communities and Customer Service	£57,814
Head of Environmental Services	£57,814
Head of Information and Communication (ICT)*	£55,585
Head of Planning Services	£57,814
Head of Joint Planning Unit**	£57,814

*This post is 50% shared with the Borough Council of Wellingborough

**This is a hosted role, and the costs are shared with the JPU partners

Returning Officer's fees during 2014

Chief Executive	£3,179
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Finance Sub-Committee

Minutes of a meeting held on Monday 9 February 2015 at 7.30pm, East Northamptonshire House, Thrapston

Present: Councillors: Steven North - Chairman
Richard Lewis – Vice-Chairman
Peter Baden
David Brackenbury
Roger Glithero JP
Glenvil Greenwood-Smith
Glenn Harwood MBE

Officers: David Oliver (Chief Executive)
Glenn Hammons (Chief Finance Officer)
Iain Jenkins (Interim Finance Manager)
Jenny Walker (Environmental Protection Manager)

1.0 MINUTES

1.1 The minutes of the meeting of the Finance Sub-Committee held on 1 December 2014 were approved and signed by the Chairman

2.0 APOLOGIES FOR ABSENCE

2.1 No apologies for absence were received.

3.0 DECLARATIONS OF INTEREST

3.1 No declarations of interest were made.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 MEDIUM-TERM FINANCIAL STRATEGY AND PLAN

5.1 The Chief Finance Officer presented a report setting out the Council's Medium Term Financial Strategy (MTFS) and Plan (MFTP) 2015/16 to 2018/19, outlining the Revenue Budget 2015/16, Capital Programme 2015/16 to 2024/25 and Treasury Management Strategy 2015/16.

5.2 The report refreshed the Medium Term Financial Strategy 2014/15 to 2017/18 which had been approved by Council in February 2014 and updated by the Sub-Committee in December 2014.

RESOLVED:

- i) That the content of the report be noted.
- ii) the report be referred to the Policy and Resources Committee for consideration at its meeting on 16 February 2015.

(Reason: To ensure that the Sub-Committee is aware of the forecast financial position; so that in due course the Council complies with its constitution in setting its Budget)

6.0 BUDGET MONITORING TO DECEMBER 2014/15

- 6.1 The Interim Finance Manager presented a report providing an update on the forecast Revenue and Capital positions against the approved budgets for the period ended 31 December 2014.

RESOLVED:

That the current budget monitoring position be noted.

(Reason: This is an information / monitoring report – no decision required)

7.0 TREASURY MANAGEMENT REPORT PERIOD 9 2014/15

- 7.1 The Interim Finance Manager presented a report outlining the latest Treasury Management position for 2014/15.

RESOLVED:

That the Treasury Management performance be noted.

(Reason: In accordance with CIPFA guidance and best practice in Treasury Management)

8.0 DISABLED FACILITIES GRANTS UPDATE

- 8.1 Further to the decision made by the Sub-Committee at its meeting held on 22 October 2014, the Environmental Protection Manager provided the Sub-Committee with an update on the current Disabled Facilities Grant position and grant locations within the district.
- 8.2 It was noted that since the report had been written, the number of cases on the waiting list had increased to 57 and the potential underspend on the budget had decreased from £19,850 to approximately £12,000.

RESOLVED:

That the Disabled Facilities Grants update be noted.

(Reason: To provide members with the update position of the DFG budget)

9.0 BUSINESS RATES POSITION UPDATE

- 9.1 Further to the decision made by the Sub-Committee at its meeting held on 22 October 2014, the Chief Finance Officer provided an update of the current business rates position and its impact on our Medium Term Financial Strategy.

RESOLVED:

That the Business Rates update be noted.

(Reason: To provide members with update position of the Business rates position)

10.0 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972, may be disclosed.

11.0 ASSET MANAGEMENT – SALE OF LAND AND BUILDINGS PROGRESS UPDATE

- 11.1 The Chief Executive presented the report of the Head of Resources and Organisational Development providing the Sub-Committee with an update on progress made in relation to the sale of Council owned land and buildings.
- 11.2 It was noted that the receipt for the sale of the Rushden Depot site was expected to be received later in the week.

RESOLVED:

That the contents of the update report be noted.

(Reason: To note the progress on the sale of assets)

Chairman

Amended by Council - 26 April 2010 minute 472(c)
Amended by Council – 1 November 2010 minute 212
Amended by Council – 29 February 2012 minute 400(a)
Amended by Council – 14 October 2013 minute 212(e)
Amended by Council – 13 January 2014 minute 319

Part 4.3: Financial Procedure Rules

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1. Introduction

- 1.1. *To conduct its business efficiently, this council recognises the need to ensure that it has sound financial management policies in place and that they are strictly adhered to. Part of this process is the establishment of financial regulations that set out the key financial responsibilities of the council.*
- 1.2. *These overarching financial regulations are approved by (full) Council as part of the constitution, usually following consideration of a recommendation from the Policy and Resources Committee.*
- 1.3. *These financial procedure rules provide clarity about the financial accountabilities of committees and individuals – including councillors, the Head of Paid Service, the Monitoring Officer, the Chief Finance Officer and other officers. (The definition of the statutory, officers (Head of Paid Service, Monitoring Officer and Chief Finance Officer) is set out in Article 11 of the Constitution. These statutory or chief officers, together with the Heads of Service, constitute the Corporate Management Team.)*
- 1.4. *The implementation of the more detailed and technical financial procedure, instructions, advice and guidance, that underpin the regulations, is managed by the Chief Finance Officer.*

2. Framework

- 2.1. *Full Council will be responsible for adopting its budget and policy framework as set out in Article 4. Developing the budget and policy framework is a key corporate process for (full) Council because it sets the context for decision making by the Policy and Resources Committee. Once a budget or policy framework is in place, it is the responsibility of the Policy and Resources Committee to implement it.*
- 2.2. *The Leader may call a debate/briefing on East Northamptonshire issues, or on a specific topic, to inform the development of the policy and budget for the following year.*
- 2.3. *The Medium Term Financial Strategy, and associated budget for the forthcoming financial year, will be agreed at the February meeting of (full) Council each year.*
- 2.4. *No changes may be made to any plans, policies or strategies which make up the budget and policy framework by the policy committee or officer without reference to the full Council (except as outlined in the Virement and Urgency procedures).*
- 2.5. **Status of Financial Regulations**
- 2.6. *Financial regulations provide the framework for managing the council's financial affairs. They apply to every councillor and officer, and anyone acting on its behalf.*
- 2.7. *With the approval of the Chief Finance Officer, other chief officers may delegate or devolve their financial management activities to a Head of Service. Where decisions have been delegated or devolved to other responsible officer's references to the chief officer in the regulations should be read as referring to them.*
- 2.8. *All councillors and officers have a general responsibility for taking reasonable action to provide for the security of the assets under their control, and for ensuring that the use of these resources is legal, is properly authorised, provides value for money and achieves best value.*
- 2.9. *The Chief Finance Officer is responsible for maintaining a continuous review of these financial regulations and submitting any additions or changes necessary to the Policy and Resources Committee. The committee will consider any report by the Chief Finance Officer and make appropriate recommendations to (full) Council.*
- 2.10. *The Chief Finance Officer is responsible for reporting, where appropriate, breaches of the financial regulations to (full) Council and/or to the Monitoring Officer or Head of Paid Service.*

