

Contents

A - Introduction	1
B – Status of Financial Regulations	3
C – Financial Regulations	5
1 – Financial Management and Control.....	5
2 – Financial Planning.....	11
3 – Control of Resources Including Employees.....	13
4 – Systems and Procedures.....	15
5 External Arrangements	16
Annex 1: Financial Management and Control	18
1 Financial Management Standards	19
2 Managing and Controlling Income and Expenditure	20
2a Revenue Budget.....	20
2b Scheme of Virement.....	22
2c Treatment of end of year balances	24
3 Accounting Policies	25
4 Accounting Records and Returns.....	27
5 Format of the Accounts	29
Annex 2: Financial Planning.....	30
1 Financial Strategy	31
2 Budgeting	32
2a Resource allocation Objectives	32
2b Capital Programmes	33
2c Preparing Revenue Budgets in Accordance with the Council’s Financial Strategy.....	36
3 Use of Reserves	38
Annex 3: Control of Resources including Employees	39
1 Internal Controls.....	40
2 Audit Requirements	42
2a Internal Audit	42
2b External Audit	45
2c Preventing Financial Irregularities.....	47
2d Secondary Employment, Gifts and Hospitality	49
3 Resources: Land, Buildings, Fixed Plant and Machinery	51
3a Security.....	51
3b Inventories	54

3c Stocks and Stores	55
3d Intellectual Property	56
3e Private Use of the Councils Facilities	57
3f Asset Disposal.....	58
4 Risk Management and Insurance	59
5 Treasury Management.....	62
5a Treasury Management and Banking	62
5b Investments and Borrowing.....	63
5c Trust Funds and Funds held for Third Parties	64
5d Imprest Accounts	65
5e Money Laundering Regulations and Proceeds of Crime Act	67
6 Employees	68
Annex 4: Systems and Procedures.....	69
1 General.....	70
2 Income	73
3 Payments to Members and Employees	76
4 Ordering and Paying for Work, Goods and Services	79
5 Taxation	85
Annex 5: External Arrangements.....	87
1 Partnerships	88
2 External Funding	92
3 Work for Third Parties.....	94
4 Grants to External Organisations	96

2c Treatment of end of year balances

Objectives

1. The Chief Financial Officer makes proposals to Cabinet on the treatment of balances.
2. The rules below cover arrangements for the transfer of resources between accounting years, i.e., a 'carry forward'.

Key controls

3. Appropriate accounting procedures are in place to ensure that carried forward totals are correct.

Responsibilities of Chief Financial Officer

4. To administer the scheme of 'carry forward' within accounting policies and any other guidelines set by the Council.
5. To report the extent of overspends and underspends on service estimates carried forward to the Cabinet.

Responsibilities of Executive Directors

6. The Departmental outturn position will be reported to Cabinet after the end of the financial year along with the variances on the budgets that are deemed to be controllable. The Chief Financial Officer will determine which budgets are classed as controllable and non-controllable.
7. Over/underspends against controllable budgets can only be carried forward with the approval of Cabinet. Requests to carry forward and/or utilise previous years' underspends will normally be through the annual outturn report.
8. Each school's surplus shall be carried forward to support the future expenditure of the school concerned. Any deficit will also be carried forward for the individual school to recover, if necessary, via a licensed deficit. Full details of the arrangements are contained within the Derbyshire Scheme for Financing Schools.

3 Accounting Policies

Objectives

1. The Chief Financial Officer is responsible for the preparation of the Council's Statement of Accounts, in the format required by the CIPFA Code of Practice on Local Authority Accounting in the UK, for the financial year ending 31 March. The Audit Committee is responsible for reporting to Cabinet and Council on matters arising from its review of the accounting policies and Annual Accounts of the Council and will play a pro-active role in promoting discussion on both the content of the Statement of Accounts and ongoing financial statements.

Key controls

2. The key controls for accounting policies are:
 - a) suitable accounting policies are selected and applied consistently;
 - b) judgements are made and estimates prepared which are reasonable and prudent;
 - c) statutory and other professional requirements are observed to maintain proper accounting records;
 - d) all reasonable steps have been taken for the prevention and detection of fraud and other irregularities.

Responsibilities of Chief Financial Officer

3. To select suitable accounting policies and to ensure that they are applied consistently. The accounting policies will be set out in the Statement of Accounts which is prepared at 31 March each year, and will cover such items as:
 - a) the basis on which debtors and creditors at year end are included in the accounts,
 - b) details on substantial provisions and reserves, and contingent liabilities,
 - c) fixed assets,
 - d) depreciation,
 - e) capital charges,
 - f) debt redemption,
 - g) work in progress,
 - h) stocks and stores,
 - i) deferred charges,
 - j) government grants,
 - k) leasing,
 - l) pensions,
 - m) allocation of central support services.
 - n) capital receipts.
4. To identify any significant changes in accounting policies, and to ensure that they are reported to, and approved by, the Audit Committee

4 Accounting Records and Returns

Objectives

1. Proper accounting records are one of the ways in which the Council discharges its responsibility for stewardship of public resources. The Council has a statutory responsibility to prepare its Statement of Accounts to present fairly its operations during the year. These are subject to external audit. This provides assurance that the accounts are properly prepared and proper accounting practices have been followed.

Key controls

2. The key controls for accounting records and returns are:
 - a) all Cabinet Members, finance employees and budget managers operate within the required accounting standards of the Council;
 - b) all the Council's transactions, material commitments, and contracts and other essential accounting information have been recorded completely, accurately and on a timely basis;
 - c) procedures are in place to enable accounting records to be reconstituted in the event of failure;
 - d) balances and reconciliation procedures are carried out to ensure transactions are correct;
 - e) the duty imposed on the Council by the Accounts and Audit Regulations to maintain an adequate and effective audit of its accounting records and its system of internal control.

Responsibilities of Chief Financial Officer

3. To determine all accounting procedures and the form of financial records for the Council.
4. To compile all accounts and accounting records, or ensure that they are compiled under his/her direction.
5. To comply with the following principles when allocating accounting duties:
 - a) separating the duties of providing information about sums due to or from the Council and calculating, checking and recording these sums from the duty of collecting or disbursing them;
 - b) employees with the duty of examining or checking the accounts of cash transactions shall not themselves be engaged in these transactions.

5 Format of the Accounts

Objectives

1. The format of the budget will determine the level of detail on which financial control and management will be exercised.

