

SECTION I – FINANCIAL REGULATIONS

INTRODUCTION

- 1.1 These Financial Regulations, together with the related Financial Procedures, set out the key controls and responsibilities with regard to the financial management of the Council. They are key in supporting the S151 Officer in the discharge of their statutory responsibilities, and in setting out to Members and Officers of the Council their relevant responsibilities. They also set out key controls in respect of decision making.
- 1.2 Scarborough Borough Council's Strategic Director of Corporate Services has been appointed the Council's Section 151 (S151) Officer pursuant to the Local Government Act 1972.
- 1.3 The S151 Officer undertakes to discharge these statutory responsibilities in a positive way and in a manner that enhances the overall reputation of the Council. In doing so, the S151 Officer will also safeguard, so far as possible, Members and Officers, whilst acting in their official capacities, from financial difficulties.
- 1.4 A summary list of the statutory responsibilities appear in Article 12.04 to the Council's Constitution. In general terms the S151 Officer's ability to discharge these duties and responsibilities will depend, to a large extent, on the support and co-operation of Members and Officers in:
 - a) complying with the Council's financial regulations and procedures
 - b) making lawful payments
 - c) not taking action that would result in unlawful payments or unlawful action
- 1.5 The S151 Officer has the right to attend any meeting of the Council, and has the right to be heard and report to the meeting. The S151 Officer is available for all Members and Officers to consult on any issues of the Council's financial powers, possible unlawful payments, or general advice on the financial arrangements.
- 1.6 Inevitably the Financial Regulations and Financial Procedures are lengthy documents. It is therefore recognised that they need to be supported by an ongoing training programme and a summary guide.

2 Status of Financial Regulations

- 2.1 Financial Regulations provide the framework for managing the Authority's financial affairs. They apply to every Member and Officer of the Authority and anyone acting on its behalf. The regulations support the discharge of the Chief Financial Officer (S151) statutory responsibilities. As such the S151 officer decision is final in any matter regarding the interpretation and application of these Financial Regulations.

- 2.2 The Regulations identify the financial responsibilities of the Full Council, Cabinet and Overview and Scrutiny Members, the Head of Paid Service [Chief Executive], the Monitoring Officer [Head of Legal and Support Services], the S151 Officer [Strategic Director of Corporate Services] and other Chief Officers (Strategic Directors and Heads of Service). Chief Officers should maintain a written record where decision making has been delegated to members of their staff, including seconded staff. Where decisions have been delegated or devolved to other responsible officers references to the Chief Officer in the Regulations should be read as referring to them. In many cases the S151 Officer responsibility referred to in these regulations is delegated to other officers (e.g. Head of Financial Services, Chief Accountant), however the overriding statutory responsibility cannot be delegated.
- 2.3 All Members and Officers have a general responsibility for taking reasonable action to provide for the security of the assets under their control, and for ensuring that the use of these resources is legal, is properly authorised, provides value for money and achieves best value.
- 2.4 The S151 Officer is responsible for maintaining a continuous review of the Financial Regulations and submitting any additions or changes necessary to the Full Council for approval. The S151 Officer is also responsible for reporting, where appropriate, breaches of the Financial Regulations to the Chief Executive and/or to the Cabinet Members.
- 2.5 The Authority's detailed financial procedures, setting out how the Regulations will be implemented, are contained in the appendices to the Financial Regulations.
- 2.6 Chief Officers are responsible for ensuring that all staff in their service areas are aware of the existence and content of the Authority's Financial Regulations and other internal regulatory documents and that they comply with them. They must ensure that all relevant staff attend the training sessions provided in relation to financial regulations. They must also ensure that an adequate number of copies are available for reference within their service areas.
- 2.7 The S151 Officer is responsible for issuing advice and guidance to underpin the Financial Regulations that Members, Officers and others acting on behalf of the Authority are required to follow. This will include an ongoing training programme in relation to these Financial Regulations/Procedures.
- 2.8 These Financial Regulations have been drawn up to ensure that the Council meets the requirements of the Law and also Good Practice Guidelines with regard to its contractual arrangements. Financial Regulations must be complied with by the Council's Members and Officers at all times unless specific approval for the departure has been obtained from the S151 Officer in advance.
- 2.9 Any doubts as to the interpretation of the Financial Regulations should be referred to your line manager in the first instance and then if necessary to the S151 Officer or the Audit Manager.
- 2.10 Failure to comply with these Financial Regulations may leave the Council, or individual Officers or Members, open to risk of legal challenge.

