

WEST DUNBARTONSHIRE COUNCIL

Report by Interim Executive Director of Corporate Services

Council: 21 December 2011

Subject: Revision to Financial Regulations

1. Purpose

- 1.1 The purpose of this report is to seek Members' approval to a number of amendments in the Financial Regulations.

2. Background

- 2.1 The Financial regulations were last formally updated in June 2011. The need for a further update to the regulations has arisen as a result of the movement of the Section 95 Officer role from Executive Director of Corporate Services to the Head of Finance and Resources (as was agreed by the Recruitment Committee in September 2011).

- 2.2 Under Section 95 of the Local Government (Scotland) Act 1973, the Council is required to:

- (a) make arrangements for the proper administration of its financial affairs in its capacity as a local authority; and
- (b) secure that one of its Officers has responsibility for the administration of those affairs.

- 2.3 This officer is known as the Section 95 Officer (or the Chief Financial Officer).

3. Main Issues

- 3.1 A full copy of the new Financial Regulations is annexed to this report.

- 3.2 The changes in the regulations have been aimed at clarifying roles and responsibilities of the Section 95 Officer. The main purpose of the changes made are to clarify the role of the Section 95 Officer, no matter what position in the authority that person might be employed within. These changes should mean that there will be no future need to change the Regulations should the Section 95 Officer role move to different posts within the Council,

4 People Implications

- 4.1 There has been a change in the position of the Section 95 Officer and as such changes to the Financial Regulations were required to clarify roles and responsibilities of individual posts.

5 Financial implications

- 5.1 There are no direct financial implications in relation to this report

6 Risk Analysis

- 6.1** A strong and robust set of financial regulations is a key element in underpinning the framework of policies and procedures which are necessary to enable the Council to demonstrate sound internal financial control and governance.

7. Equalities Impact Assessment

- 7.1** No equalities issues have been identified in preparing this report.

8. Conclusions and Recommendations

- 8.1** The Financial Regulations require to be updated as a result of changes which have taken place since they were last updated in June 2011. The proposed changes make the new version less prone to need further adjustment simply due to changes in position of the person identified as the Section 95 Officer.
- 8.2** Council is asked to approve the amended Financial Regulations within the attached Appendix.
- 8.3** Members are asked to note that, under paragraph T1, the Section 95 Officer will review the Financial Regulations as circumstances demand and submit proposals for alterations to Council for approval as required.

David Amos
Interim Executive Director of Corporate Services
Date 11 November 2011

Person to Contact: Gillian McNeilly, Finance Manager, Garshake Road, Dumbarton
Telephone (01389) 737194.
E-mail: gillian.mcneilly@west-dunbarton.gov.uk

Appendices : Draft Financial Regulations, November 2011

Background Papers :None

Wards Affected : All Wards affected.