

DOCUMENTATION/FUNCTION – TREASURY MANAGEMENT

IMPLEMENTATION				
Target Population	Members, Senior Managers.			
Duty	To develop and maintain robust systems for the management of the organisations cashflow, its banking, money market and capital transactions; the effective management of risks associated with those activities; and the pursuit of optimum performance consistent with those			
Training Requirements	Professional training for Treasury Management staff, Members and Departmental Management Teams Training			
Lead Officer	Assistant Director – Finance and HR			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Treasury Policy Statement agreed by Council	February 2002.	Policy statement approved by Council and contained in the Council's Constitution	Assistant Director-Finance and HR
	Treasury Management Strategy and Prudential Indicators agreed by Council. Familiarisation sessions on the Treasury Management Function for Members and officers	Annually by Council as part of the MTFP in February November 2016	Annual Investment strategy and Prudential Indicators Report approved by Council Member training and Development Programme Service information Posted on the Intranet.	Assistant Director-Finance and HR Assistant Director-Finance and HR
	Completion of the Treasury Management Procedures (TMP'S) and associated Schedules in accordance with the CIPFA Code of Practice	October 2002. These are updated every year with the TMP 1 relating to Credit and Counterparty Risk updated and approved by Council on an annual basis	Procedures produced and approved by Cabinet (Min C119/Oct /2002) TMP1 updated and approved (Min 55/Feb 2016) Giving Officers a framework in which to deliver the Treasury Management function.	Assistant Director-Finance and HR
	Compilation of the Treasury Management Manual	Initial document produced March 2003 which is continually updated as necessary	Treasury Management manual containing procedures and processes for officers to follow when delivering the Treasury Management function	Assistant Director-Finance and HR

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	Training for Treasury Management Staff identified and addressed through the Performance Appraisal System	Annually	Quality of Service delivery maintained and enhanced	Finance Manager
MONITORING (keeping it effective – recording when it happens)	Annual and Half Yearly reports approved by Council on the Performance of the function	Outturn report Scrutinised by Audit Committee and approved by Council via Cabinet in July Half Yearly Report scrutinised by Audit Committee and approved by Council via Cabinet in December annually	Council made aware of Treasury Management position against Prudential Indicators set and any revisions that may need to be made are approved	Finance Manager
REVIEW (keeping it up to date)	Treasury Management Function reviewed periodically by Internal/ external Audit. Treasury Management policy statement, strategy and TMP's reviewed annually	Cyclical Annually	Audit reports Treasury Management Strategy including the Annual Investment Strategy approved annually by Council. TMP's including Schedules of Procedures reviewed internally to keep up to date.	Internal Audit/ External Audit Assistant Director- Finance and HR