

APPENDIX TWO – CHANGES TO FINANCIAL PROCEDURE RULES

| New Section | Issue | Proposed Change & reason |
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| 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 |

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| | | 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. |
| 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. |

