

DOCUMENTATION/FUNCTION - FINANCIAL PROCEDURE RULES

IMPLEMENTATION				
Target Population	Members, Managers/Supervisors			
Duty	To put in place rules and compliance arrangements to ensure that public funds are used in accordance with statutory powers, economically, efficiently and effectively and that Members and employees are not influenced by prejudice, bias or conflicts of interest.			
Training Requirements	Members and Departmental Management Teams Training Seminars.			
Lead Officer	Assistant Director, Finance and HR			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Rules covered at Officer/ Member Induction.	On taking up post/seat	Staff and Members understanding of Rules requirements governing financial matters in the Council which ensure uniformity of financial administration within an established framework.	Assistant Director, Law and Governance/HR Manager
	Rules covered on Managers training programme.	Annually	Managers understanding of Rules requirements governing financial matters in the Council which ensure uniformity of financial administration within an established framework.	Accounting Manager
	Advice provided by Accounting and Audit Services on application of the Rules.	Ongoing	Staff understanding of Rules requirements governing financial matters in the Council, which ensure uniformity of financial administration within an established framework.	Accounting Manager/Audit Manager

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<p>MONITORING (keeping it effective – recording when it happens)</p>	<p>Directors are responsible for ensuring that their Departmental procedures and processes reflect the requirements of the Rules and that appropriate controls are in place to prevent non-compliance. Periodically, such procedures and processes would be subject to review for adequacy by Internal or External Audit.</p>	<p>Controls built into systems</p>	<p>Rules complied with.</p>	<p>Directors.</p>
<p>REVIEW (keeping it up to date)</p>	<p>Rules reviewed as and when necessary but as a minimum annually as part of the review of the Council Constitution.</p>	<p>Annually</p>	<p>Rules remain up to date and relevant.</p>	<p>Accounting Manager/Audit Manager</p>