Amended by Council - 26 April 2010 minute 472(c)
Amended by Council – 1 November 2010 minute 212
Amended by Council – 29 February 2012 minute 400(a)
Amended by Council – 14 October 2013 minute 212(e)
Amended by Council – 13 January 2014 minute 319

- 2.11. Chief Officers and Heads of Service are responsible for ensuring that all staff in their service are aware of the existence and content of the financial regulations, financial procedures and other internal regulatory documents and that they comply with them.*

- 2.12. The Chief Finance Officer is responsible for issuing advice and guidance to underpin the financial regulations that councillors, officers and others acting on behalf of the council are required to follow.*

- 2.13. Members of the Corporate Management Team must seek the approval of the Chief Finance Officer to implement or change any financial procedures that fall within their sphere of responsibility.*

3. Financial Management

3.1 Financial management covers all financial accountabilities in relation to the running of the council, including the budget and policy framework. The process of financial management involves:

- Complying with statutory requirements*
- Development and approval of policy and management frameworks, the Constitution and financial plans including the revenue and capital budgets*
- Establishing protocols and standards*
- Implementing policies, protocols and standards*
- Monitoring compliance*
- Maintaining records*
- Reporting and providing advice*
- Specific financial techniques and functions e.g. virements, year end balances, statements of account.*

Proper control of the council's affairs required that roles and responsibilities are clearly defined. This section defines the roles and responsibilities.

3.1 (a) Full Council

3.2 Full Council is responsible for adopting and approving the principles of financial governance and approving the council's budgetary and policy framework within which committees operate. Article 4 of the Constitution sets out and defines the budget and policy framework.

3.3 Full Council is responsible for approving and monitoring compliance with the council's overall framework of accountability and control. It also has responsibility for monitoring compliance with the agreed budget.

3.4 Full Council is responsible for approving procedures for recording and reporting decisions taken. This includes decisions delegated to officers as well as decisions taken by the Council and its committees. These delegations and details of who has responsibility for what decisions are set out in Part 3 of the Constitution.

3.5 The Policy and Resources Committee

3.6 Policy and Resources Committee is responsible for proposing the overall budgetary and policy framework to (full) Council.

*Amended by Council - 26 April 2010 minute 472(c)
Amended by Council – 1 November 2010 minute 212
Amended by Council – 29 February 2012 minute 400(a)
Amended by Council – 14 October 2013 minute 212(e)
Amended by Council – 13 January 2014 minute 319*

3.7 The committee will consider the recommendations of Finance Sub-Committee for the Medium Term Financial Strategy. This will include reviewing the financial priorities, the allocation and reallocation of resources and consideration of future levels of local taxation.

3.8 Policy and Resources Committee is responsible for the implementation of the budgetary framework and the Medium Term Financial Strategy after consideration of the recommendations of the Finance Sub Committee. Within the overall strategy it will agree the annual revenue budget, the capital programme, the financing of the capital programme, and associated investment criteria, supplementary estimates, fees and charges and the level of contingencies and reserves. It will make recommendations to (full) Council on the council tax base, council tax support scheme and business rates discretionary rate relief policy.

3.9 Finance Sub Committee

3.10 The Finance Sub Committee will monitor and control the annual revenue budget and capital programme, review and scrutinise treasury activity and performance against the Treasury Management Strategy Statement and review financial performance against agreed targets.

3.11 These financial regulations will be reviewed, at least, every five years by the Finance Sub-Committee following consideration of a report from the Chief Finance Officer.

3.12 The Finance Sub Committee and Policy and Resources Committee will ensure, on behalf of the (full) Council that councillors, officers and committees strictly adhere to the financial regulations.

3.13 The Governance and Audit Committee

3.14 The Governance and Audit Committee is charged with governance of the council.

3.15 The Governance and Audit Committee will contribute to the development of and review of the effectiveness of the Medium Term Financial Strategy, the annual budget and capital programme.

3.16 The Committee will consider reports from the Audit Commission and internal and external auditors in respect of performance issues in relation to the Medium Term Financial Strategy or financial processes where considered appropriate by the Chief Finance Officer.

3.17 The Governance and Audit Committee is responsible for approving the council's risk management policy statement and strategy and for reviewing the effectiveness of risk management.

3.18 The Governance and Audit Committee is responsible for approving the Annual Statement of Accounts in accordance with the Account and Audit Regulations.

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Amended by Council – 1 November 2010 minute 212
Amended by Council – 29 February 2012 minute 400(a)
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3.19 *The committee has right of access to the information it considers necessary to fulfil this role and can consult directly with internal and external auditors. The Committee is responsible for reviewing the external auditor's reports and the annual audit letter. It will approve the internal audit strategic programme and will consider any internal audit reports or matters referred by the Chief Finance Officer.*

3.20 Other Committees and Sub Committees

3.21 *All other committees and sub committees will ensure, in making decisions within their remit, that due regard is given to the financial implications of those decisions. The financial implications must be reported or approved by the Chief Finance Officer. They must be satisfied before making a decision that there is compliance with the budgetary and policy framework together with the financial regulations and/or procedures relating to the financial management of the council.*

3.22 Regulatory Committees

3.23 *Regulatory Committees includes:*

- *Licensing Committee*
- *Development Control Committee*

3.24 *Regulatory committees do not have delegated to them specific financial management responsibilities but due consideration must be given to the general stewardship, integrity and confidence in the council's financial affairs.*

3.25 *Decisions made by these committees could materially affect the council's financial position and/or expose the council to financial risk. The committees, and individual councillors, should ensure that proper consideration has been given to any exposure to risk in determining matters delegated to the committee.*

3.26 Head of Paid Service (Chief Executive)

3.27 *The Head of Paid Service is the Chief Executive and is responsible for the corporate and overall strategic management of the council. The Head of Paid Service has responsibility for establishing a framework for management direction, style and standards, and for monitoring overall performance of the organisation. They must report to and provide information for Committees and (full) Council as required.*

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3.28 Section 151 Officer (Chief Finance Officer)

3.29 This post, as defined in Article 11 of the Constitution, has statutory duties in relation to the financial administration and stewardship of the council. This statutory responsibility cannot be overridden. The statutory duties arise from:

- Local Government Act 1972 (Section 151)*
- Local Government Finance Act 1988*
- Local Government and Housing Act 1989*
- Local Government Act 2003*
- Accounts and Audit Regulations 2003 (as amended).*

3.30 The Chief Finance Officer is responsible for the proper administration of the council's financial affairs and report to (full) Council and Committees on the discharge of this responsibility. This includes:

- Maintaining strong financial management underpinned by effective financial controls*
- Contribute to corporate management and leadership*
- Providing financial information and advice*
- Setting and monitoring compliance with financial management standards*
- Advising on the corporate financial position*
- Advising on the key financial controls necessary to secure sound financial management*
- Preparing the revenue budget and capital programme*
- Treasury management*
- Leading and managing an effective and responsive financial service.*

3.31 The Chief Finance Officer has a statutory responsibility for ensuring that adequate systems and procedures exist to account for all income due and expenditure made on behalf of the council and that controls operate to protect the council's assets from loss, waste, fraud or other impropriety. The Chief Finance Officer shall discharge that responsibility in part by the issue and maintenance of Financial Procedures and Operational Procedures with which all Councillors and staff of the council shall comply.

