

Time Commenced: 5.00pm  
Time Finished: 5.55pm

**AUDIT AND ACCOUNTS COMMITTEE  
20 OCTOBER 2009**

**Present:** Councillor Roberts – Chair  
Councillors Harwood, Holmes, Jackson and Troup

**37/09 Apologies for Absence**

An apology for absence was received from Councillor Allen

**38/09 Late Items**

There were no late items.

**39/09 Declarations of Interest**

There were no declarations of interest.

**Governance**

**40/09 Review of Council's Financial Procedure Rules**

The Committee considered a report which stated that the Council's Financial Procedure Rules were previously reviewed in 2006. Given the significant changes to the Council's systems, processes and personnel since then, the Corporate Director of resources has reviewed, updated and refreshed the Council's Financial Procedure Rules. Material changes to the previous Financial Procedure Rules were summarised in the contents table of the report and were shaded in the updated version of the Financial Procedure Rules.

The revised Financial Procedure Rules included changes to most sections and were presented in line with the Chartered Institute of Public Financial Accountant (CIPFA) good practice. Officers had reviewed delegated limits for Chief Officers, regarding revenue virement limits and capital commencement authorisation limits. The suggested changes were reflected in Appendix 2 of the report.

Members of the Committee made the following comments/concerns:

- Training session should be arranged for risk assessments.
- Evidence is required to show that Chief Officers and Assistant Directors have been trained.
- Need to have objective evidence of ongoing compliance, particularly

- where non compliance may invalidate insurance cover.
- The chair will ask for risk registers to be provided by chief officers on behalf of the Committee. Chief Officers will need to be able to demonstrate reviews of risk registers and the actions taken to mitigate the risks.
  - It is essential that managers notify the Risk and Insurance Manager immediately of any changes to their activities that could materially affect risk. It was not sufficient to wait for the Risk and Insurance Manager to request the information. This needed to be included as part of the procedure.
  - Making sure that all letters making claims against the Council are passed to the Corporate Director of Resources and all employees should be made aware of their responsibility by including in employee induction/employee handbook.
  - Paragraph E3.4 needs to be made more specific
  - Final paragraph of E4 delete the words 'chair of' from the final sentence.
  - Paragraph F4.4 delete 'TAX' and replace with 'the range of tax requirements in the paragraph above.'

## **Resolved**

- 1. To approve the Council's Financial Procedure Rules subject to the Committee's amendments.**
- 2. To recommend Council to approve the revised Financial Procedure Rules.**

Chair of the next ensuing meeting  
at which these minutes were signed