Key controls

2. The key controls for the budget format are:
 - a) the format complies with all legal requirements;
 - b) the format complies with CIPFA's Service Reporting Code of Practice.

Responsibilities of Chief Financial Officer

3. To advise the Audit Committee on the format of the budget.

Responsibilities of Executive Directors

4. To comply with accounting guidance provided by the Chief Financial Officer.

Annex 2: Financial Planning

1. Financial Strategy
2. Budgeting
 - a) resource allocation
 - b) capital programmes
 - c) preparing revenue budgets in accordance with the Council's financial strategy
3. Use of reserves

1 Financial Strategy

Objectives

1. The aim of the Financial Strategy is to set out the framework for the financial operation of the Council in support of its strategic and policy objectives as set out in the Council Plan. The Financial Strategy serves to drive (in conjunction with the Council Plan and Service Plans) the Five-Year Financial Plan, Capital Strategy, Capital Programme and Annual Revenue Budget. The aim of the Financial Strategy is to maximise, within existing policies, the resources available to the Council and to assist in the continuous improvement of the provision of cost effective and affordable service delivery.

Key Controls

2. The key controls for the Financial Strategy are:
 - a) to ensure it is driven by the Council Plan;
 - b) to ensure it is reviewed annually;
 - c) to ensure the Financial Strategy drives the Five-Year Financial Plan, Capital Programme and Annual Revenue Budget.

Responsibilities of Chief Financial Officer

- a) to produce and update annually the Financial Strategy for approval by Cabinet;
- b) to ensure Financial Regulations, the Five-Year Financial Plan, Capital Programme and Annual Revenue Budget together with any other financial policies, plans and guidance are consistent with the Financial Strategy.

Responsibilities of Executive Directors

- a) to contribute to the development of the Financial Strategy;
- b) to ensure all financial policies, plans and guidance within Departments are consistent with the Financial Strategy.

2 Budgeting

2a Resource allocation Objectives

1. A mismatch often exists between those resources available and those required. A common scenario is that the available resources are not adequate to fulfil needs/desires. It is, therefore, imperative that resource allocation is carefully prioritised and the resources available are fairly allocated in order to fulfil all legal responsibilities. Resources will include employees, money, equipment (including ICT facilities, vehicles and plant) goods, materials, land and accommodation.

Key controls

2. The key controls for resource allocation are:
 - a) resources are acquired using an approved authorisation process;
 - b) resources are only used for the purpose intended by the Council, to achieve the approved policies and objectives, and are properly accounted for;
 - c) resources are secured for use when required;
 - d) resources are used with the minimum level of waste, inefficiency or loss for other reasons.

Responsibilities of Chief Financial Officer

3. To advise on methods available for the funding of expenditure, such as grants from central government and other income and borrowing requirements.
4. To assist in the allocation of income and expenditure to managers.

Responsibilities of Executive Directors

5. To work within budget limits and to utilise resources allocated and further allocate resources in the most effective, efficient and economical way.
6. To identify opportunities to minimise or eliminate resource requirement or consumption without a detrimental effect on service delivery, such as efficiencies, partnerships and collaborations, applying fees and charges or other commercial arrangements.

2b Capital Programmes

Objectives

1. Capital expenditure involves acquiring or enhancing assets with a long-term value, such as land, buildings and major items of plant and equipment or vehicles. Capital assets shape the way services are delivered for the long term and create financial commitments for the future in the form of financing costs and revenue running costs.
2. The Government places controls on the financing capacity of the Council. This means that capital expenditure should form part of a programme, should be carefully prioritised in order to comply with the Council Plan, maximise the benefit of scarce resources and comply with CIPFA's Prudential Code for Capital Finance in Local Authorities (2017).

Key controls

3. The key controls for capital programmes are:
 - a) specific approval by the Council of its Capital Strategy and Infrastructure Plan;
 - b) the preparation of a project and estimates, including associated revenue expenditure, for appraisal and recommendation by the Capital Strategy Group and approval by the Cabinet;
 - c) proposals for the purchase, lease of, or improvements and alterations to buildings must be approved by the Director of Property.

Responsibilities of Chief Financial Officer

4. To prepare the Capital Strategy jointly with Corporate Management Team who will report the Strategy to the Cabinet for approval. The Cabinet will make recommendations on the capital estimates and on any associated financing requirements to the Council.

The Chief Financial Officer, in conjunction with Executive Directors, will compile the annual Capital Programme. This will contain schemes* (which are designed to meet a particular need or issue) and individual projects. The programme will be approved by Council in February each year. For the purposes of these regulations an individual scheme will be classed as a single project.

5. To prepare and submit reports to Cabinet/Council on the projected expenditure and resources compared with the approved estimates on a regular basis.
6. To issue guidance concerning capital schemes and controls for example on project appraisal techniques e.g., the Council's project appraisal and management toolkit. The definition of 'capital' will be determined by the Chief Financial Officer, having regard to Government regulations and accounting requirements.

Responsibilities of Executive Directors

7. To comply with guidance concerning capital schemes and projects and controls issued by the Chief Financial Officer.
8. To ensure that all capital proposals have undergone a project appraisal in accordance with guidance

2c Preparing Revenue Budgets in Accordance with the Council's Financial Strategy

Objectives

1. The Council is a complex organisation responsible for delivering a wide variety of services. It needs to plan effectively and to develop systems to enable scarce resources to be allocated in accordance with carefully weighed priorities. The budget is the financial expression of the Council's plans and policies.
2. The revenue budget must be constructed so as to ensure that resource allocation properly reflects the spending plans and priorities of the Council. Budgets (spending plans) are needed so that the Council can plan, authorise, monitor and control the way money is allocated and spent.
3. Medium term planning (or a 3-to-5-year planning system) involves a rolling planning cycle in which the Council develops its plans. As each year passes another future year will be added to the Five-Year Financial Plan. Medium term planning involves a minimum 5 year rolling planning cycle which ensures that the Council is always preparing for events in advance.

Key controls

4. The key controls for budget preparations are:
 - a) specific budget approval for all expenditure;
 - b) budget managers accept accountability within delegations set by the Cabinet for their budgets and the level of service to be delivered;
 - c) a monitoring process is in place to review regularly the effectiveness and operation of budget preparation and that any corrective action is taken.

