

## **Part G – Appendices**

### **Section G4AA:- Finance and Contract Procedure Rules**

#### **(Introduction and Overview)**

**In Part G:-**

**Section G1A** contains the Member Code of Conduct

**Section G1B** contains the Member Planning Protocol

**Section G2** contains the Officer Code of Conduct

**Section G3** contains the Officer/Member Relations Protocol

**Section G4** contains the Finance and Contract Procedure Rules which govern how the council manages its financial affairs. The Rules are split into the following 8 parts:-

**This section G4AA** contains an introduction and overview to the principles of good financial management, the roles and responsibilities of Officers and Members and the various documents and processes that form the council's financial management framework.

**Part G4A** deals with Financial Management

**Part G4B** deals with Financial Planning

**Part G4C** deals with Risk Management and Control of Resources

**Part G4D** deals with Financial Systems and Procedures

**Part G4E** contains the Contract Procedure Rules

**Part G4F** deals with External Arrangements

**Part G4G** Collaborative Working and ASDVs

**Part G4H** contains the glossary of terms used in the Contract and Finance Procedure Rules

## Part G – Appendices

### Section G4AA:- Finance and Contract Procedure Rules

#### (Introduction and Overview)

#### 1 Introduction

- 1.1 Section A1 of the Constitution contains an overview of the main components of the Council and how they relate to each other. It explains how the decisions that the council has to make are either made by all of the elected Members acting together (“**Council**”), by the Cabinet (or individual Cabinet Members), by committees or by Officers.
- 1.2 Section A2 explains the council’s core objective in decision making and sets out the principles of decision making that all Members and Officers must observe. The rest of the Constitution sets out various rules about who is authorised to take different types of decisions and how they should be taken and recorded.
- 1.3 Whenever a decision is taken it will have a financial implication in terms of either a cost or a saving for the council. These Finance and Contract Procedure Rules (“**the Rules**”) provide the framework for managing those implications and setting out who is authorised to make decisions which have different types of financial implications.
- 1.4 The Rules apply to every Member and Officer of the Council and anyone acting on the council’s behalf. These rules sit alongside all of the rules, codes, protocols and principles contained in or made under the Constitution. All decision makers need to ensure that they are not only empowered under the Constitution to make every decision that they propose to make, but that they are also authorised under these Rules to incur the financial implications of every decision that they make.

- 1.5 All Members and Officers are under a duty to ensure the security of resources under their control, and to ensure that the use of resources is lawful, properly authorised, provides value for money and achieves best value. Failure to comply with the Rules may lead to disciplinary action, even legal action, or may amount to a criminal offence so Officers should always seek advice from their line management if they are in any doubt about any aspects of the Rules.
- 1.6 The Chief Finance Officer is responsible for keeping the Rules under review, issuing any advice or guidance, making minor amendments, or recommending significant amendments to Council as and when required.
- 1.7 The Chief Finance Officer is also responsible for reporting breaches of the Rules to Full Council and/or the Cabinet.
- 1.8 Chief Officers are responsible for ensuring that all Officers in their departments are aware of the requirements of the Rules (and any associated guidance) and comply with them at all times.
- 1.9 It is not possible for these Rules to cover every eventuality that may arise. In the case of any doubt, advice should always be taken and the spirit of the Rules should always be followed.