



Meeting	Full Council
Date	11 January 2023
Report Title	Financial Regulations and Procurement Policy Review
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1.0 PURPOSE OF REPORT

- 1.1. For councillors to receive Chippenham Town Council's draft revised Financial Regulations [**Appendix A**] and Procurement Policy [**Appendix B**] and the recommendation from the Strategy & Resources (S&R) Committee that they are adopted by Full Council.

2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The Council's current Financial Regulations and Procurement Policy were adopted at a meeting of Full Council on 23 September 2020. They are due to be reviewed after a three year period, however they are being presented to Councillors earlier than this in particular to accommodate additions to the Procurement Policy relating to environmental considerations.
- 2.2 The S&R Committee at its meeting on 7 December 2022 reviewed the draft revised Financial Regulations and Procurement Policy and recommended that Full Council adopts the revised versions of the Council's Financial Regulations and Procurement Policy at its meeting on 11 January 2023.

3.0 FINANCIAL REGULATIONS AND PROCUREMENT POLICY

- 3.1 The Council's Financial Regulations include the processes necessary to approve the Council's budget for the year and to ensure budgetary control of income and expenditure, provisions regarding the appropriate authorisation of expenditure and methods for the payment of suppliers and employees, provisions for the approval of capital expenditure contracts and the process for the preparation and audit of accounts.
- 3.2 The Financial Regulations have been prepared in consideration of the Model Financial Regulations 2019 for England prepared by NALC.
- 3.3 The Council's Procurement Policy includes processes for the procurement of goods and services, the selection of suppliers, the need for quotations, the circumstances where formal tenders are required and the authorisation of expenditure. This policy should be read in conjunction with the Council's Financial Regulations.
- 3.4 The main changes to the previous Financial Regulations and Procurement Policy are as follows:

Financial Regulations

- Clarification of current terminology and job titles;
- To increase the capital expenditure level that must be subject to specific Committee approval regardless of it being financed from a previously approved budget from £25,000 to £40,000 (see 4.2 and 4.3). This is to reflect inflationary increases since the original limit was set;
- Confirming that incidental personal expenses may be claimed via an Expense Claim Form (see 7.4 (c));
- Increasing the level above which 3 quotes are required from £3,500 to £5,000 (see 12.1 (g)). This is to reflect inflationary increases since the original limit was set;
- Removing the category £3,500 to £10,000 for which quotations need not necessarily be written, replacing with a category from £5,000 to £25,000 for which 3 written or e-mailed quotes must always be obtained (see 12.1 (g)).

Procurement Policy

- Clarification of current terminology and job titles;
- Incorporating further environmental and climate considerations;
- Removing a procurement process section that simply repeated information elsewhere in the document and was a distraction;
- Making the 'Principles of Good Procurement Practice' section clearer;
- Introducing Appendix A : Environmental Questionnaire and Appendix B : Environmental Scoping Assessment.

4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

4.1 Corporate Priority 5 - Effective and efficient use of resources.

5.0 STAFFING IMPLICATIONS

5.1 There are no staffing implications.

6.0 FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7.0 LEGAL IMPLICATIONS

7.1 There are no legal implications.

8.0 CLIMATE AND ECOLOGICAL IMPLICATIONS

8.1 This report is administrative and does not have any known direct Climate and Ecological impact.

9.0 RECOMMENDATIONS

9.1 For councillors to adopt the revised versions of the Council's Financial Regulations and Procurement Policy as recommended by the Strategy & Resources Committee on 7 December 2022.