Responsibilities of Chief Financial Officer

5. To prepare and submit reports on budget prospects for the Cabinet, including resource constraints set by the Government. Reports should take account of medium-term prospects, where appropriate.
6. To determine the detailed form of revenue estimates, consistent with the general directions of the Council, and after consultation with the Cabinet and Executive Directors.
7. To prepare and submit reports to the Cabinet on the aggregate spending plans of Departments and on the resources available to fund them; identifying, where appropriate, the implications for the level of Council Tax to be levied.
8. To advise on the medium-term implications of spending decisions.

3 Use of Reserves

Objectives

1. Reserves are maintained as a matter of prudence.

Key controls

2. To maintain reserves in accordance with the CIPFA Code of Practice on Local Authority Accounting in the UK, the Council's Reserve Policy and agreed accounting policies.

Responsibilities of Chief Financial Officer

3. To advise on prudent levels of reserves for the Council and to consider the advice of external audit in this matter.
4. To ensure that the nature and purpose of all reserves is clearly identified and that they conform to accepted accounting practice.
5. To approve all movements to and from reserves.
6. Where Cabinet/Cabinet Member has approved the budget for a scheme to spend resources in-year and there are commitments against the scheme at year-end, an earmarked reserve should be created for use by the Department in accordance with the Council's Reserves Policy.
7. Other reserves will be created by the Chief Financial Officer in line with accounting policies where necessary.
8. To ensure that the Council's Reserve Policy is reviewed on an annual basis.

Annex 3: Control of Resources including Employees

1. Internal controls
2. Audit requirements
 - a) internal audit
 - b) external audit
 - c) preventing financial irregularities
 - d) hospitality and gifts
3. Resources: Land, buildings, fixed plant and machinery
 - a) security
 - b) inventories
 - c) stocks and stores
 - d) intellectual property
 - e) private use of County Council facilities
 - f) asset disposal
4. Risk management and insurance
5. Treasury management
 - a) treasury management and banking
 - b) investments and borrowing
 - c) trust funds and funds held for third parties
 - d) imprest accounts
 - e) Money Laundering Regulations and Proceeds of Crime Act
6. Employees

1 Internal Controls

Objectives

1. The Council is complex and beyond the direct control of any one individual. It therefore requires internal controls to manage and monitor progress towards strategic objectives.
2. The Council has statutory obligations to meet and, therefore, requires internal controls to identify, meet and monitor compliance with these obligations.
3. The Council faces a wide range of financial, administrative and commercial risks, both from internal and external factors, which threaten the achievement of its objectives. Internal controls are necessary to identify, evaluate and control these risks.
4. The system of internal controls is established in order to provide measurable assurance of:
 - efficient and effective operations;
 - reliable financial information and reporting;
 - compliance with laws and regulations.

Key controls

Effective review on a regular basis.

5. Managerial control systems including defining policies, setting objectives and plans, monitoring financial and other performance and taking appropriate anticipatory and remedial action. The key objectives of these systems are to promote ownership of the control environment by defining roles and responsibilities.
6. Financial and operational control systems and procedures, which include physical safeguards for assets, segregation of duties, authorisation and approval procedures and information systems.
7. An effective internal audit function which operates in compliance with the principles embodied in the Accounts and Audit Regulations 2015 (Regulations 3 and 5), the Public Sector Internal Audit Standards and with any other statutory obligations, regulations and professional Best Practice.

Responsibilities of the Chief Financial Officer

9. To assist the Council to put in place an appropriate control environment and effective internal controls which provide reasonable assurance of effective and efficient operations, internal financial controls and compliance with laws and regulations.

2 Audit Requirements

2a Internal Audit

Objective

1. The Chief Financial Officer has a statutory responsibility for the overall financial administration of the Council's affairs. Under the requirements of the Accounts and Audit Regulations 2015 (Regulation 5) the Council is responsible for maintaining an adequate and effective internal audit.
2. Internal Audit is an independent, objective assurance and consulting activity established by the Council designed to add value and improve the Council's operations. It assists the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Key controls

3. The key controls for internal audit are:
 - i. that it remains independent in its planning and operation,
 - ii. the Assistant Director of Finance (Audit) has direct access to the Audit Committee, Cabinet, Council and Executive Directors.
 - iii. Internal Audit officers comply with the requirements of the Accounts and Audit Regulations 2015 (Regulations 3 and 5), the Public Sector Internal Audit Standards and professional Best Practice.

Responsibilities of Chief Financial Officer

4. In accordance with Regulation 5 of the Accounts and Audit Regulations 2015, the Council is required to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account Public Sector Internal Audit Standards or guidance.

Responsibilities of Assistant Director of Finance (Audit)

5. The Assistant Director of Finance (Audit) or their authorised representative, shall have a right of access at all times to such records and documents, including computer data, and premises (in accordance with the protocol approved by Cabinet) of the Council as appear to them to be necessary for the purposes of the audit and shall be entitled to require from any Officer or Member of the Council such information and explanation as he/she thinks necessary for that purpose. The Assistant Director of Finance (Audit) shall provide relevant reports and advice to the officers concerned.
6. The Assistant Director of Finance (Audit) is authorised to appraise the adequacy of procedures employed by Executive Directors to secure effectiveness, efficiency and economy in the use of resources.

2b External Audit

Objectives

1. The Council has opted to use Public Sector Audit Appointments as part of a national joint procurement exercise to determine the Council's external auditor over the medium term.
2. The Chief Financial Officer is responsible for working with the external auditor and for advising the Audit Committee, Cabinet, Council and Executive Directors on their responsibilities in relation to external audit. The external auditor has the same rights of access as the internal auditor to all documents that are necessary for audit purposes.
3. The Act requires the Comptroller and Auditor General (C&AG) to prepare one or more codes of audit practice prescribing the way local auditors are to carry out their functions. This responsibility is important both nationally and locally in supporting auditors and underpinning a consistent, high-quality approach to the audit of local public bodies. The C&AG has taken the opportunity to prepare a single code covering the audit of different types of local public body. This reflects the fact that the core statutory responsibilities placed on the auditors of the different types of local public body covered by the Code are essentially the same.
4. The basic duties of the external auditor are governed by Section 20 of the Act, under which auditors need to satisfy themselves that:
 - the accounts comply with the requirements of the enactments that apply to them;
 - proper practices have been observed in the preparation of the statement of accounts and that the statement presents a true and fair view;
 - the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.
5. The Council's accounts are scrutinised by external auditors who must be satisfied that the Statement of Accounts 'presents fairly' the financial position of the Council and its income and expenditure for the year in question and complies with the legal requirements.

