



Meeting of the City Council

19 March 2014

Report title	Review of the Constitution – Financial Procedure Rules	
Referring body	Standards Committee, 6 March 2014	
Councillor to present report	Cllr Bert Turner – chair of Standards Committee	
Wards affected	All	
Cabinet Member with lead responsibility	Cllr Andrew Johnson Resources	
Strategic director	Keith Ireland Delivery	
Originating service	Strategic Finance	
Contact employee(s)	Mark Taylor	Assistant Director, Finance 01902 556609 mark.taylor@wolverhampton.gov.uk
Report to be/has been considered by	Special Advisory Group Standards Committee	3 March 2014 6 March 2014

Recommendation(s) for action or decision:

The Council is recommended to:

1. Approve the amendments to the Financial Procedure Rules for inclusion into the Constitution.

1.0 Purpose

- 1.1 The current financial procedure rules in the Constitution have been reviewed, and where necessary updated, to take account of changes to working practices as a consequence of the FutureWorks programme, in particular the replacement of existing mainframe systems with Agresso in April 2014.
- 1.2 The updated procedure rules will continue to be reviewed on an on-going basis by Assistant Director, Finance to ensure that they are up to date and comply with best practice and any internal or external policies that apply.

2.0 Background

- 2.1 The vision for the FutureWorks programme is to transform the ways of working within the wider Council to support the vision of a Confident, Capable Council; a better, stronger Council, ready and able to deliver the change this city needs.
- 2.2 This will be achieved through the implementation, in partnership with Agilisys, of new technology (Agresso) and working practices in finance, HR, procurement and payroll.
- 2.3 The Council is seeking to re-establish a strong, corporate core which will provide a framework to achieve its ambitions as set out in the 2012-2015 Corporate Plan, under the Confident, Capable Council objective.

3.0 Recommended changes to the Constitution.

- 3.1 The recommended changes to the financial procedure rules are detailed in the report to Special Advisory Group and Standards Committee which can be accessed at this link <https://wolverhampton.cmis.uk.com/decisionmaking/Calendar/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/8868/Committee/1502/Default.aspx>

4.0 Financial implications

- 4.1 There are no direct financial implications associated with the report recommendation to ratify the revised financial procedure rules into the Constitution. Implementation of the changes will form an integral part of the internal financial control framework and should thereby contribute to ensuring the effective management of resources.
[DM/05022014/W]

5.0 Legal implications

- 5.1 Section 151 of the Local Government Act 1972 states that every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. The officer designated by the Council as having the statutory responsibility set out in Section 151 of the 1972 Act is the Assistant Director, Finance.

5.2 The financial procedure rules provide the framework for the financial administration of the Council with a view to ensuring that the Council's financial affairs are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge to the Council.

5.3 This review has been undertaken to ensure that the Council's Financial Procedure Rules continue to provide such a framework, following the implementation of the new technology in April 2014.
[MB/31012014/R]

6.0 Equalities implications

6.1 An initial equality assessment was completed for the FutureWorks programme when procurement commenced in 2012 and was included as an appendix to the Final Business Case that was approved by Cabinet in July 2013. Work is now underway to review and update the analysis using the latest corporate guidance and templates in preparation for when the new systems and processes go-live in April 2014.

6.2 The recommendations in this report do not lead to any further equality implications.

7.0 Environmental implications

7.1 Bidders' environmental management and sustainability policies were assessed for the FutureWorks programme at pre-qualification questionnaire stage during the procurement process to ensure that they meet the Council's minimum requirements.

7.2 Implementation of new technology and working practices through this programme will significantly reduce the requirement to hold paper records.

7.3 A key deliverable from the programme will be improved management information for decision-making. This includes information, for example, about usage of supplies and services, to enable more sustainable procurement decisions.

7.4 The recommendations in this report do not lead to any further environmental implications.

8.0 Human resources implications

8.1 The Financial Procedure Rules include cross-references, as appropriate, to the requirement to comply with relevant HR policies and procedures.

9.0 Schedule of background papers

9.1 Report to Officer Constitution Review Group – 11 February 2014 - *Review of the Constitution – Financial Procedure Rules*