

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input checked="" type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Chief Finance Officer		
Contact person:	Mary Hasnip	Telephone number: 0113 3789384	
Subject²:	Update of Financial Regulations		
Decision details³:	<p>What decision has been taken?</p> <p>The Council's Financial Regulations are incorporated within Part 4 of its Constitution. Under the 1972 Act, the Section 151 Officer has the responsibility to make arrangements for the proper administration of the council's financial affairs, and Financial Regulations form one element of these arrangements.</p> <p>In addition to updating the Financial Regulations to reflect practical changes in the processing of invoices by electronic means and a reduced reliance on cash, the Chief Finance Officer has also clarified and strengthened the overarching principles to reflect the fact the context of Financial Regulations within the Council's overall governance framework in order to improve the financial control environment, has incorporated a requirement to consider the implications of subsidy control legislation when providing grants or other financial assistance, and has amended job titles referred to within the document to reflect recent restructures.</p> <p>The Chief Finance Officer has determined that these new Financial Regulations will come into force from 23rd May 2024.</p>		
	<p>A brief statement of the reasons for the decision</p> <p>Financial Regulations have been updated to reflect current circumstances.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The proposed changes were considered by Heads of Finance within Financial Services, including the Senior Head of Audit, Corporate Governance and Insurance.</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member
	None
	Ward Councillors
	Chief Digital and Information Officer ⁵
	None
	Chief Asset Management and Regeneration Officer ⁶
	The Head of Asset Management has been consulted in relation to Regulation 9 Land and Property.
	Others
	As above - Heads of Finance
Implementation	Officer accountable, and proposed timescales for implementation
List of Forthcoming Key Decisions⁷	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval
	Signature _____ Date _____
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval
	Signature _____ Date _____

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ¹⁰ Victoria Bradshaw, Chief Officer - Financial Services		
	Signature <i>V. f. Bradshaw</i>	Date 23 rd April 2024	

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.