Key controls

6. The C&AG provides a code of audit practice which prescribes how the external auditors carry out their functions.

Responsibilities of Chief Financial Officer

7. To draw up the timetable for final accounts purposes and to advise staff and external auditors accordingly.
8. To ensure that external auditors are given access to those premises, employees, documents and assets which the external auditors consider necessary for the purposes of their work.

Responsibilities of Executive Directors

2c Preventing Financial Irregularities

Objectives

1. The Council's Policy for the prevention of financial irregularities is set out in full in its Anti-Fraud and Anti-Corruption Strategy Policy and Fraud Response Plan - which are issued to all Members and Officers of the Council.
2. The Council will not tolerate fraud and corruption in the administration of its responsibilities whether from inside or outside the Council.
3. The Council's expectation of propriety and accountability is that Members and Officers at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.
4. The Council also expects that individuals and organisations (e.g., suppliers, contractors, partner bodies and service providers) that it comes into contact with, will act towards the Council with integrity and without thought or actions involving fraud and corruption.
5. The Audit Committee is charged with conducting an annual review and re-affirmation of the Council's Anti-Fraud and Anti-Corruption Strategy and the Fraud Response Plan. It will also review and approve the Council's strategy to ensure the adequate on-going training and awareness of all employees regarding anti-fraud and corruption measures.
6. The Council has in place an approved Whistleblowing The Confidential Reporting Code which applies to all employees, contractors working for the Council-on-Council premises, suppliers, those providing services to the Council in their own premises and members of the public. This Code provides a procedure for making confidential disclosures about suspected wrongdoing, irregularity or a failure of standards within the Council.
7. The Audit Committee is charged with providing an annual report to Cabinet and Council on the continued adequacy and effectiveness of the Whistleblowing The Confidential Reporting Code, its publication and the strategy to ensure that both Members and Officers remain aware of, and comply with, its requirements.

Key controls

8. The key controls regarding the prevention of financial irregularities are that:
 - a) the culture and tone of the Council is one of honesty and opposition to fraud and corruption;
 - b) all Members and Officers act with integrity and lead by example;
 - c) all individuals and organisations associated in any way with the Council will act with integrity;

2d Secondary Employment, Gifts and Hospitality

(See the requirements of the Council's Code of Conduct for Employees and Members)

Secondary Employment

1. The Council recognises that employees may undertake secondary employment (either within or outside of the council). A second job for the purpose of this advice is any job, paid or unpaid, with any employer and/or any type of self-employment. The carrying out of public duties does not count as a second job.
2. Any secondary employment you undertake must not, nor have the potential to:
 - Create a conflict of interest, for example, working for a company that either supplies or buys from the Council, or is in competition with the Council;
 - Overlap with official duties;
 - Make use of Council resources (including knowledge, property or equipment);
 - Weaken public confidence in the Council;
 - Bring the Council into disrepute, for example by undertaking an activity that could be deemed to be incompatible with your role;
 - Affect your performance or duties whilst at work.

Any secondary employment you undertake must:

- Be undertaken outside of your working hours with the Council;
 - Be undertaken away from your place of work.
3. If undertaking secondary employment outside the Council, you must complete a Declaration of Interest and submit it to your Director/Executive Director and agree that it be recorded on any register of secondary employment maintained by your Department.

You will be expected to inform your manager of:

- The name of your second employer;
 - The type of business in which the second employer is involved;
 - The type of work involved;
 - The proposed hours of work.
4. When considering accepting secondary employment, either within or external to the Council, you must consider the implications of the working time directive which stipulates the maximum hours you should work in a week and required rest breaks. In particular, if you will be working over 48 hours per week in your combined roles, you must inform your manager, as this is in contravention of the Working Time Regulations, and you may be required to sign an opt out agreement.

3 Resources: Land, Buildings, Fixed Plant and Machinery

3a Security

Objectives

1. The Council holds assets in the form of property, vehicles, equipment, furniture and other items worth many millions of pounds. It is important that assets should be safeguarded and used efficiently in the delivery of services, and that there should be arrangements for the security of both assets and service operations.

Key controls

2. The key controls for the security of resources such as land, buildings, fixed plant and machinery are:
 - a) resources are acquired using an approved authorisation process;
 - b) resources are used only for the purposes of the Council and properly accounted for;
 - c) resources are secured to be available for use when required;
 - d) resources no longer required are promptly disposed of in accordance with the law and the regulations of the Council so as to maximise benefits.

Responsibilities of Chief Financial Officer

3. To ensure that an asset register is maintained in accordance with good practice which records plant and machinery and all moveable assets of a material value currently owned, or used, by the Council.
4. To receive that information from each Executive Director required for accounting, costing and financial records.

Responsibilities of Director of Property

5. The Director of Property shall act in the capacity of corporate landlord for any property owned or leased by the Council.
6. The Director of Property shall maintain a property database, for all land and properties currently owned or used by the Council.
7. To ensure the ongoing provision of effective security arrangements for the Council's buildings and other assets.
8. To record all disposals of assets, which shall be in accordance with the Council's agreed procedure.

3c Stocks and Stores

Joint responsibilities of Executive Directors and Chief Financial Officer

1. To make arrangements for the care and custody of stocks and stores in the Department.
2. To ensure stocks are maintained at reasonable levels and subject to a regular independent physical check. All discrepancies should be recorded, investigated and pursued to a satisfactory conclusion.
3. To write-off discrepancies and obtain appropriate approval in accordance with the limits set out on the approved scheme of financial delegation
4. To authorise or write-off disposal of redundant stocks and equipment. Procedures for disposal of such stocks and equipment should be by competitive quotations or auction unless following consultation with the Chief Financial Officer, the Cabinet decides otherwise in a particular case.
5. To write-off redundant stocks and equipment and obtain appropriate approval in accordance with the approved scheme of financial delegation.
6. All discrepancies on stocks and stores should be taken seriously. Where there is any suspicion that the discrepancy is a result of theft or fraudulent activity, this must be reported to the Assistant Director of Finance (Audit) immediately.
7. Where concerns relate to the operation and management of the store, the discrepancy should be investigated by relevant Departmental staff. However, if concerns arise during this review that there may be potential dishonesty/fraudulent activity, the matter must be reported to the Assistant Director of Finance (Audit) immediately.
8. Any stocks and stores discrepancies may only be written-off after the discrepancy has been investigated.
9. Accounting policies require the Chief Financial Officer to reflect the true value of Stocks and Stores at the financial year end. This may require amounts to be written off before approval is obtained. When this occurs, retrospective approval should be sought.

