

Proposed Revisions to Financial Procedure Rules (Reference from Corporate Governance and Audit Committee)

Meeting	Annual Council
Date	21st May 2025
Cabinet Member (if applicable)	-
Key Decision Eligible for Call In	No No
Purpose of Report To provide information on proposed changes to Financial Procedure Rules for the municipal year 2025/26	
Recommendations <ul style="list-style-type: none"> Approve the changes contained within the appendix and track changed document. 	
Reasons for Recommendation <ul style="list-style-type: none"> To clarify arrangements to ensure sound governance and control of financial matters 	
Resource Implication: There are no direct resource implications.	
Date signed off by <u>Strategic Director</u> & name	Not applicable
Is it also signed off by the Service Director for Finance?	Kevin Mulvaney: Service Director- Finance (16 th April 2025)
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Samantha Lawton; Service Director - Legal Governance and Commissioning (16th April 2025)

Electoral wards affected: all

Ward councillors consulted: not applicable

Public or private: public

Has GDPR been considered?

yes

1. Executive Summary

- 1.1 This report sets out information on proposed changes to Financial Procedure Rules for the year 2025/26. These were considered at the meeting of Corporate Governance & Audit Committee on the 7th March 2025.
- 1.2 There are various changes to titles and definitions, and several changes to detailed arrangements as set out in a detailed appendix, and track changed text.

2. Information required to take a decision

- 2.1 All the proposed changes to texts or periods/ £values are shown in the Appendix1 and track changes marked in the full text.
- 2.2 The changes are incremental. It is intended that over the next year officers from Finance and Risk will draw up proposed (more significantly) revised Financial Procedure Rules.

3. Implications for the Council

Improving governance, through clearer financial procedure rules, should lead to more effective service delivery.

3.1 Working with People

Not directly applicable.

3.2 Working with Partners

Not directly applicable.

3.3 Place Based Working

Not directly applicable.

3.4 Climate Change and Air Quality

Not directly applicable.

3.5 Improving outcomes for children

Not directly applicable.

3.6 Financial Implications

Effective and clear financial procedure rules assist with strong governance and open decision making, and should improve financial control

3.7 Legal Implications

Effective and clear financial procedure rules assist with compliance, governance and open decision making

3.8 Other (e.g. Risk, Integrated Impact Assessment or Human Resources)

Implementation of should improve overall control arrangements and promote good governance.

4 Consultation

These changes have been prepared by officers of Finance and Legal Governance & Commissioning (Risk) service based on issue of control that have arisen during the last year. The proposed changes have been discussed with the councils senior management, and are recommended by the Corporate Governance & Audit Committee.

5 Engagement

None beyond consultation as noted above.

6 Options

6.1 Options Considered

The proposals are minor redrafting to clarify the position
Alternatives would be

- To make no change whatsoever.
- To fundamentally redraft the control arrangements- this is proposed for next year.

6.2 Reasons for recommended Option

There are no urgent reasons to fundamentally rewrite financial procedure rules (FPRs), which are based around a governance process that allocates responsibilities to Council, Cabinet and officers. In practice the bulk of FPRs are officer processes. However, over the next year, officers from Finance and Risk will look to assess if further, more significant changes to the FPRs are worth considering to reflect the fundamental financial processes now being controlled through electronic information systems rather than by paper records and ensuring that overall financial governance properly reflect council structures, and member and officer responsibilities and accountabilities.

7 Next steps and timelines

If approved by Annual Council will take effect from 1st June 2025.

8 Contact officer

Kevis Mulvaney. Service Director Finance (kevin.mulvaney@kirklees.gov)
Martin Dearnley Head of Risk (martin.dearnley@kirklees.gov)

9 Background Papers and History of Decisions

Existing Financial Procedure Rules

10 Appendices

Table of detailed changes in Appendix1

11 Service Director responsible

Kevin Mulvaney- Service Director Finance
Sam Lawton- Service Director Legal, Governance & Commissioning