3.32 The Chief Finance Officer is the 'responsible financial officer' for the purposes of Sections 114 and 114A of the Local Government Finance Act 1988 and the Accounts and Audit Regulations 2003.

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Amended by Council – 1 November 2010 minute 212
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Amended by Council – 13 January 2014 minute 319*

3.33 *Section 114 requires the Chief Finance Officer to make a report and inform the External Auditor if it appears that (full) Council, a Committee or officers:*

- Has made, or is about to make, a decision which involves incurring unlawful expenditure;*
- Has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the council; or*
- Is about to make an unlawful entry in the councils accounts*

3.34 *Section 114A makes equivalent provision in respect of actions taken by or on behalf of the council. Under both sections the report must be sent to every Councillor as well as the External Auditor.*

3.35 *Section 114 of the 1988 Act also requires:*

- The Chief Finance Officer to nominate a properly qualified member of staff to deputise should they is unable to perform the duties under Section 114 personally.*
- The council provide the Chief Finance Officer with sufficient staff, accommodation and other resources, including legal advice where necessary, to carry out the duties under Section 114 and make similar arrangements for the purposes of the Accounts and Audit Regulations 2006.*

3.36 *The Chief Finance Officer will provide an effective internal audit function to provide an independent appraisal of internal control, to maintain an audit of all the council's financial management activities and to provide business assurance.*

3.37 *The Chief Finance Officer and Internal Audit shall have full and unrestricted access to all council assets, systems, accounts, contracts, documents, information, officers, and Councillors.*

3.38 *The Chief Finance Officer is responsible for providing appropriate financial information to enable budgets to be monitored effectively. They must monitor and control the net expenditure of the council against budget allocations and report to the Finance Sub Committee (which in turn will report to the Policy and Resources Committee) on the overall position as appropriate.*

3.39 *The Chief Finance Officer is responsible for monitoring compliance with the virement scheme to ensure the scheme operates effectively and in accordance with the agreed budgetary and policy framework.*

3.40 *The Chief Finance Officer will consider and approve reports requesting virements between £10,000 and £50,000, in accordance with the scheme of virement (see 5.9). Decisions on virements over £25,000 will be made in consultation with Chair of Finance Sub Committee or Policy and Resources Committee.*

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3.41 *The Chief Finance Officer shall keep a record and audit trail for all virements and the reason for the virement. Appropriate information must be provided to the Chief Finance Officer to maintain this record.*

3.42 Monitoring Officer

3.43 *The Monitoring Officer is responsible for promoting and maintaining high standards of financial conduct. The Monitoring Officer is also responsible for reporting any actual or potential breaches of the law or maladministration to the (full) Council and/or for ensuring that procedures for recording and reporting financial decisions are operating effectively in accordance with the budgetary and policy framework.*

3.44 *The Monitoring Officer, together with the Chief Finance Officer, is responsible for advising the Policy and Resources Committee and/or (full) Council if a decision is likely to be considered contrary or not wholly in accordance with the budget. Actions that may be 'contrary to the budget' include:*

- *initiating a new policy*
- *committing expenditure in future years to above the budget level*
- *incurring interdepartmental transfers above virement limits causing the total expenditure financed from council tax, grants and corporately held reserves to increase above agreed limits within the medium term strategy*
- *Any decisions which will result in reserves falling below agreed levels.*

3.45 *For these purposes the Monitoring Officer shall have full and unrestricted access to all council assets, systems, accounts, contracts, documents, information, officers, and Councillors.*

3.46 Corporate Management Team

3.47 *All members of the Corporate Management Team (chief officers and heads of service) will ensure that committees, sub committees, panels and working parties are advised of the financial implications of all proposals and that the financial implications have been agreed by the Chief Finance Officer prior to consideration of any proposals by Councillors.*

3.48 *Financial commitments and liabilities can be incurred by members of the Corporate Management Team in accordance with these regulations, the detailed financial procedures, the Scheme of Delegation and resources allocated in the annual capital or revenue budgets.*

3.49 *Members of the Corporate Management Team will sign official orders and contracts on behalf of the council in accordance with these regulations and other codes embodied in the constitution.*

- 3.50 It is the responsibility of members of the Corporate Management Team to consult with the Chief Finance Officer and seek approval on any matter liable to affect the council's finances, before any commitments are incurred.*
- 3.51 Members of the Corporate Management Team will be responsible for the proper financial management of functions and services within their remit. They will establish, maintain and document financial systems, procedures and internal checks under their control and seek the approval of the Chief Finance Officer to any changes in such arrangements. They will ensure the officers or councillors are familiar with any arrangements.*
- 3.52 Any member of the Corporate Management Team may delegate aspects of their Financial Management responsibilities to other senior managers, including the specific designation of 'budget managers'.*
- 3.53 All members of the Corporate Management Team will ensure that adequate and suitably trained resources are available to discharge of the financial activities devolved or delegated to their staff.*
- 3.54 All members of the Corporate Management Team will review at least once a year, the fees and charges for services and functions under their control to reflect service objectives and strategic charging policies. They will consult with relevant parties and propose variations to the Finance Sub Committee to enable recommendations to be made to the Policy and Resources Committee. The annual review will take account of legislative changes and national priorities.*
- 3.55 Where members of the Corporate Management Team are responsible for the collection and receipting of income from fees and charges, appropriate financial procedures and controls will be agreed with the Chief Finance Officer. Corporate financial and accounting systems should normally be used for this purpose. Locally developed solutions may be agreed by the Chief Finance Officer provided these demonstrate adequate internal control and compliance with financial regulation, procedures and sound accounting practice.*
- 3.56 The overall budget is agreed by the Policy and Resources Committee and approved by (full) Council. Budget managers are therefore authorised to incur expenditure in accordance with the estimates that make up the budget. All budget Managers are expected to exercise their discretion in managing their budgets responsibly and prudently. They should avoid supporting recurring expenditure from one-off sources of savings or additional income, or creating future commitments, including full-year effects of decisions made part way through a year, for which they have not identified future resources.*

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3.57 *Members of the Corporate Management Team are unable, without the consent of the Chief Finance Officer, to transfer resources from the following expenditure heads: capital charges; transfer payments or business rates payments. They are also unable to utilise additional income from government grants, council tax, or interest receipts without the consent of the Chief Finance Officer. Other in year virement may be made in accordance with the scheme outlined in section 5.9.*

3.58 Councillors and Officers

3.59 *All officers and councillors will contribute to the general stewardship, honesty and integrity in the council's financial affairs and comply with these regulations and any system, financial procedure or policy relating to the financial management of the council.*