3d Intellectual Property

(See the requirements of the Council's Code of Conduct for Employees)

Objectives

1. Intellectual property is a generic term that includes inventions, computer programs and writings. If the employee during the course of employment creates these, then as a general rule they belong to the employer, not the employee. Various Acts of Parliament cover different types of intellectual property.
2. Certain activities undertaken within the Council may give rise to items which may be patentable. These are collectively known as intellectual property.

Key Controls

3. In the event that the Council decides to become involved in the commercial exploitation of inventions, the matter should only proceed following consultations with, and taking advice from, the Director of Legal Services on a case-by-case basis.

Responsibilities of Executive Directors

4. To ensure that employees are aware that they should not make use of the County Council's intellectual property to conduct private work.

3e Private Use of the Councils Facilities

(See the requirements of the Council's Codes of Conduct for Employees and Members)

1. Employees are reminded that equipment or facilities of the Council may not be used for personal purposes. Where an explicit policy has been approved by Cabinet to provide for limited, personal use within a regulated framework, employees are reminded that the Council may legitimately monitor such private use to ensure compliance with that framework. Employees may not conduct outside work on the Council's premises or use its facilities or equipment for such purposes.
 - County Council facilities include, but are not limited to:
 - Property
 - Vehicles
 - Telecommunications equipment
 - Photocopiers/printers
 - Computer hardware
 - Software.

3f Asset Disposal

Objectives

1. It would be unsatisfactory and inefficient for the cost of assets to outweigh their benefits. Obsolete, non-repairable or unnecessary resources should be disposed of in accordance with the law and regulations of the Council.

Key Controls

2. Assets are disposed of at the most appropriate time and only when it is in the best interests of the Council and that the best price is obtained. For items of significant value, disposal should be by competitive tender or public auction. Waste electrical and electronic equipment should be disposed of in compliance with the Waste Electrical and Electronic Equipment Regulations 2006.

Responsibilities of Chief Financial Officer

3. To advise on best practice for disposal of assets.
4. To ensure appropriate accounting entries are made.

Responsibilities of Executive Directors

5. To seek advice from the Chief Financial Officer on the disposal of surplus or obsolete materials, stores or equipment.
6. To ensure that income received for disposal of an asset is properly banked and coded.

4 Risk Management and Insurance

Objectives

1. Consideration and management of risk is central to decisions about service development and in day-to-day operational activity. Risk is the element of uncertainty in any decision and activity which could affect the intended outcomes in a positive or negative way. Risk management is the planned and systematic approach to the identification, evaluation and control of risk to increase the likelihood of a successful outcome and to reduce the possibility of loss, damage or injury to the Council or third parties.
2. The Council faces many risks to the achievement of its objectives, people, property and continued operations. By reducing, or even preventing, risk the Council will improve service delivery and the effective use of resources, reduce potential stress for service users and employees, and benefit from reduced costs of providing insurance cover, losses and in handling insurance claims.

Key Controls

3. The key controls for risk management and insurance are:
 - a corporate risk management policy agreed by Cabinet.
 - a corporate risk appetite statement, agreed by Cabinet, to guide officers in making decisions about acceptable levels of risk in each service area.
 - a corporate risk management strategy, agreed by the corporate management team, to implement the council's risk management policy and guidance on risk appetite.
 - the promotion and education about effective risk management throughout the council to embed this in the culture, policy and practice of the authority.
 - the inclusion of an assessment of all key risks in Cabinet reports submitted for decision to inform sound decision-making.
 - procedures in place in each department to continuously and systematically identify, assess, accept, reject or control and review material risks, and to regularly monitor the effectiveness of risk controls.
 - managers are made aware of the risks for which they are responsible and provided with relevant information on risk management.
 - internal and external insurance provision is provided as appropriate for insurable risks and potential claims against the council, with procedures in place to handle claims within required timescales.
 - financial provision for uninsured losses is made in corporate reserves and departmental budgets.
 - a review of the council's Corporate Risk Register is made by the corporate management team, Cabinet and Audit Committee, every six months,
 - regular consideration of the effectiveness of the Council's risk management policy, corporate risk management strategy and implementation of risk management and insurance arrangements by the corporate management team and Audit Committee.
 - corporate support, challenge and assurance of risk management arrangements by the Chief Financial Officer and audit, risk & insurance team.

5 Treasury Management

Objectives

1. The County Council is responsible for the in-house management and investment of many hundreds of millions of pounds in respect of both itself and the Derbyshire Pension Fund. Codes of Practice aim to provide assurances that the Council's money is properly managed in a way which balances risk with return.

5a Treasury Management and Banking

Responsibilities of Chief Financial Officer

1. To arrange the borrowing and investments of the Council in such a manner as to comply with the CIPFA Code of Practice on Treasury Management and the Council's Treasury Management Policy Statement.
2. To report at least twice a year to the Audit Committee/Cabinet on treasury management activities.
3. To operate bank accounts as are considered necessary within the terms of the banking arrangement. Opening or closing any bank account shall require the prior approval of the Chief Financial Officer.

Responsibilities of Executive Directors

4. To ensure that the Council's Treasury Management Practices as set out in the Treasury Management Manual are followed and regularly reviewed.

5b Investments and Borrowing

Responsibilities of Chief Financial Officer

1. To ensure that all investments of money are made in the name of the Council, or school in the case of a school operating an approved bank account, or in the name of nominees approved by the Council.
2. To ensure that:
 - all negotiable instruments which are the property of the Council, or its nominees are securely held by the Council's External Custodian;
 - the title deeds of all property and land in the Council's ownership are passed to the Director of Legal Services who will maintain their safe custody;
 - other share certificates relating to investments in Unquoted Companies, which are the property of the Council or its nominees, are securely held by the Chief Financial Officer; and
 - all investments on behalf of the Council in Strategic Pooled Funds are independently validated by the Council's appointed external audit provider.
3. To effect all borrowings in the name of the Council.
4. To act as the Council's registrar of stocks, bonds, and mortgages, and to maintain records of all borrowing of money by the Council.

