

Decision Maker: COUNCIL
GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 14th December 2015
9th December 2015

Decision Type: Non-Urgent Non-Executive Non-Key

Title: FINANCIAL REGULATIONS AND CONTRACT PROCEDURE RULES

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Corporate Services

Ward: N/A

1. Reason for report

- 1.1 The Council's Financial Regulations and Contract Procedure Rules were last updated on 12th November 2012. Both documents need updating as a result of changes to legislation, government requirements, organisational changes and technology. The amended documents will be considered in turn by Audit Sub-Committee on 1st December, General Purposes and Licensing Committee on 9th December and full Council on 14th December. If at any stage Members make any additional changes these will be reported to the next meeting in the sequence.
- 1.2 Section 3 of the attached report to Audit Sub-Committee sets out the main changes required to bring these documents up to date, and the amended text is set out in full.
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2. **RECOMMENDATION**

General Purposes and Licensing Committee is requested to consider any comments on the updated Financial Regulations and Contract Procedure Rules made by Audit Sub-Committee before referral to full Council.

Subject to formal referral from General Purposes and Licensing Committee, Council is recommended to approve the updated Financial Regulations and Contract Procedure Rules.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Internal Audit
 4. Total current budget for this head: £540k including 3174k fraud partnership costs
 5. Source of funding: General fund, Admin subsidy, Admin penalties, Legal cost recoveries.
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Staff

1. Number of staff (current and additional): 6FTE including .5 FTE risk officer post for Internal Audit (Financial Regulations) and 3FTE for Procurement (Contract Procedure Rules)
 2. If from existing staff resources, number of staff hours: Not Applicable
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Legal

1. Legal Requirement: Statutory Requirement
 2. Call-in: Not Applicable: This report does not involve an executive decision
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All staff, Members and contractors are expected to comply with both documents
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillor's comments: Not Applicable

Non-Applicable Sections:	Policy/Financial/Legal/Personnel – See attached report
Background Documents: (Access via Contact Officer)	Minutes of Council 12th November 2012 Minutes of General Purposes and Licensing Committee, 11th July 2012