3.60 *Before making any decision or voting on any decision the person responsible shall consider the financial implications and the effect on the council's financial position.*

3.61 *Councillors or officers shall bring to the attention of the Chief Finance Officer any act or omission that is contrary to the financial regulations and/or the financial procedures.*

3.62 *Councillors and officers should maintain the highest standards of financial probity and provide information or explanations on matters within their responsibility to the Monitoring Officer, the Governance and Audit Committee, the Chief Finance Officer, and the council's internal and external auditors.*

3.63 *Any Chief Officer, Head of Service or councillor who is involved in, or who has an interest in, a transaction between the council and a third party shall declare the nature and extent of this interest to the Chief Finance Officer. These will be reported in the council's accounts in accordance with the Accountancy Standards Board (ASB) Reporting Standards and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Accounting Practice.*

3.64 Urgency Procedure

3.65 *The Urgency Procedure is designed to deal with unexpected events which cannot be dealt with under the other clauses contained within Constitution, including these Financial Regulations and which require such urgent attention that they do not allow for referral to the next available committee meeting. Examples include significant financial expense following an accident or disaster, protecting the council against any legal challenge and the ability seek advantage from an opportunity which would otherwise disappear if immediate action is not taken.*

3.66 *The urgency procedure is only designed to deal with items costing in excess of £25,000 which are within our existing policy framework but which are not covered by the approved budget.*

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- 3.67 *Items greater than £25,000 but less than £100,000 from the Chief Finance Officer can be approved by the Chair of Finance Sub Committee or Chair of Policy and Resources Committee **(or in their absence their deputies)**. A report outlining the details of the request and decision will be submitted to the next Finance Sub-Committee **and Policy and Resources Committee***
- 3.68 *For sums between £100,000 **& £500,000** the Leader of Council and Chair of Policy and Resources (or in their absence their deputies) shall be authorised to approve such urgent expenditure after written report from Chief Executive/Executive Director countersigned by Chief Finance Officer. These decisions will be reported to next Policy and Resources Committee*
- 3.69 *Under the above provisions authorisation to approve such items that are deemed urgent will require a written report from a member of the Corporate Management Team, countersigned by the Chief Finance Officer (or where the report originates from the Chief Finance Officer by the Chief Executive).*
- 3.70 *Reports approved under this scheme shall include not only the details under consideration but also the reasons why they need to be dealt with under the urgency procedure. They shall be the same in both substance and form to any normal report submitted to a committee and shall contain sufficient information on which the decision can be made.*
- 3.71 *This scheme shall not be used for expenditure on items outside the council's existing policy framework or where, in the opinion of the Chief Finance Officer, the decision will result in significant ongoing expenditure.*

4 Financial Planning

4.1 *Full Council is responsible for agreeing the council's policy framework and budget. In terms of financial planning, the key elements are the Medium Term Financial Strategy and the annual budget and capital programme proposed by the Policy and Resources Committee.*

4.2 *Full Council is also responsible for approving procedures for agreeing variations to approved budgets, plans and strategies forming the policy framework and for determining the circumstances in which a decision will be deemed to be contrary to the budget or policy framework.*

4.3 *Full Council is responsible for setting the level at which the Policy and Resources committee and chief officers may reallocate budget funds from one service to another, via the Virement Scheme (see 5.9). The committee, Finance Sub-Committee and chief officers are responsible for taking in-year decisions on resources and priorities in order to deliver the budget policy framework within the financial limits set by the council.*

4.4 The Corporate Plan

4.5 *The Chief Executive is responsible for the preparation of the plan and for ensuring its submission to the full Council for approval.*

4.6 *The Chief Finance Officer will agree procedures and systems for the inclusion, verification and publication of the financial information and financial performance indicators in the Plan.*

4.7 Medium Term Financial Strategy

4.8 *The Medium Term Financial Strategy is the key tool in ensuring that the council's resources are used in accordance with its decisions. It covers service and financial planning over a timeframe of four years. The Chief Finance Officer is responsible for ensuring the Medium Term Financial Strategy is prepared and updated at least annually for consideration by committee and approval by (full) Council. The strategy will be consistent with the council's priorities. This strategy must cover both capital and revenue.*

4.9 *A Medium Term Financial Plan that turns the strategy into practice must be prepared. This should be regularly updated throughout the year as events and the budget timetable dictate.*

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4.10 Service Plans

4.11 *Members of the Corporate Management Team are responsible for preparing their service/business plans, detailing the resources, financial and non financial, needed to deliver the council's priorities.*

4.12 *Members of the Corporate Management Team are responsible for the preparation of these plans, which reflect the Councils priorities as shown in the Corporate Plan. They will be produced in conjunction with the capital and revenue budgets.*

4.13 Revenue Budget

4.14 *The general format of the budget will be approved by (full) Council and proposed by the Policy and Resources Committee following consideration by the Finance Sub Committee on the advice of the Chief Finance Officer. The draft budget should include allocation to different services and projects, proposed taxation levels and levels of reserves.*

4.15 *The Chief Finance Officer is responsible for ensuring that a revenue budget is prepared on an annual basis that is consistent with the Medium Term Financial Strategy. The annual budget will be considered by the Policy and Resources Committee following recommendations made by the Finance Sub-Committee and proposed to (full) Council. The Committee may amend the budget or ask the chief officers to reconsider it before proposing it to (full) Council. Full council may amend the budget proposed by the Policy and Resources Committee.*

4.16 *The Chief Finance Officer is responsible for issuing guidance on the general content of the budget as soon as possible following approval by (full) Council.*

4.17 *It is the responsibility of chief officers to ensure that budget estimates reflect agreed service plans, strategic objectives and priorities. Chief officers should ensure that these estimates are prepared in line with guidance issued by the Chief Finance Officer.*

4.18 Guidelines on budget preparation

- *Guidelines on budget preparation are issued to Councillors and members of the Corporate Management Team by the Chief Finance Officer. The guidelines will take account of:*
- *legal requirements*
- *medium-term planning prospects*
- *available resources*
- *spending pressures*

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- *best value and other relevant government guidelines*
- *other internal policy documents*

4.19 Resource allocation

4.20 The Chief Finance Officer is responsible for developing and maintaining a resource allocation process that ensures due consideration of the full council's policy framework.

4.21 Capital Budget

4.22 The Chief Finance Officer is responsible for ensuring that a capital programme (to included items in the Development Pool and Approved Capital Programme) is prepared on an annual basis for consideration initially by the Finance Sub Committee for recommendation to Policy and Resources Committee before submission to (full) Council.

4.23 The Capital Programme shall make appropriate provision for the maintenance and development of the council's key physical assets such as buildings. Consideration should be given during the annual budget setting process as to whether the council should invest some or all of the proceeds from the sale of assets into the future maintenance or enhancement of other assets.