Responsibilities of Executive Directors

5. To ensure that no loans are made to third parties and no interests are acquired in companies, joint ventures, or other enterprises without the approval of the Council, following consultation with the Chief Financial Officer.

5c Trust Funds and Funds held for Third Parties

Responsibilities of Executive Directors

1. To arrange that all trust funds are in the name of the Council. Trust funds should not be held in the name of individual officers. All officers acting as trustees by virtue of their official position shall deposit securities etc. relating to the trust with the Chief Financial Officer/Director of Legal Services unless the deed otherwise provides.
2. To arrange, where funds are held on behalf of third parties, for their secure administration, approved by the Chief Financial Officer and maintain written records of all transactions.
3. To ensure that trust funds are operated within any relevant legislation and the specific requirements for each trust, and to contact the Director of Legal Services as appropriate.

5d Imprest Accounts

Responsibilities of Chief Financial Officer

1. To provide employees of the Council with cash or bank imprest accounts to meet minor expenditure and low value purchasing on behalf of the Council and to prescribe rules for operating these accounts.
2. To maintain a record of all petty cash advances made and periodically review the arrangements for the safe custody and control of these advances.
3. To record and maintain the issue of debit cards held against imprest accounts, and in conjunction with Executive Directors ensure the debt and charge cards are used in accordance with the Corporate Debit/Charge Card Policy
4. To reimburse imprest holders as often as necessary to restore the imprest balance in accordance with the Imprest Management Programme guidance.

Responsibilities of Executive Directors

5. To ensure that employees operating an imprest account:
 - a) Operate the account in accordance with the Imprest Management Program Guidance and comply with the Corporate Debit/Charge Card Policy ensuring that the Chief Financial Officer is informed of any card holders no longer authorised to hold cards and that they have been securely destroyed.
 - b) obtain and retain vouchers and receipts to support each payment from the imprest account. Where appropriate an official receipted VAT invoice must be obtained;
 - c) make adequate arrangements in their office for the safe custody of the account;
 - d) produce upon demand by the Chief Financial Officer, cash and all vouchers to the total value of the imprest amount;
 - e) record transactions promptly;
 - f) reconcile and balance the account at least monthly; reconciliation to be recorded within the Council's Imprest Management Programme;
 - g) do not overdraw the imprest bank account,
 - h) ensure that the imprest is never used to cash personal cheques or to make personal loans and that the only payments into the account are the reimbursement of any surplus monies remaining from purchases which have been funded by an advance;

5e Money Laundering Regulations and Proceeds of Crime Act

1. Money laundering is a term used for a number of offences involving the proceeds of crime or terrorist funds. It also includes the processing, or in any way dealing with, or concealing, the proceeds of crime.
2. The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 place specific obligations on employees responsible for handling and processing cash transactions.

Key controls

3. It is Council policy not to accept individual cash payments of more than £2,500.
4. Where the transaction is under £2,500 and there are reasonable grounds to suspect money laundering activities, proceeds of crime or it is suspicious, the matter must be reported to the Council's nominated anti-money laundering officer.

Responsibilities of Chief Financial Officer

5. The Chief Financial Officer should ensure that appropriate arrangements are in place to inform and provide training to all relevant Officers in respect of the requirements placed upon them by this legislation. They will also determine and maintain appropriate internal reporting procedures including the nomination of an Officer whose job is to receive disclosures from anyone in the organisation who is suspicious of money laundering and report this to the National Crime Agency.

Responsibilities of Executive Directors

6. Executive Directors should ensure that all employees are made aware of the Anti-Money Laundering Policy and receive appropriate training on their obligations under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 and the duty to notify the Chief Financial Officer of any known or suspected money laundering activities.

6 Employees

Objectives

1. In order to provide the highest level of service, it is essential that the Council recruits and retains high calibre, knowledgeable employees, qualified to an appropriate level. An appropriate Human Resources Strategy and policies should exist, in which HR requirements and budget allocation are aligned.

Key controls

2. The key controls for human resources are:
 - a) that workforce planning is in place for forecasting HR requirements and cost;
 - b) that procedures are in place for monitoring employee expenditure against budget;
 - c) that controls are implemented which ensure that employee time is used efficiently and benefits the Council.

Responsibilities of the Director of People & Organisational Change

3. To act as an advisor to Executive Directors on areas such as PAYE, National Insurance and pension contributions as appropriate.

Responsibilities of Executive Directors

4. To monitor employee activity to ensure the maintenance of adequate control over such costs as sickness, overtime, training and temporary employment costs.
5. To ensure that effective management and supervision protocols exist to validate the accuracy and integrity of working times recorded and expenses claimed.
6. To ensure that the requirements of the Recruitment and Selection Policy in respect of the validation of qualifications claimed and references regarding previous employment are followed. Similarly, that for all posts requiring Disclosure and Barring Service checks, these checks are completed prior to the employee taking up appointment and appropriate evidence retained.

Annex 4: Systems and Procedures

1. General
2. Income
3. Payments to Members and employees
4. Ordering and paying for work, goods and services
5. Taxation

1 General

Objectives

1. Executive Directors operate many systems and procedures relating to the control of the Council's assets, including purchasing, costing and management systems. Departments are reliant on IT for their financial management information. The information must therefore be accurate and the systems and procedures sound and well administered. They should contain controls to ensure that transactions are properly processed, and errors detected promptly.
2. The Chief Financial Officer has a professional responsibility to ensure any proposed changes by Executive Directors to existing financial and/or control systems or the establishment of new systems must consider the potential impact on the Internal Control framework. The Chief Financial Officer will then formally consider the proposed changes. No changes may be actioned without the formal approval of the Chief Financial Officer.

Key Controls

- a) Basic data exists to enable the Council's objectives, targets, budgets and plans to be formulated;
- b) performance is communicated to the appropriate managers on an accurate, complete and timely basis;
- c) early warning is provided of deviations from target, plans and budgets that require management attention;
- d) operating systems and procedures are secure;
- e) an ongoing audit of the Council's activities and control systems both financial and operational is maintained.

