

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

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**REPORT TO:** Corporate Governance Committee  
**AUTHOR/S:** Chief Executive / Head of Accountancy

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29 June 2009

### FINANCIAL REGULATIONS

#### **Purpose**

1. To recommend an amendment to the Council's Financial Regulations to nominate an additional officer to authorise payments. This is not a key decision but Council approval is needed.

#### **Considerations**

2. Financial Regulations as part of the Constitution specify the following postholders to authorise payments:
  - Chief Finance Officer
  - Corporate Manager (Finance and Support Services)
  - Head of Accountancy
  - Principal Accountant (General Fund and Costing)
  - Head of Revenues
3. The Chief Finance Officer is currently the Chief Executive. The Chief Executive has delegated power to change the post title of Corporate Manager (Finance and Support Services) to Executive Director (Corporate Services).
4. The Chief Executive is often not available to authorise payments due to workload and meetings and will cease to be an authoriser when the responsibilities of Chief Finance Officer transfer to the post of Executive Director (Corporate Services). The post of Executive Director (Corporate Services) is currently filled on a part time interim basis to early October and the postholder is also often not available. There may be a gap between early October and when the new appointee to this post starts. The Head of Revenues has resigned to take up a new post with another local authority. There is also annual leave and the possibility of sick leave to consider. There may, therefore, be a shortage of staff to authorise payments.

#### **Implications**

5.	Financial	An additional authoriser is required to ensure suppliers and benefits are paid on time and treasury management transactions effected.
	Legal	None
	Staffing	
	Risk Management	
	Equal Opportunities	

## Effect on Strategic Aims

6.	<b>Commitment to being a listening council, providing first class services accessible to all.</b>
	<b>Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.</b>
	<b>Commitment to making South Cambridgeshire a place in which residents can feel proud to live.</b>
	<b>Commitment to assisting provision for local jobs for all.</b>
	<b>Commitment to providing a voice for rural life.</b>
	To provide a service to suppliers and benefit claimants and to effect treasury management transactions.

## Recommendations

7. The Corporate Governance Committee is requested to recommend to Council that the post of Finance Projects Officer be added to paragraph 6 (Operation of Bank Accounts) of the Financial Regulations within the Council's Constitution.

**Background Papers:** the following background papers were used in the preparation of this report:

Constitution

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