

APPENDIX 1

PROPOSED VARIATIONS TO FINANCIAL PROCEDURE RULES 2025

Variations are generally marked by track changes, except as noted below

General variations

There are some changes to role descriptions, or job titles.

The role previously designated Chief Finance Officer is now formally recorded as Chief Financial Officer (the statutory definition), and referred to in the FPRs, as “CFO”.

The former description Strategic Director is now changed to Executive Director in line with agreed job titles.

The terms Capital Plan is now used consistently. It was previously described sometimes under this title, and other times under the title Capital Investment Plan.

All of the above have been pre-accepted and are not shown as track changes.

There are new definitions for

Asset

Chief Executive

Executive Member (Portfolio Holder)

General Fund

Housing Revenue Account (HRA)

Medium Term Financial Plan (extended periods)

Public Sector Internal Audit Standards

Detailed Changes

Para Number	Description of Change	Reason
1.7	Deletes reference to Monitoring Officer	To make clear that this responsibility lies solely with the CFO
1.14	Deleted wording, as no longer required	Covered in definitions
2	Change in period for which MTFP is applicable	Longer planning horizon facilitated
2.2	Adds words re scheme of delegation	Making clear applicability of authority
2.4	Adds words re HRA	Making clear separation of HRA
2.5/2.6/2.8	Slightly amended words re savings, targets and budget pressures	To set out why savings etc may be needed
2.9	Adds word re constitution as regards Cabinet. Council and the annual budget	The constitution sets out additional arrangements
2.12	Additional words about what must be reported to Cabinet quarterly	clarity
2.21	Earmarked and general reserves	To clarify the CFO role in management of these budgets
2.26	Transfer of budgets from reserves to service budgets	To clarify rights of CFO
2.28	Section reworded to recognise that occasionally the council may want to	Previous rules forbade this

	use revenue budgets for capital purposes, but only with CFO approval	
2.38	Changes to wording about rights of cabinet when they become aware of future budget pressures	Clarity
3.1b	Additional words re what is capital expenditure	Clarity
3.4	Adds in HRA	Clarity
3.9	Additional wording to be clear about the rights and responsibilities of Service directors re capital spending	Clarity
3.16	Amended wording re authorisation of capital expenditure	Potentially provides more flexibility, but retains control
3.18	Amended to make Service Directors responsible for reviews rather than Executive Directors	Aligns responsibility with that of project initiation and management
5.4	Additional wording about compliance with Global Internal Audit Standards by internal audit	Clarity
5.7	Additional wording about responsibilities of Head of Risk & Internal audit re fraud and whistleblowing	Clarity
9.10	“Financial instrument”	To recognise that property leases are covered by rules in the constitution/delegation agreements
11.1	New wording re the setting of general charges by Council, and the circumstances when a Service Director may amend	Clarity, and reminds that any charge resetting may need formal decision under key/delegated decision protocol
11.7	New- shorter wording, re Anti Money Laundering	to reflect government advice more closely, but acknowledge that the requirements have flexibility
11.8-11	Minor paragraph renumbering	
14.4	Amendment to wording to recognise that every employee completes a time sheet	To recognise reality
22.5	Additional wording to recognise that if a grant scheme expects quick expenditure, this may expose risk	To recognise reality
22.7	Additional words to recognise that a 100% externally funded grant, which involves no discretion in fund allocation, can be progressed with retrospective reporting	Will facilitate the use of external funding, often offered at short notice, for specifically directed purposes, without a delay that may result from requiring specific authority

22.14	Addition that Service Director Legal Governance & Commissioning has authority to amend features of a loan in consultation with CFO, Executive Director and Executive Member	To give some flexibility in circumstances where the feature of loan may require amendment