Responsibilities of Chief Financial Officer

1. To make arrangements for the proper administration of the Council's financial affairs, including to:
 - a) issue advice, guidance and procedures for the Council's Members, Officers and others acting on its behalf (Chief Financial Officer);
 - b) determine the accounting systems, form of accounts and supporting financial records (Chief Financial Officer);
 - c) review any proposed changes to existing financial and/or control systems or the establishment of new systems and consider the potential impact on the Internal Control Framework raising any concerns with the Assistant Director of Finance (Audit). The Chief Financial Officer will then formally consider the proposed changes. No changes may be actioned without the formal approval of the Chief Financial Officer;
 - d) agree the Departmental Scheme of Financial Delegation proposed by Executive Directors annually (Chief Financial Officer) in respect of departmental specific elements ensuring the integrity is maintained within the overall standardised Scheme of Financial Delegation.

2 Income

Objectives

1. Income can be a vulnerable asset and effective income collection systems are necessary to ensure that all of the income due is identified, collected, receipted and banked promptly and properly.

Key Controls

2. The key controls for income are:
 - a) all income due to the Council is identified and charged correctly;
 - b) all income is collected from the correct person, at the right time using the correct procedures and the approved recording systems;
 - c) all money received by an employee on behalf of the Council is paid intact and without delay to the Chief Financial Officer or as he/she directs, to the Council's bank, and properly recorded;
 - d) effective action is taken to pursue non-payment within defined timescales;
 - e) the County Council does not accept individual cash payments with a value in excess of £2,500; unless potential safeguarding and security issues have been identified in which case monies will be reconciled and stored securely until banked or future arrangements such as deputyship are in place.
 - f) The Chief Financial Officer or his delegated officer as prescribed in the scheme of delegation, will have the authority to write off any debt where all reasonable measures have been taken to recover the debt or it is uneconomical to pursue or may cause reputational damage to the Council. Budget Monitoring reports to both management and Members will include an analysis of the latest departmental debt recovery positions.
 - g) appropriate write off action is taken within defined timescales;
 - h) appropriate financial provisions are made for bad or doubtful debts;
 - i) appropriate accounting adjustments are made following write off;
 - j) all appropriate income documents are retained and stored for the defined period in accordance with the "Guidelines on the Retention of Financial Records".

Responsibilities of Chief Financial Officer

3. To agree arrangements for the collection of all income due to the Council and approve the procedures, systems and documentation for its collection.
4. To approve all receipt forms, books or tickets and similar items and satisfy him/herself regarding the adequacy of the arrangements for their control and safe storage, including electronic storage media.
5. To regularly review debt and establish if it is efficient and economical to pursue. Exchequer

3 Payments to Members and Employees

Objectives

1. Employee costs are the largest item of expenditure for most Council services. It is, therefore, important that there are effective controls in place to ensure that payments are made only where they are due for services to the Council and that payments accord with individual's conditions of employment.

Key Controls

2. The key controls for payments to Members and employees are:
 - a) proper authorisation procedures and adherence to corporate timetables for:
 - Starters,
 - Leavers,
 - Variations,
 - Enhancements;
 - b) frequent reconciliation of payroll expenditure against approved budget;
 - c) all appropriate payroll documents are retained and stored for the defined period in accordance with the "Guidelines on the Retention of Financial Records".

Responsibilities of the Director of People & Organisational Change

3. To arrange and control secure and reliable payment of salaries, wages, compensation or other emoluments to existing and former employees in accordance with procedures prescribed by him/her, on the due date.
4. To ensure these entries are entered into the accounting systems in a form prescribed by the Chief Financial Officer.
5. To record and monitor tax, pension and other deductions.
6. To make arrangements for payment of all travel and subsistence claims to Officers.
7. To make arrangements for payment of all travel and subsistence claims to Members after receipt of the duly authorised form from the Chief Financial Officer.
8. To provide advice and encouragement to secure payment of salaries and wages by most economical means.
9. To aid the recovery of overpayments of salary for current employees and pensioners.

Responsibilities of Chief Financial Officer

10. To make arrangements for paying Members travel or other allowances upon receiving the prescribed form duly completed and authorised.
11. To reconcile all payroll entries into the accounting system on a monthly basis.

4 Ordering and Paying for Work, Goods and Services

Objectives

1. Public money should be spent with demonstrable probity and in accordance with the Council's policies. The Council's procedures should help to ensure that services receive VfM in their purchasing arrangements. These procedures should be read in conjunction with the Council's Standing Orders Relating to Contracts and the Derbyshire Codes of Conduct.

General

2. Every Member and officer of the Council has a responsibility to declare, by completing the Council's Declaration of Interest form, any links or personal interests which they may have with purchasers or suppliers and/or contractors if they are engaged in contractual or purchasing decisions on behalf of the Council.
3. Official orders, whether electronic or paper based, must be in a form approved by the Chief Financial Officer. Official orders must be issued for all work, goods or services to be supplied to the Council except for supplies of utilities, debit/charge card transactions, periodic payments such as rent or rates, petty cash purchases or other exceptions specified by the Chief Financial Officer in accordance with the No PO No Pay policy.
4. Each order must conform to the directions of the Council on procurement and the standardisation of supplies and materials. Standard terms and conditions must not be varied without the prior approval of the Chief Financial Officer. Order approval must comply with prescribed system and process limits and the necessary budget authorisations.
5. Apart from petty cash and schools' own bank accounts the normal method of payment of money due from the Council shall be by BACS transfer. Payments can be made by cheque or other instrument, but this will be a small proportion of total payments. The use of direct debit and other forms of payment methods shall require the individual, prior agreement of the Chief Financial Officer or his delegated officer.
6. Official orders must not be raised for any personal or private purchases, nor should personal or private use be made of Council contracts.

Key controls

7. The key controls for ordering and paying for work, goods and services are:
 - a) all goods and services are ordered only by appropriate persons using approved electronic ordering systems. In emergencies, manual orders can be used;
 - b) all goods and services shall be ordered in accordance with the Council's Standing Orders relating to Contracts/Procurement Strategy;

5 Taxation

Objectives

1. Like all organisations, the Council is responsible for ensuring its tax affairs are in order. Tax issues are often very complex and the penalties for incorrectly accounting for tax are severe. It is therefore very important for all officers to be aware of their role.

Key controls

2. The key controls on taxation are:
 - a) budget managers are provided with relevant information and kept up to date on tax issues;
 - b) budget managers are instructed on required record keeping;
 - c) all taxable transactions are identified, properly carried out and accounted for within stipulated timescales;
 - d) records are maintained in accordance with instructions;
 - e) returns are made to the appropriate authorities within the stipulated time scale.