4.24 The Chief Finance Officer is responsible for ensuring compliance with the capital governance process:

- *Only (full) Council can add items directly into to the Approved Capital Programme. Projects cannot proceed outside of the Approved Capital Programme.*
- *In the case of items in the Development Pool these can only be transferred to the Approved Capital Programme if inclusion in the Development Pool was agreed by (full) Council during the annual budget setting process and final estimates are within the budget agreed at that time and approval is given by Finance Sub Committee.*
- *Where an item was initially agreed by Finance Sub-Committee for inclusion in the Development Pool (full) Council agreement to proceed will be required after the final estimates have been received.*

4.25 Capital project/budget managers are required to prepare project appraisals including whole life capital and revenue costs for capital projects to be included in the Approved Capital Programme. The project appraisal must be approved by the Chief Finance Officer.

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4.26 Asset Management

4.27 The Chief Finance Officer will be responsible for ensuring that an Asset Management Plan covering a minimum of three years ahead is prepared and updated at least annually for consideration by committee and approval by (full) Council. The plan will be consistent with the council's priorities.

4.28 Reserves

4.29 It is the responsibility of the Chief Finance Officer to advise the Policy and Resources Committee and/or (full) Council on prudent levels of reserves for the council.

4.30 The Chief Finance Officer will review the minimum level of reserves at least annually. The minimum level required will be assessed after considering the risks facing the council over the medium term.

4.31 The number, type and level of earmarked reserves will be reviewed at least annually to take into account the risks faced by the council. Use of earmarked reserves will be approved by the Chief Finance Officer.

4.32 The Council Improvement Reserve is to provide the investment the council requires to deliver transformation projects. The use of this reserve will be on strict criteria linked to a business case and will require sign off by the Chief Finance Officer and Finance Sub Committee.

5 Financial Control

5.1 *It is essential that robust, integrated systems are developed and maintained for identifying and evaluating all significant operational risks to the council. This should include the proactive participation of all those associated with planning and delivering services.*

5.2 Annual Governance Statement

5.3 *The Accounts and Audit Regulations 2003 have established requirements related to the systems of internal control and the review and reporting of those systems. The Chartered Institute of Public Finance and Accountancy (CIPFA) have issued guidance to assist authorities to establish proper practices and procedures to satisfy these requirements.*

5.4 *The council's objectives, its internal organisation and the environment in which it operates are continually evolving and, as a result, the risks faced are continually changing. A sound system of internal control therefore depends on a thorough and regular evaluation of the nature and extent of the risks to which the council is exposed.*

5.5 *The council's Chief Finance Officer is responsible for ensuring that the financial management of the council is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.*

5.6 *The Chief Finance Officer shall conduct a review at least once a year of the effectiveness of the council's system of internal control and shall include a statement of internal control, prepared in accordance with proper practices, with any statement of account the council is obliged to publish in accordance with the aforementioned regulations.*

5.7 *It is the responsibility of the Monitoring Officer to establish and maintain sound arrangements.*

5.8 *The council's Annual Governance Statement shall be signed by the Chief Executive and the Leader of the Council and the Governance and Audit Committee shall oversee its production and recommend its adoption as part of the Annual Accounts.*

5.9 Scheme of virement

5.10 *The scheme of virement is intended to enable the Policy and Resources Committee, Chief Finance Officer, chief officers and their staff to manage budgets with a degree of flexibility within the overall policy framework determined by (full) Council, and therefore to optimise the use of resources.*

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- 5.11 *The scheme applies to in-year virements. These are the transfer of resources between income and expenditure heads and/or between service heads within the revenue budget. Alternatively it can be the transfer of resources between capital projects that have received the approval of (full) Council.*
- 5.12 *The scheme applies to both revenue and capital budget. It also applies to income and expenditure.*
- 5.13 *Chief Officers are responsible for agreeing in-year virements, in accordance with the financial procedures, in where required in line with the following limits:*

Limit	Approver
£0 to £5000	<i>Heads of Service</i>
£5,000 to £10,000	<i>Chief Officers</i>
£10,000 to £25,000	<i>Chief Finance Officer</i>
£25,000 to £50,000	<i>Chief Finance Officer in consultation with Chair of Finance Sub Committee or Policy and Resources Committee (or in their absence their deputies)</i>

- 5.14 *The key features and controls for the scheme of virement are:*

5.14.1 *It is administered by the Chief Finance Officer within guidelines set by (full) Council. Any variation from this scheme requires the approval of (full) Council following a proposal from the Policy and Resources Committee.*

5.14.2 *They must notify the Chief Finance Officer of all virements agreed.*

5.14.3 *Virement that is likely to impact on the level of service or the activities of another member of the Corporate Management Team should be implemented only after agreement with that member.*

5.14.4 *No virement relating to a specific financial year should be made after 31 March in that year.*

5.14.5 *The utilisation of revenue reserves to fund additional expenditure or meet a shortfall in the income received is outside the scope of this scheme and requires the specific approval of (full) Council following a proposal from the Policy and Resources Committee.*

5.14.6 *Full Council is responsible for agreeing procedures for virement within budget headings in accordance with the budgetary and policy framework.*

5.14.7 All virements over £25,000 will be reported to Finance Sub-Committee and all virements over £50,000 will also be reported to Policy and Resources Committee

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5.15 Treatment of year-end balances

5.16 *Finance Sub Committee is responsible for recommending to the Policy and Resources Committee the procedures for carrying forward under and overspendings on budget headings.*

5.17 Accounting policies

5.18 *The Chief Finance Officer is responsible for selecting accounting policies and ensuring that they are applied consistently and comply with recommended accounting practice.*

5.19 Accounting records and returns

5.20 *The Chief Finance Officer is responsible for determining the accounting procedures and records for the council.*

5.21 The annual statement of accounts

5.22 *The Chief Finance Officer is responsible for ensuring that the annual statement of accounts is prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom.*

5.23 *The Governance and Audit Committee is responsible for approving the annual statement of accounts in accordance with the Account and Audit Regulations.*

5.24 *The Scrutiny Committee will review the annual statement of accounts to ensure compliance with all relevant accounting practices and financial governance requirement*

5.25 Estimates

5.26 *The inclusion of items in approved revenue estimates and in capital estimates for schemes or items costing in total under £25,000 shall constitute authority to incur such expenditure, subject to any reservations by the Council.*

5.27 *For every proposal involving capital expenditure of £25,000 or more, the Finance Sub Committee shall receive a report on the proposals prepared in conjunction with the Chief Finance Officer such report to show where appropriate:-*

- The estimated total capital cost of the proposals detailed over each financial year.*
- The estimated annual expenditure chargeable to revenue in each financial year.*
- Any saving in existing expenditure.*

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- *Any additional income or reduction of existing income.*
- *The funding source for the proposal.*
- *Any other relevant information (including risks associated with the proposal and its impact on service provision).*

5.28 The Finance Sub Committee will evaluate the proposal and will resolve to recommend to Council for consideration, via the Policy and Resources Committee, if it falls outside the budgetary framework agreed annually.

5.29 Budgetary Control and Virements

5.30 Amounts provided under the main service heads of the annual revenue estimates shall not be directed to other heads by the members of the Corporate Management Team or committee concerned unless agreed under the virement and urgency procedures.

