

**BRIEFING NOTE: PROPOSALS TO MAKE MINOR CHANGES TO THE  
FINANCIAL REGULATIONS AND CONSTITUTION**

**Item\_5\_\_**

**EXECUTIVE MEMBER:** Cllr. Elaine Woodburn, Leader of the Council  
**LEAD OFFICER:** Georgina Ayling, Head of Finance & Business  
Development  
**REPORT AUTHOR:** Carole Carre, Accountancy Services Project Manager

**Summary and Recommendation:**

**This report advises the Resource Planning Working Group of proposed minor changes to the Constitution and the Financial Regulations.**

**1. INTRODUCTION**

1.1 The current Good Governance Standard for Public Services adopted by the Council states:-

‘ A hallmark of good governance is a clearly defined level of delegation by the governing body to the senior management team for decision making. The governing body sets policies as parameters within which the senior management team works on the behalf of the governing body.’

1.2 In accordance with this Standard, and in line with the guidance detailed in paragraph 5.4 of the Financial Planning Guidance for Service Managers presented elsewhere on this agenda, it is proposed, in consultation with the Authority’s Head of Legal and Democratic Services, to make minor amendments to the Constitution and Financial Regulations in respect of the operation of the Authority’s scheme of virements (i.e. temporary in year budget transfers).

1.3 At October Full Council, it was agreed to accept OSC Management Group recommendations to review virements for the purposes of reducing the number of urgent actions and the administrative burden on Members.

**2. PROPOSAL**

2.1 The changes are proposed in order to empower managers to manage the delivery of their services and budgets, by removing unnecessary levels of authorisation in budget management processes.

2.2 The proposal will also reduce some of the administrative burden currently placed on Members and senior managers and, as a consequence, free up

**3. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)**

3.1 There are no financial or human resource implications arising as a result of this report.

**4. IMPACT ON CORPORATE PLAN**

4.1 By supporting a more effective use of member and staff resources, this proposal will help to secure delivery of the Corporate Plan.

**List of Appendices**

**List of Background Documents:**

**List of Consultees:**

**CHECKLIST FOR DEALING WITH KEY ISSUES**

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	None
Impact on Sustainability	None
Impact on Rural Proofing	None
Health and Safety Implications	None
Impact on Equality and Diversity Issues	None
Children and Young Persons Implications	None
Human Rights Act Implications	None