2.11 Breaches of Financial Regulations and/or of Financial Procedures will be regarded as a disciplinary matter. An Officer or Member, who becomes aware of, or believes that there is a compliance failure, should report the fact to the Chief Executive, the S151 Officer, or the Audit Manager who will investigate.

2.12 Where a breach of Financial Regulations is considered to have taken place, the following actions will result:-

- The S151 Officer, or his nominee, will inform the Manager and relevant Head of Service that a breach has taken place.
- Where the breach **is not** considered serious by the S151 Officer, the Manager and relevant Head of Service will be given guidance by the S151 officer in terms of how to ensure further incidents do not occur.
- Where the breach **is** considered serious, by the S151 Officer, the following will occur:
 - The breach will be reported to the Chief Executive and the Head of Human Resources, who in consultation with the S151 Officer, will consider appropriate action. The Officer may be called to attend a meeting to discuss the incident. If in the view of the Chief Executive the breach is still considered to be of a serious nature, disciplinary procedures would follow.
 - The Leader of the Council and the Monitoring Officer will be informed of the issue and asked for any views they may have.

2.13 These Financial Regulations cover:-

- A Financial Management
- B Financial Planning (Budgetary Framework)
- C Risk Management and Control of Resources
- D Systems and Procedures
- E External Arrangements

FINANCIAL REGULATION A: FINANCIAL MANAGEMENT

INTRODUCTION

- A.1 Financial management covers all financial accountabilities in relation to the running of the Authority, including the policy framework and budget.

THE FULL COUNCIL

- A.2 The Full Council is responsible for adopting the Authority's constitution and Members' code of conduct and for approving the policy framework and budget within which the Cabinet operates. It is also responsible for approving and monitoring compliance with the Authority's overall framework of accountability and control. The framework is set out in its constitution. The Full Council is also responsible for monitoring compliance with the agreed policy and related Cabinet decisions.
- A.3 The Full Council is responsible for approving procedures for recording and reporting decisions taken. This includes those key decisions delegated and taken by the Cabinet and its Committees. These delegations and details of who has responsibility for which decisions are set out in the constitution.

THE CABINET

- A.4 The Cabinet is responsible for proposing the policy framework and budget to the Full Council, and for discharging Cabinet functions in accordance with the policy framework and budget.
- A.5 Cabinet decisions can be delegated to a Committee of the Cabinet, an individual Cabinet Member, an Officer or a Joint Committee.
- A.6 The Cabinet is responsible for establishing protocols to ensure that individual Cabinet Members consult with relevant Officers before taking a decision within his or her delegated authority. In doing so, the individual Member must take account of legal and financial liabilities and risk management issues that may arise from the decision.

COMMITTEES OF THE CABINET

Overview and Scrutiny Committees

- A.7 The Overview and Scrutiny Committees are responsible for scrutinising Cabinet decisions before or after they have been implemented and for holding the Cabinet to account. The Overview and Scrutiny Committees are also responsible for making recommendations on future policy options and for reviewing the general policy and service delivery of the Authority.

Standards Committee and “Audit” Committee

A.8 The Standards Committee is established by the Full Council and is responsible for promoting and maintaining high standards of conduct amongst Councillors. In particular, it is responsible for advising the Council on the adoption and revision of the Members’ code of conduct and for monitoring the operation of the code. The Finance, Legal and ICT Overview and Scrutiny Committee (FLICT) is designated as performing the role of the “Audit Committee”, responsible for the Internal Audit function. It has right of access to all the information it considers necessary and can consult directly with Internal and External Auditors. The Committee is responsible for reviewing the External Auditor’s reports and the annual audit letter.

Other Regulatory Committees

A.9 Planning, conservation and licensing are not Cabinet functions but are exercised through the Planning, Regulatory and Licensing Committees under powers delegated by the Full Council. The Planning, Regulatory and Licensing Committees report to the Full Council.