5.31 The Policy and Resources Committee must approve any variation to a committee's capital programme.

5.32 Accounts and Payments

5.33 All accounts for payment by the Council shall be duly certified by, or on behalf of members of the Corporate Management Team, as to quantities and prices charged and quality of materials purchased and passed as soon as possible to Chief Finance Officer for payment. The Policy and Resources Committee may require a detailed check to be carried out on a randomly selected sample of accounts and the Chief Finance Officer shall report thereon to that committee. The committee shall satisfy itself that the accounts are in respect of approved expenditure and have been duly examined and certified by the appropriate officers.

5.34 Members of the Corporate Management shall, as soon as possible after 31 March in each year, give to the Chief Finance Officer details of all accounts outstanding relating to their areas of responsibility for the previous year and, when such accounts are subsequently certified for payment, identify them accordingly.

5.35 All cheques for the payment of money out of the council's accounts shall bear the facsimile signature of the Chief Finance. In addition, cheques for £50,000 or more must bear the additional signature of one of the other authorised bank account signatories. In the event of it becoming necessary to use manual signatures, the Financial Services Manager shall be authorised to instruct the bank to accept two signatures from the authorised bank signatory list.

5.36 All non-cheque payments are to be signed or authorised by two of the authorised bank signatories

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5.37 *The Chief Finance Officer shall be authorised to make temporary arrangements for the payment of monies in the event of their absence or that of the Financial Services Manager.*

5.38 *The authorised bank signatories shall consist of Chief Finance Officer, Deputy Chief Finance Officer, Head of Resources & OD and Group Accountant (ENCOR).*

5.39 Contract Payments

5.40 *The Financial Services Manager (ENCOR) shall be informed as soon as possible of all contracts, agreements, awards or other instruments involving the payment or receipt of money on behalf of the Council.*

5.41 *Payments to contractors on account of contracts shall be authorised only on a certificate signed by a member of the Corporate Management Team or other duly authorised officer or person showing the total amount of the contract, the value of the work executed to date, retention money, amount paid to date and the amount now certified, less any amount due by way of liquidated damages.*

5.42 *Every variation on a contract for building, civil engineering or constructional works shall be authorised in writing by a member of the Corporate Management Team or other duly authorised person or other responsible officer that they have nominated in writing for that purpose.*

5.43 *Any variation, the net cost of which would result in an increase in the amount of an accepted tender or estimate, shall be reported to the appropriate Committee as soon as possible by the Executive Director, Chief Finance Officer or Head of Service having responsibility for the contract.*

5.44 *The final certificate on a contract under seal (or accepted estimate) shall not be issued until the Financial Services Manager (ENCOR) shall have examined the account.*

5.45 *Upon the completion of any building, civil engineering or constructional works exceeding £25,000 in value which is not included in the approved capital programme, a report shall be submitted to the appropriate Committee by a member of the Corporate Management Team concerned in consultation with the Financial Services Manager (ENCOR) on the total costs of the scheme and the original estimate therefore and any variations relating to prime cost sums.*

5.46 Income - Collection and Banking

5.47 *All monies received on behalf of the Council shall, without delay or deduction, either be paid to the Financial Services Manager (ENCOR) or, subject to his instructions, be banked in the Council's name.*

Amended by Council - 26 April 2010 minute 472(c)
 Amended by Council – 1 November 2010 minute 212
 Amended by Council – 29 February 2012 minute 400(a)
 Amended by Council – 14 October 2013 minute 212(e)
 Amended by Council – 13 January 2014 minute 319

5.48 *Members of the Corporate Management Team shall furnish such particulars of charges for work done, goods supplied or services rendered on behalf of the Council and of amounts accruing due, as the Financial Services Manager may require, in order to ensure that there is prompt recording of all sums receivable by the Council.*

5.49 *Excusal of debts due to the Council shall require the following authorisation:*

<i>Type of Debt</i>	<i>Members of the Corporate Management Team</i>	<i>Chief Finance Officer</i>	<i>Relevant Committee</i>
<i>Business Rates/National Non Domestic Rates</i>	<i>Up to £1,500</i>	<i>Up to £25,000</i>	<i>Above £25,000</i>
<i>All other debts (including Council Tax & Housing Benefit)</i>	<i>Up to £1,500</i>	<i>Up to £25,000</i>	<i>Above £25,000</i>

5.50 *All debt write offs should be reported to Policy & Resources Committee as part of the regular financial reporting process.*

5.51 Disposal of Land, Property and Surplus Assets

5.52 *All land and property except for former Council houses sold to tenants, or other property likely to exceed £5,000 in value, which have been declared surplus to requirements by the Policy and Resources Committee must be sold either by auction with a reserve price, or by competitive tender, unless the Council specifically determines otherwise.*

5.53 *Before inviting tenders or instructing an auctioneer for the sale of land or property, a valuation shall be obtained from the District Valuer or an independent qualified Valuer, and in the case of a sale by auction, this valuation shall be the reserve price.*

5.54 *Competitive tender shall normally dispose of all other surplus assets unless the Chief Finance Officer determines otherwise in a particular case.*

5.55 Salaries

5.56 *All members of the Corporate Management Team shall, in respect of salaried staff, notify the HR Manager as early as possible of all appointments, dismissals, resignations, transfers and changes in remuneration (other than normal increments).*

5.57 *The HR Manager shall provide Financial Services with all information necessary to maintain records of superannuation, income tax and national insurance liability.*

5.58 *The payment of all salaries, wages, pensions, compensation or other emoluments to employees or former employees shall be made under the control of Financial Services.*

*Amended by Council - 26 April 2010 minute 472(c)
Amended by Council – 1 November 2010 minute 212
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Amended by Council – 13 January 2014 minute 319*

5.59 *The maintenance of PAYE and National Insurance records shall be the responsibility of Financial Services who are authorised to make and notify decisions on behalf of the Council in respect of superannuation regulations.*

5.60 Property

5.61 *Within the level of resources available the Head of Resources and OD shall maintain a register of all properties owned by the Council recording the holding Committee, purpose for which held, location, extent and plan references, purchase details and particulars of tenancies and licences granted.*

5.62 *The Chief Executive shall have custody of all title and mortgage deeds under secure arrangements.*

5.63 Stores & Inventories

5.64 *The Executive Director, Chief Finance Officer or Head of Service of each department shall be responsible for the care and custody of stores in his department and shall have all such stores checked independently of the storekeeper at least on one occasion in each financial year*

5.65 *Stores shall not be held in excess of reasonable requirements.*

5.66 *Adjustments to write-off deficiencies over £50 in value shall be subject to the approval of the Financial Services Manager (ENCOR). Policy and Resources Committee will be required to write-off sums over £1,000.*

5.67 *Competitive tender shall dispose of surplus or obsolete stores unless the Chief Executive decides otherwise in a particular case.*

5.68 *Inventories of the Council's furniture, fittings, equipment and machinery shall be kept and checked on at least one occasion in each financial year by the member of the Corporate Management Team responsible for the service concerned. (Individual items with a value of £100 or less need not be included therein).*