Responsibilities of Chief Financial Officer

3. To complete a monthly return of VAT input and outputs to HM Revenue & Customs.
4. To provide monthly and annual returns to HM Revenue & Customs regarding the Construction Industry Tax Deduction Scheme:
5. To maintain up to date guidance for Council employees on taxation issues in the VAT Manual.
6. To ensure the Council's Tax Strategy is reviewed at least annually.
7. To account for tax in connection with pension fund investments, including overseas tax.

Responsibilities of Director of People & Organisational Change

8. To complete all HM Revenue & Customs returns regarding PAYE.

Responsibilities of Executive Directors

9. To ensure that the correct VAT liability is attached to all income and that all VAT recoverable on purchases complies with HM Revenue & Customs Regulations.
10. All new proposals to generate income must be notified to the Financial Strategy Finance team to ensure that the VAT implications are evaluated and addressed.
11. All coding and approving in relation to creditor invoices, bank paying in slips and debtor accounts must be completed in accordance with instructions.

Annex 5: External Arrangements

1. Partnerships
2. External funding
3. Work for third parties
4. Grants to external organisations

1 Partnerships

Objectives

1. Local Authorities work in partnership with the wider public and voluntary sectors and private providers.

Partnerships General

2. A partnership is “an agreement between two or more independent bodies working collectively to achieve an objective”, as a joint arrangement not as a single entity.
3. The main reasons for entering into a partnership are to achieve the aims and objectives of the Council by the most effective means. This will include:
 - a) improving service delivery by maximising and sharing the use of resources;
 - b) fulfil the Council’s role as a community lead;
 - c) meet the Council’s statutory requirements;
 - d) the desire to find new ways to share risk;
 - e) the ability to access new resources;
 - f) to forge new relationships.
4. A partner is defined as either:
 - a) an organisation (private, voluntary or public) undertaking, part funding or participating as a beneficiary in a project, or
 - b) a body whose nature or status give it a right or obligation to support the project.
5. Partners participate in projects by:
 - a) acting as a project deliverer or sponsor, solely or in concert with others;
 - b) acting as a project funder or part funder in the provision of financial or other resources;
 - c) being the beneficiary group of the activity undertaken in a project.
6. Partners have common responsibilities:
 - a) to be willing to take on a role in the broader programme appropriate to the skills and resources of the partner organisation;

2 External Funding

Objectives

1. As local authorities are encouraged to provide ‘seamless’ service delivery through working closely with other agencies, voluntary organisations and private sector providers, the scope for external funding has increased. However, such funding is often linked to specific objectives which may not be sufficiently flexible to link with the Council’s overall plan. Therefore, funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the Council.

Key controls

2. The key controls for external funding are:
 - a) To ensure that key conditions of funding and any statutory requirements are complied with and that the responsibilities of the accountable body are clearly understood;
 - b) To ensure that funds are acquired only to meet priorities in the policy framework approved by the Council;
 - c) To ensure that any matched funding requirements are given due consideration and approval prior to entering into long-term agreements and that future revenue budgets reflect these requirements.

Responsibilities of Director of Legal and Democratic Services

3. To provide guidance on potential grant funded activities, ensure that they support priorities identified by Council and are within the legal powers of the Council.

Responsibilities of Chief Financial Officer

4.
 - a) To maintain a record of expected grants to be received showing the amount of grant, receipt date(s) and designated responsible officer in consultation with Executive Directors;
 - b) To ensure that all funding notified by external bodies is received and
 - c) properly recorded in the Council’s accounts;
 - d) To ensure that Executive Directors make grant claims by the due date;
 - e) To identify the long-term implications of funding arrangements and ensure that these are considered prior to entering into any agreements;
 - f) To investigate ways of maximising grant income;
 - g) To ensure that the requirements of these Regulations including audit arrangements are met.

3 Work for Third Parties

Objectives

1. Current legislation enables the Council to provide a range of services to certain other bodies. Such work may enable the Council to maintain economies of scale and retain existing expertise. Arrangements should be in place to ensure that any risks associated with this work are minimised.

Key controls

2. To ensure that proposals are properly costed, self-financing and are not at variance with the Council's Plans or Policies. The service receiving income from third parties must reimburse all costs including development costs incurred by other council services in respect of traded income.
3. To ensure that contracts are drawn up using guidance provided by the Director of Legal and Democratic Services and that the formal approvals process set out in paragraph 5 below is adhered to. Where appropriate the Council should be protected against potential losses/claims by an appropriate level of professional indemnity insurance in line with the service to be provided.

Responsibilities of Chief Financial Officer

4.
 - a) To maintain a record of expected income to be received from third parties including the amount of income against associated expenditure, receipt date(s) and designated responsible officer in consultation with Executive Directors;
 - b) To ensure that all income generated from work for third parties is received and
 - c) properly recorded in the Council's accounts;
 - d) To ensure that Executive Directors are able to demonstrate effective contract performance;
 - e) To identify the long-term implications of income arrangements and ensure that these are considered prior to entering into any agreements;
 - f) To investigate ways of maximising income from working for third parties;
 - g) To ensure that the requirements of these Regulations including audit arrangements are met.

Responsibilities of Executive Directors

5. Executive Directors may undertake work for third parties including traded activity as prescribed in the scheme of delegation any sum over £500,000 per annum will also require the approval of Cabinet.
6. For contracts (including traded activity) over £50,000 per annum a business case must be provided to the Chief Financial Officer setting out how the contract or traded arrangement will recover costs which adheres to the rules set out by the Chief Financial Officer.
7. To ensure that the Department has all necessary skills and expertise to discharge the requirements placed upon it by the contract or traded arrangement.
8. To ensure that all contracts or traded arrangements are properly executed and that all appropriate

4 Grants to External Organisations

Objectives

1. The Council provides grants to external organisations in accordance with its Grant Funding Framework.

Key controls

2. Cabinet Members will approve grants to external organisations up to £100,000. Any grants over £100,000 require Cabinet authorisation.

Responsibilities of Executive Directors

3. To ensure that Officers have satisfied themselves that organisations to be grant-aided are financially viable for the duration of the appropriate project or activity. They must also provide adequate notice of any grant they propose to make or withdraw.
4. To ensure that the purpose of the grant is communicated to the external organisation.
5. To maintain a register of all grants provided to external organisations in line with the Transparency Code to demonstrate political transparency and that there is no favouritism. The register should record the details of the grant including, date, amount, payee and objectives/purpose of the grant.