THE STATUTORY OFFICERS

Head of Paid Service [Chief Executive]

A.10 The Head of Paid Service is responsible for the corporate and overall strategic management of the Authority. He or she must report to and provide information for the Cabinet, the Full Council, the Overview and Scrutiny Committees and other Committees. He or she is responsible for establishing a framework for management direction, style and standards and for monitoring the performance of the organisation. The Head of Paid Service is also responsible, together with the Monitoring Officer, for the system of record keeping in relation to all the Full Council’s decisions (see below). The Head of Paid Service or the Head of Legal and Support Services is also responsible for signing contracts on behalf of the Authority.

The S151 Officer (Strategic Director of Corporate Services)

A.11 The S151 Officer has statutory duties in relation to the financial administration and stewardship of the Authority. This statutory responsibility cannot be overridden. The statutory duties arise from:

- Section 151 of the Local Government Act 1972
- The Local Government Finance Act 1988
- The Local Government and Housing Act 1989
- The Accounts and Audit Regulations 2003

A.12 The S151 Officer is responsible for:

- the proper administration of the authority’s financial affairs
- setting and monitoring compliance with financial management standards
- advising on the corporate financial position and on the key financial controls necessary to secure sound financial management
- providing financial information
- preparing the revenue budget and capital programme
- treasury management

A.13 Section 114 of the Local Government Finance Act 1988 requires the S151 Officer to report to the Full Council, Cabinet and External Auditor if the Authority or one of its Officers:

- has made, or is about to make, a decision which involves incurring unlawful expenditure
- has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the Authority
- is about to make an unlawful entry in the Authority's accounts.

Section 114 of the 1988 Act also requires:

- the S151 Officer to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under section 114 personally (the Head of Financial Services is nominated to perform this duty)
- the authority to provide the S151 Officer with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under section 114.

A.14 The S151 Officer, together with the Monitoring Officer, is responsible for advising the Cabinet or Full Council about whether a decision is likely to be considered contrary or not wholly in accordance with the budget. Decisions that may be 'contrary to the budget framework' include:

- causing the total expenditure financed from general reserves or general borrowing to increase above the Council approved budgetary limit (this refers to a specific/planned action, as opposed to an in year budgetary issue)
- making a commitment that results in expenditure in future years without adequate budgetary provision
- initiating a new policy without making a proper assessment of the financial/legal issues.

Monitoring Officer [Head of Legal and Support Services]

A.15 The Monitoring Officer is responsible for promoting and maintaining high standards of conduct and therefore provides support to the Standards Committee. The Monitoring Officer is also responsible for reporting any actual or potential breaches of the law or maladministration to the Full Council and the Standards Committee, and for ensuring that procedures for recording and reporting key decisions are operating effectively.

A.16 The Monitoring Officer must ensure that Cabinet decisions and the reasons for them are made public. He or she must also ensure that Council Members are aware of decisions made by the Cabinet and of those made by Officers who have delegated Cabinet responsibility.

A.17 The Monitoring Officer is responsible for advising all Councillors and Officers about who has authority to take a particular decision.

A.18 The Monitoring Officer is responsible for advising the Cabinet or Full Council about whether a decision is likely to be considered contrary or not wholly in accordance with the policy framework.

A.19 The Monitoring Officer is responsible for maintaining an up-to-date constitution.

CHIEF OFFICERS

A.20 Chief Officers (Chief Executive, Strategic Directors and Heads of Service) are responsible for ensuring that Members are advised of the financial implications of all proposals and that the financial implications have been agreed by the S151 Officer. All reports that contain significant financial implications should be joint with the S151 Officer.

A.21 It is the responsibility of Chief Officers to consult with the S151 Officer and seek approval on any matter liable to affect the Authority's finances materially, **before** any commitments are incurred.

OTHER FINANCIAL ACCOUNTABILITIES

Virement

A.22 The Full Council is responsible for agreeing the framework for virement of expenditure between budget headings.

A.23 Chief Officers are responsible for agreeing in-year virements within delegated limits, in consultation with the S151 Officer. They must obtain the approval of the S151 Officer for all virements. They must comply with the relevant financial procedures, as set out in Financial Procedures: Financial Management.

Treatment of Year-End Balances

A.24 The Full Council is responsible for agreeing procedures for carrying forward underspendings on budget headings as set out within financial procedures.