5.69 Statement of Accounts

5.70 *As soon as practicable after the close of each financial year, the Chief Finance Officer shall submit to the Governance and Audit Committee a statement of its finances for the last financial year for approval in accordance with statutory timescales. The Financial Services Manager (ENCOR) will make appropriate arrangements to prepare the accounts and Executive Directors and Heads of Service must forward the appropriate information within the agreed time-scales.*

6 Risk management

- 6.1 *The Governance and Audit Committee is responsible for approving the council's risk management strategy and for reviewing the effectiveness of risk management. The Chief Finance Officer is responsible for ensuring that proper insurance exists where appropriate.*
- 6.2 *The Chief Finance Officer is responsible for preparing the council's risk management strategy, for promoting it throughout the council and for advising on proper insurance cover as appropriate.*
- 6.3 *The Chief Finance Officer is responsible for the collation of the council's strategic risk register and ensuring it is reported to Committee.*
- 6.4 *Members of the Corporate Management Team shall maintain a register of risks affecting their service areas, including corporate risks. It is their responsibility to make sure that this is kept up to date.*
- 6.5 *Members of the Corporate Management Team, and their managers, shall follow the Councils risk management process, taking into account the council's risk appetite as set out in the strategy.*

6.6 Insurance

- 6.7 *The Chief Finance Officer shall affect all insurance cover and prescribe procedures for claims.*
- 6.8 *All officers shall give prompt notification to the Finance Manager the extent and nature of all new risks, properties or vehicles that require being insured and any alterations affecting existing insurances or insurable risks.*
- 6.9 *All officers shall notify immediately the Finance Manager in writing of any loss, liability or damage or any event likely to lead to a claim being made by or against the Council.*
- 6.10 *All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance policy.*

6.11 Business Continuity

- 6.12 *Members of the Corporate Management Team are responsible for ensuring that business continuity plans are in place for services under their control.*

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6.13 *Members of the Corporate Management Team shall give guidance on the appropriate critical functions to aid planning and recovery of services. Chief Officers shall ensure that the business continuity plans are exercised appropriately.*

6.14 Audit requirements

6.15 Internal Audit

6.16 *The Accounts and Audit Regulations 1996 require every local authority to maintain an adequate and effective internal audit.*

6.17 *The Chief Internal Auditor in consultation with the Chief Finance Officer shall prepare an annual report outlining the work of Internal Audit. This report will be presented to the Governance and Audit Committee.*

6.18 *The Chief Internal Auditor, in consultation with the Chief Finance Officer shall prepare an annual audit plan detailing the areas of audit coverage for the following year. This plan will be presented to the Governance and Audit Committee.*

6.19 *The Chief Finance Officer, Finance Manager and Internal Audit staff (including private contractors and consortium staff contracted to provide internal audit work) have authority to:*

- *Enter at any time Council premises or land, subject to any statutory or contractual restrictions that may apply;*
- *Have access to all records, documents and correspondence relating to any financial or other business of the Council and to remove any such records as is necessary for the purpose of their work;*
- *Require and receive such explanations as are necessary, concerning any matter under examination and*
- *Require employees of the Council to produce cash, stores or any other Council property under their control.*

6.20 External Audit

6.21 *The council must appoint external auditors in accordance with the relevant legislation. The basic duties of the external auditor are governed by section 15 of the Local Government Finance Act 1982, as amended by section 5 of the Audit Commission Act 1998.*

6.22 *The council may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Customs and Excise and the Inland Revenue, who have statutory rights of access. Councillors and members of the Corporate Management*

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Team must comply with requests for access to documents, records, accounts, contracts and staff.

6.23 Other Audit Requirements

6.24 The Chief Finance Officer shall maintain an adequate and effective system of internal audit to all accounting, financial and other operations of the council and in particular shall arrange for the examination, review and appraisal of:

- The soundness, adequacy and application of internal controls.*
- The safeguards for council assets and interests from losses of all kinds arising from theft, fraud, waste, extravagance, inefficient management, poor value for money or any other cause.*
- The suitability and reliability of financial and other management data.*
- Compliance with rules, regulations, legislation, policy and procedures.*

6.25 Preventing fraud and corruption

6.26 The Monitoring Officer is responsible for the development and maintenance of an anti-fraud and anti-corruption policy including arrangements for gifts, hospitality and whistle blowing.

6.27 All officers, councillors, agents, contractors and strategic partners have responsibilities to protect the funds they administer on behalf of the Council. Council resources must be administered to the benefit of the taxpayer and not the inappropriate benefit of any of the above.

6.28 All officers, councillors, agents or contractors have a responsibility to bring to the attention of the Monitoring Officer or Chief Finance Officer any suspected fraud, corruption or irregularity.

6.29 Assets

6.30 The Chief Finance Officer shall be responsible for maintaining an adequate and up to date register of all the council's capital assets and for calculating and processing the appropriate capital financing charges in accordance with accounting guidelines.

6.31 All members of the Corporate Management Team will be responsible for ensuring that the Chief Finance Officer is advised promptly of all additions, deletions or other changes to the Councils portfolio of assets, such as might affect the preparation of the Councils Statement of Accounts.

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Amended by Council – 1 November 2010 minute 212
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6.32 Asset Register

6.33 *Chief officers should ensure that records and assets are properly maintained and securely held. The council should establish a prioritised and pro-active asset management plan.*

6.34 *Chief officers should also ensure that contingency plans for the security of assets and continuity of service in the event of disaster or system failure are in place.*

6.35 Treasury management

6.36 *The council has adopted the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code) 2001 as described in section 4 of that Code and those in the 2009 update.*

6.37 *Accordingly, the council will create and maintain, as the cornerstones for effective treasury management:*

- a treasury management policy statement (TMPS), stating the policies and objectives of its treasury management activities*
- Suitable treasury management practices (TMP), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.*

6.38 *The (full) Council will receive reports on treasury management policies and activities including, as a minimum, an annual strategy statement in advance of the year, an annual report after its close, and a mid-year position statement in the form prescribed by best practice.*

6.39 *The council delegates responsibility for the implementation monitoring and scrutiny of its treasury management strategy and policies to the Finance Working Party and for the execution and administration of treasury management decisions to the Council's Chief Finance Officer who will act in accordance with the organisation's policy statement and TMSS and, if they are a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.*

6.40 *The Policy and Resources Committee must propose any changes to the Treasury Management Policy Statement (TMPS) to Council.*

7 Systems and Procedures

- 7.1 *Sound systems and procedures are essential to an effective framework of accountability and control.*
- 7.2 *The Chief Finance Officer is responsible for the operation of the council's accounting systems, the form of accounts and the supporting financial records. The Chief Finance Officer must approve any changes made by members of the Corporate Management Team to the existing financial systems or the establishment of new systems. However, members of the Corporate Management Team are responsible for the proper operation of financial processes in their own departments.*
- 7.3 *Any changes to agreed procedures by members of the Corporate Management Team to meet their own specific service needs should be agreed with the Chief Finance Officer.*
- 7.4 *All members of the Corporate Management Team should ensure that their staff receive relevant financial training that has been approved by the Chief Finance Officer.*
- 7.5 *All members of the Corporate Management Team must ensure that, where appropriate, computer and other systems are registered in accordance with data protection legislation. Chief Officers must ensure that staff are aware of their responsibilities under freedom of information legislation.*
- ### **7.6 Income and expenditure**
- 7.7 *It is the responsibility of members of the Corporate Management Team to ensure that a proper scheme of delegation has been established within their services and is operating effectively. The delegation scheme should identify staff authorised to act on their behalf in respect of payments, income collection and placing orders, together with the limits of their authority.*
- 7.8 *The Chief Finance Officer is responsible for approving procedures for writing off debts as part of the overall control framework of accountability and control.*
- ### **7.9 Payments to employees and Councillors**
- 7.10 *The Chief Finance Officer is responsible for all payments of salaries, wages and expenses to all staff, including payments for overtime, and for payment of allowances and expenses to councillors.*

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7.11 Taxation

7.12 The Chief Finance Officer is responsible for advising chief officers, in the light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the council.

