

## **Report 4: Update to Corporate and Key Financial Documents**

### **1. Purpose of Report**

The purpose of this report is to seek approval for updates to Corporate and Financial documents and to seek approval for an additional post to be added to the banking mandate as a signatory on the Authority's bank accounts.

### **2. Recommendations**

The Authority is recommended to:

- a. Approve the updated Scheme of Delegation to Committees, Groups and Officers (Appendix 1);
- b. Approve the updated Standing Orders for Regulation of Authority Proceedings and Business (Appendix 2);
- c. Approve the updated Protocol Member/ Officer Relations (Appendix 3);
- d. Approve the updated Member Job Descriptions (Appendix 4);
- e. Approve the updated Financial Regulations (Appendix 5);
- f. Approve the updated Standing Orders Relating to Contracts (Appendix 6);
- g. Approve the updated Anti-Fraud and Corruption Strategy (Appendix 7); and
- h. Approve the addition of the Senior Finance Officer as a signatory on the Authority's bank accounts as detailed in Section 5 of the report.

### **3. Implications**

- a. Financial: None
- b. Equalities: None
- c. Link to Business Plan: The Board of the Authority is responsible for setting the strategic direction of the Authority, agreeing the Business Plan, allocation of resources and seeking assurance as to the delivery of the Business Plan.

### **4. Background**

- a. We review our corporate and key financial documents at regular intervals to incorporate any updates and changes required from both LGA guidance and internal procedures, governance and management structures.
- b. The majority of our corporate documents and all of our key financial documents require amendments at this review due to the recent change in Director structure and responsibilities. The review has also generated a number of other changes. All updated documents are included as appendices, and each is detailed in this report with a summary of the changes proposed.

- c. The proposed changes to the Financial Regulations; the Standing Orders Relating to Contracts and the Anti-Fraud and Corruption Strategy were considered at the February 2024 Finance and Audit Group and are being recommended for adoption following discussion at this Group.

## **5. Summary of Changes**

### **Scheme of Delegation to Committees, Groups and Officers (Appendix 1)**

- a. Updates have been made to reflect revisions to job titles and responsibilities.
- b. The Terms of Reference for the Standards and Appeals Committee have been updated to reflect:
  - The meetings should be as required rather than annually as had been the case; and
  - That the election of the Chair and Deputy Chair should be at the Full Authority Annual General Meeting rather than at the first meeting of the committee;

These changes were discussed and agreed to be included in this review by the Standards and Appeals Committee when they met in February.

- c. Under Part D, Development Management Scheme of Delegation, the opportunity has been taken to include the following:
  - to exercise the function as the Relevant Authority, for the purposes of notifications under the Electricity Act 1989; and
  - to exercise the function as the Relevant Authority for the purposes of the Levelling-up and Regeneration Act 2003.

### **Standing Orders for Regulation of Authority Proceedings and Business (Appendix 2)**

- d. Updates have been made to reflect revisions to job titles and responsibilities.

### **Protocol Member/ Officer Relations (Appendix 3)**

- e. Updated for a technical point changing the reference from “Purdah” in the document to “pre-election period.”

### **Member Job Descriptions (Appendix 4)**

- f. On review it was noted there was no job description for the Chair of the Finance and Audit Group. A job description is now proposed following discussion with Director of Finance and Resources, the Chief Executive and the Chair of the Finance and Audit Group.

### **Financial Regulations (Appendix 5)**

- g. Updates have been made to reflect revisions to job titles and responsibilities, including the addition of the Senior Finance Officer who will assist the Finance Manager in day-to-day payments checks and sign-offs to free up management time.
- h. Financial Regulations C2.13a (disposals of Land and Buildings) and C2.14b (leasing) have been amended to bring these clauses in line with the Scheme of

Delegation to ensure only major property decisions require Full Authority approval.

- i. Financial Regulations C8.1b and C8.1c with regard income have been updated to reflect changes to the collection and banking of income. Cash has reduced from traditional income streams but increased due to the opening of The Sill and much is now handled by a cash collection service.

#### **Standing Orders Relating to Contracts (Appendix 6)**

- j. The changes to Standing Orders Relating to Contracts have been discussed at Finance and Audit Group and had legal review to ensure current legislation is reflected.
- k. Updates have been made to:
  - reflect revisions to job titles and responsibilities;
  - to reflect the fact the UK is no longer part of the European Union;
  - updates to thresholds determined by regulations and to reflect thresholds are now inclusive of VAT rather than exclusive;
  - updates to our discretionary thresholds to allow for inflation and the fact these must be stated inclusive of VAT to avoid confusion with non-discretionary thresholds.

#### **Anti-Fraud and Corruption Strategy (Appendix 7)**

- l. The only change required was to update the external auditor.

### **6. Addition of a new Authorised Signatory to the Authority's bank accounts**

- a. Approval is required by the Authority to add new posts to the various banking mandates. In this case it is requested to add the Senior Finance Officer.
- b. Paragraph 4g of this report informs members that this post is expanding their responsibilities to include day to day payments checks and sign-offs to free up management time. This will be most effective if this is combined with electronic authorisation of the actual payment. This includes the ability to sign physical cheques, however, no cheques have been issued since the pandemic.
- c. To reassure members there is segregation of duties, checks and balances and dual sign off of all payments.
- d. The posts who are already authorised as bank signatories are the Chief Executive, the Directors, and the Finance Manager.

### **7. Conclusions**

- a. This has been a good time to review our Corporate and Key Financial documents bringing them all up to date.
- b. The only Corporate Document not included in this report is the Member Code of Conduct. There were no changes required and this was last approved in July 2022, less than 2 years ago.

- c. Members are asked to approve the changes so that the documents can be published as required, including on the “members hub” due to launch ahead of the March meeting.

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