Accounting Policies

A.25 The S151 Officer is responsible for selecting accounting policies and ensuring that they are applied consistently.

Accounting Records and Returns

A.26 The S151 Officer is responsible for determining the accounting procedures and records for the Authority.

The Annual Statement of Accounts

A.27 The S151 Officer is responsible for ensuring that the annual statement of accounts is prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice* (CIPFA/LASAAC).

FINANCIAL REGULATION B: FINANCIAL PLANNING (BUDGETARY FRAMEWORK)

INTRODUCTION

- B.1 The Full Council is responsible for agreeing the Authority's budgetary and policy framework, which will be proposed by the Cabinet.

POLICY FRAMEWORK

- B.2 The budgetary and policy framework comprises the statutory plans and strategies set out in Article 4 of the Constitution.
- B.3 The Full Council is also responsible for approving procedures for agreeing variations to approved budgets, plans and strategies forming the policy framework and for determining the circumstances in which a decision will be deemed to be contrary to the budget or policy framework. Decisions should be referred to the Full Council by the S151 Officer/Monitoring Officer.
- B.4 The Cabinet is responsible for taking in-year decisions on resources and priorities in order to deliver the budget policy framework within the financial limits set by the Council. Any variation to the original financial limits (e.g. Budget Requirement, Capital spending financed from borrowing) set by the Council as part of the budget setting process requires the further approval of the Council. New schemes that can be accommodated from within the overall limits (e.g. 100% grant funded) only require approval of Cabinet.

Preparation of the Corporate Plan

- B.5 The Head of Paid Service is responsible for proposing the Corporate Plan to the Cabinet for consideration before its submission to the Full Council for approval.

Preparation of the Best Value Performance Plan

- B.6 The Head of Paid Service is responsible for proposing the Best Value Performance Plan (BVPP) to the Cabinet for consideration before its submission to the Full Council for approval.

BUDGETARY FRAMEWORK

Budget Format

- B.7 The general format of the budget will be approved by the Full Council and proposed by the Cabinet on the advice of the S151 Officer. The draft budget should include allocations to different services and projects, proposed taxation levels and contingency funds.

Budget Preparation

- B.8 The S151 Officer is responsible for ensuring that the revenue and capital budgets are prepared on an annual basis and a Medium Term Financial Strategy is submitted alongside this (together with a report on the Prudential Indicators for the Authority) for consideration by the Cabinet, before submission to the Full Council. The Full Council may amend the budget or ask the Cabinet to reconsider it before approving it.

- B.9 The S151 Officer is able to request for the inclusion within revenue and capital budgets an appropriate contingency sum, so as to meet the legislative requirements in relation to setting a robust budget. All capital schemes should allow for an element of contingency based upon an assessment of the “risk” of the scheme.
- B.10 It is the responsibility of Chief Officers to contribute to the preparation of budget estimates, in line with guidance issued by the S151 Officer and/or by Cabinet. Chief Officers are required to sign off their individual budgets as representing a reasonable estimate of planned expenditure/income prior to approval by the Council.

Budget Monitoring and Control

- B.11 The S151 Officer is responsible for providing appropriate financial information to enable budgets to be monitored effectively. He or she must monitor and control expenditure against budget allocations and report to the Cabinet on the overall position at least three times during the year, and at the end of the financial year.
- B.12 It is the responsibility of Chief Officers to control income and expenditure within their area and to monitor performance, taking account of financial information provided by the S151 Officer. They should report to the appropriate Cabinet Member on variances within their own areas. They should also take any action necessary to avoid exceeding their budget allocation and ensure the S151 Officer is made aware at an early stage of any potential financial problems.

Resource Allocation

- B.13 The S151 Officer is responsible for developing and maintaining a resource allocation process that ensures due consideration of the Council’s policy framework.

Robustness of the Budget

- B.14 The S151 Officer is required (under statute) to report to Council on the robustness of the revenue budget estimates.