7.13 The Chief Finance Officer is responsible for maintaining the council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

7.14 Trading accounts/business units

7.15 It is the responsibility of the Chief Finance Officer to advise on the establishment and operation of trading accounts and business units.

8 External Arrangements

- 8.1 Full Council will be responsible for approving who represents the council on partnership and external bodies, in accordance with the scheme of delegation.
- 8.2 The Monitoring Officer is responsible for promoting and maintaining the same high standards of conduct with regard to financial administration in partnerships that apply throughout the council.
- 8.3 The Chief Finance Officer must ensure that the accounting arrangements to be adopted relating to partnerships and joint ventures are satisfactory. The Chief Finance Officer must also consider the overall corporate governance arrangements and legal issues when arranging contracts with external bodies.
- 8.4 Chief Officers are responsible for ensuring that appropriate approvals and budgets are obtained before any negotiations are concluded in relation to work with external bodies or through approved partnerships or consortium arrangements.

8.5 External funding

- 8.6 The Chief Finance Officer or their nominee must be advised of all external funding opportunities available to the council and of the lead officer in each circumstance.
- 8.7 The Chief Finance Officer or their nominee must be notified of the outcome of external funding applications at the earliest opportunity.
- 8.8 The Chief Finance Officer is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the council's accounts.

8.9 Work for third parties

- 8.10 Policy and Resources Committee is responsible for approving the contractual arrangements for any work by council services for third parties or external bodies.

East Northamptonshire Council

Calendar of Meetings for 2015/16

COMMITTEE	DATE	DAY & TIME
Annual Council	27 May 2015	Wednesday
Policy and Resources	08 June 2015	Monday
Development Control	10 June 2015	Wednesday (7pm)
Personnel Sub	15 June 2015	Monday (10:30)
Finance Sub	22 June 2015	Monday
Four Towns Working Party	24 June 2015	Wednesday (7pm)
Development Control	01 July 2015	Wednesday (7pm)
Joint Standards Complaints	06 July 2015	Monday
Scrutiny	08 July 2015	Wednesday
COUNCIL	13 July 2015	Monday
Governance & Audit	14 July 2015	Wednesday
Personnel Sub	20 July 2015	Monday (10.30am)
Planning Policy	20 July 2015	Monday
Development Control	22 July 2015	Wednesday (7pm)
Policy and Resources	27 July 2015	Monday
Four Towns Working Party	29 July 2015	Wednesday (7pm)
Development Control	12 August 2015	Wednesday (7pm)
Recess		
Four Towns Working Party	26 August 2015	Wednesday (7pm)
Development Control	02 September 2015	Wednesday (7pm)
Finance Sub	07 September 2015	Monday
Scrutiny	09 September 2015	Wednesday
Policy and Resources	14 September 2015	Monday
Licensing	16 September 2015	Wednesday
Personnel Sub	21 September 2015	Monday (10.30am)
Planning Policy	21 September 2015	Monday
Development Control	23 September 2015	Wednesday (7pm)
Governance & Audit	28 September 2015	Monday
Four Towns Working Party	30 September 2015	Wednesday
COUNCIL	05 October 2015	Monday
Policy and Resources	12 October 2015	Monday
Development Control	14 October 2015	Wednesday (7pm)
Four Towns Working Party	21 October 2015	Wednesday (7pm)
Personnel Sub	02 November 2015	Monday (10:30)
Development Control	04 November 2015	Wednesday (7pm)
Policy and Resources	09 November 2015	Monday
Scrutiny	11 November 2015	Wednesday
Planning Policy	16 November 2015	Monday
Joint Standards Complaints	18 November 2015	Wednesday
Governance & Audit	23 November 2015	Monday
Development Control	25 November 2015	Wednesday (7pm)
Finance Sub	30 November 2015	Monday
Four Towns Working Party	02 December 2015	Wednesday (7pm)
Policy and Resources	07 December 2015	Monday
COUNCIL	14 December 2015	Monday

Development Control	16 December 2015	Wednesday (7pm)
Development Control	06 January 2016	Wednesday (7pm)
Personnel Sub	11 January 2016	Monday (10.30am)
Scrutiny	11 January 2016	Monday
Four Towns Working Party	13 January 2016	Wednesday (7pm)
Policy and Resources	18 January 2016	Monday
Development Control	27 January 2016	Wednesday (7pm)
Governance and Audit	01 February 2016	Monday
Finance Sub	08 February 2016	Monday
Four Towns Working Party	10 February 2016	Wednesday (7pm)
Policy and Resources	15 February 2016	Monday
Development Control	17 February 2016	Wednesday (7pm)
Planning Policy	22 February 2016	Monday
BUDGET COUNCIL	24 February 2016	Wednesday
Joint Standards Complaints	29 February 2016	Monday
Licensing	02 March 2016	Wednesday
Personnel Sub	07 March 2016	Monday (10.30am)
Development Control	09 March 2016	Wednesday (7pm)
Scrutiny	14 March 2016	Monday
Four Towns Working Party	16 March 2016	Wednesday (7pm)
Policy & Resources	21 March 2016	Monday
Development Control	30 March 2016	Wednesday (7pm)
Planning Policy	04 April 2016	Monday
Finance Sub	06 April 2016	Wednesday
COUNCIL	11 April 2016	Monday
Four Towns Working Party	13 April 2016	Wednesday (7pm)
Personnel Sub	18 April 2016	Monday (10.30am)
Governance and Audit	18 April 2016	Monday
Development Control	20 April 2016	Wednesday (7pm)
Policy & Resources	25 April 2016	Monday (7pm)
Four Towns Working Party	09 May 2016	Monday (7pm)
Development Control	11 May 2016	Wednesday (7pm)
ANNUAL COUNCIL	18 May 2016	Wednesday

Notes:

1. All meetings, unless otherwise indicated, will be held at Cedar Drive, Thrapston.
2. All meetings start at 7.30pm except where otherwise stated and are open to the public, with the exception of Four Towns Working Party.
3. A provisional Licensing Panel will be scheduled every Monday morning at 10am. In the event that the meeting is required, the Democratic and Electoral Services Manager will appoint three members of the Licensing Committee to serve as required.