

CHANGES TO FINANCIAL PROCEDURE RULES

New Section	Issue	Proposed Change & reason
1.4	Breaches of the rules	These will now be reported to Committee. Was not in GBC and was implied by WBC.
1.5	Code of Officer Conduct	Changed to make it clear that officers must follow all council policies, schemes of delegation and financial & contract procedure rules and that failure to do so will be a disciplinary matter. Both codes were different and were unclear in this area.
2.3(d)	Internal Audit Annual Report	This was not mentioned in the ToRs for GBC and is now added.
4.3(j)	New Revenue Proposals	Officers are required to produce a justification for these.
5.3	Virements	Limits changed to Executive for £100k-£500K and Council in excess of £500k. WBC limit was executive function only - over £100k. GBC limits were executive function over £200k and Council over £500k. The new limits align both Councils.
6.2	Supplementary Estimates	Executive only up to £250k, then Council. Now includes 'subject to their being no ongoing revenue implications for future years'.
11.1	Materiality limit	Added to WBC and set at £10k in line with GBC.
15.1	Lease arrangements	Limited to £1M in line with GBC.

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16.	Trading Units	This has been added to both.
17.2	Risk Management	WBC has to implement internal audit findings for risk management.
22.3	Insurance	Limits not currently set out in Financial Procedure Rules
22.4	Insurance	New. Good practice to report to members.
26.	Write Offs	WBC had no limit on debt write off and the S151 could authorise write offs to an unlimited amount. Limits have now been aligned to GBC.
34.1	Imprest Accounts	GBC limit of £100 has been used.
39.4	Partnerships	New section for WBC and strengthened section for GBC.
39.6	Delegation of Budget to Partnership	Suggested limit as there was none.
40.1	Grants	In excess of £200k to be agreed by the Executive in line with key decisions.
41.2	Loans	Removed the delegation for officers to be able to make loans. At GBC, Executive approval now needed to align with WBC.