Guidelines

- B.15 Guidelines on budget preparation are issued to Chief Officers by the S151 Officer. The guidelines will take account of:
- legal requirements
 - medium-term planning prospects
 - the Corporate Plan/Best Value Performance Plan
 - available resources
 - spending pressures

MAINTENANCE OF RESERVES

- B.16 It is the responsibility of the S151 Officer to advise the Cabinet and/or the Full Council on prudent levels of reserves for the Authority. The S151 Officer shall report to Cabinet on at least an annual basis, and where appropriate make recommendations for Cabinet/Council in terms of changes to the overall level/allocation of reserves. Any such report should be in line with statutory responsibilities to ensure adequate reserves, and to set a prudent budget.

FINANCIAL REGULATION C:

RISK MANAGEMENT AND CONTROL OF RESOURCES

INTRODUCTION

- C.1 It is essential that robust, integrated systems are developed and maintained for identifying and evaluating all significant operational risks to the Authority. This should include the proactive participation of all those associated with planning and delivering services.

RISK MANAGEMENT

- C.2 The Cabinet is responsible for approving the Authority's risk management policy statement and strategy and for reviewing the effectiveness of risk management. The Cabinet is responsible for ensuring that proper insurance exists where appropriate.
- C.3 The S151 Officer is responsible for preparing the Authority's risk management policy statement, for promoting it throughout the Authority and for advising the Cabinet on proper insurance cover where appropriate.

INTERNAL CONTROL

- C.4 Internal control refers to the systems of control devised by Management to help ensure the Authority's objectives are achieved in a manner that promotes economical, efficient and effective use of resources and that the Authority's assets and interests are safeguarded.
- C.5 The S151 Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.
- C.6 It is the responsibility of Chief Officers to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their financial performance targets.

AUDIT REQUIREMENTS

- C.7 The Accounts and Audit Regulations 2003 issued by the Secretary of State for the Environment require every Local Authority to maintain an adequate and effective system of internal audit of its accounting records and its system of internal control in accordance with proper internal audit practices. Internal Audit have the right of access to all the Authority's records and assets in carrying out their duties.
- C.8 The Audit Commission is responsible for appointing External Auditors to each Local Authority. The basic duties of the External Auditor are governed by Section 15 of the Local Government Finance Act 1982, as amended by Section 5 of the Audit Commission Act 1998.

- C.9 The Authority may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Customs and Excise, the Inland Revenue, the Benefit Fraud Inspectorate and the Best Value Inspectorate, who have statutory rights of access.

PREVENTING FRAUD AND CORRUPTION

- C.10 The S151 Officer is responsible for the development and maintenance of an anti-fraud and anti-corruption policy.

ASSETS

- C.11 Chief Officers should ensure that records and assets are properly maintained and securely held. They should also ensure that contingency plans for the security of assets and continuity of service in the event of disaster or system failure are in place.

TREASURY MANAGEMENT

- C.12 This Authority adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 4 of that Code.

- C.13 The Council will create and maintain, as the cornerstones for effective treasury management:

- a treasury management policy statement, stating the policies and objectives of its treasury management activities
- suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this Council. Such amendments will not result in the Council materially deviating from the Code's key recommendations.

- C. 14 The Full Council, and the Cabinet, will receive reports on treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in its TMPs.
- C. 15 This Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Cabinet, and for the execution and administration of treasury management decisions to the Strategic Director of Corporate Services (S151 Officer), who will act in accordance with the Council's policy statement and TMPs and, CIPFA's Standard of Professional Practice on Treasury Management.

C.16 All money in the hands of the Authority is controlled by the S151 Officer. The S151 Officer has delegated responsibility for the development, implementation and monitoring the Treasury Management Practice Schedules in line with the CIPFA Code of Practice, except with regard to the list of Approved Investments which require approval of Full Council.

STAFFING

- C.17 The Full Council is responsible for determining how officer support for Cabinet and Non-Cabinet roles within the Authority will be organised, having regard to the recommendations made by the Cabinet.
- C.18 The Head of Paid Service is responsible for providing overall management to staff. He or she is also responsible for ensuring that there is proper use of the evaluation or other agreed systems for determining the remuneration of a job.
- C.19 Chief Officers are responsible for controlling total staff numbers by:
- working with the S151 officer in assessing the budget necessary in any given year to cover the approved staffing levels
 - working with the Head of Human Resources on any proposed amendments to the staffing levels, ensuring that the financial implications of such changes are fully assessed, including any implications for the Pension Fund.
 - the proper use of appointment procedures.

FINANCIAL REGULATION D: SYSTEMS AND PROCEDURES

INTRODUCTION

- D.1 Sound systems and procedures are essential to an effective framework of accountability and control.

GENERAL

- D.2 The S151 Officer is responsible for the operation of the Authority's accounting systems, the form of accounts and the supporting financial records. Any changes made by Chief Officers to the existing financial systems or the establishment of new systems must be approved by the S151 Officer. However, Chief Officers are responsible for the proper operation of financial processes in their own service areas.
- D.3 Any changes to agreed procedures by Chief Officers to meet their own specific service needs should be agreed with the S151 Officer.
- D.4 Chief Officers should ensure that their staff receive relevant financial training that has been approved by the S151 Officer.
- D.5 Chief Officers must ensure that, where appropriate, computer and other systems are registered in accordance with data protection legislation. Chief Officers must ensure that staff are aware of their responsibilities under freedom of information legislation and the Human Rights Act.

INCOME AND EXPENDITURE

- D.6 It is the responsibility of Chief Officers to ensure that a proper scheme of delegation has been established within their area and is operating effectively. The scheme of delegation should identify staff authorised to act on the Chief Officer's behalf, or on behalf of the Cabinet or Non-Cabinet Committees, in respect of payments, income collection and placing orders, together with the limits of their authority.

PAYMENTS TO EMPLOYEES AND MEMBERS

- D.7 The Head of Financial Services is responsible for all payments of salaries and wages to all staff, including payments for overtime, and for payment of allowances to Members.

TAXATION

- D.8 The S151 Officer is responsible for advising Chief Officers, in the light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the Authority.
- D.9 The S151 Officer is responsible for maintaining the Authority's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

TRADING ACCOUNTS/BUSINESS UNITS

- D.10 It is the responsibility of the S151 Officer to advise on the establishment and operation of trading accounts and business units.

LAND AND PROPERTY TRANSACTIONS

- D.11 Land and property transactions should be conducted in accordance with the prescribed financial procedures, and the advice of the Head of Finance and Asset Management and Head of Legal and Support Services should be sought at all times.

FINANCIAL REGULATION E: EXTERNAL ARRANGEMENTS

INTRODUCTION

- E.1 The Local Authority provides a distinctive leadership role for the community and brings together the contributions of the various stakeholders. It must also act to achieve the promotion or improvement of the economic, social or environmental well-being of its area.

PARTNERSHIPS

- E.2 The Cabinet is responsible for approving delegations, including frameworks for partnerships. The Cabinet is the focus for forming partnerships with other local public, private, voluntary and community sector organisations to address local needs.
- E.3 The Cabinet can delegate functions – including those relating to partnerships – to Officers. These are set out in the scheme of delegation that forms part of the Authority's Constitution. Where functions are delegated, the Cabinet remains accountable for them to the Full Council.
- E.4 The Head of Paid Service or his designated Officer represents the Authority on partnership and external bodies, in accordance with the scheme of delegation.
- E.5 The Monitoring Officer and S151 Officer are responsible for promoting and maintaining the same high standards of conduct with regard to financial/legal administration in partnerships that apply throughout the Authority.
- E.6 The S151 Officer must ensure that the accounting arrangements to be adopted relating to partnerships and joint ventures are satisfactory. The S151 Officer and the Monitoring Officer must also consider the overall corporate governance arrangements and legal issues when arranging contracts with external bodies, ensuring that the risks have been fully appraised before agreements are entered into with them.
- E.7 Chief Officers are responsible for ensuring that appropriate approvals are obtained before any negotiations are concluded in relation to work with external bodies. Chief Officer should also ensure that issues of risk, insurance, contracts, and financial matters are considered at an early stage, and where necessary discuss these issues with the S151 Officer/Monitoring Officer.

EXTERNAL FUNDING

- E.8 The S151 Officer is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Authority's accounts.

WORK FOR THIRD PARTIES

- E.9 The Cabinet is responsible for approving the contractual arrangements for any work for third parties or external bodies.

GRANTS TO OUTSIDE ORGANISATIONS

- E.10 The Cabinet is responsible for approving grants above £10,000. Grants below £10,000 require the relevant Portfolio Holder, Head of Service and S151 approval (except for grants approved by Area Committees).