



TODMORDEN TOWN COUNCIL

REPORT TO THE FULL COUNCIL

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Date	25TH March 2020
SUBJECT	Financial Regulations, Standing Orders, Schemes of Delegation and Committee Terms of Reference

PURPOSE:

1. For Members to review the Council's Financial Regulations, Standing Orders, Scheme of Delegation and Terms of Reference following agreement to merge the Amenities and General Purposes committees.
2. For Members to note that the Terms of Reference reflect the history of issues being dealt with and where these practically may need to sit in terms of committee responsibility
3. For Members to note that there are a number of changes within these documents that more reflect the practical way in which the Officer Scheme of Delegation has been used and to further improve the efficiency of such a scheme by reducing the need to refer back to Full council on financial related matters when overall budgets have been established and where delegated powers in conjunction with the Chair of Resources can be actioned.

BACKGROUND:

4. Todmorden Town Council has recently undergone a restructure of Committees and therefore the Financial Regulations, Scheme of Delegation and Standing Orders require reviewing.
5. It is a Local Government requirement that; 'A Council must make Standing Orders covering contracts for the supply of goods or materials, or for the execution of Works. Standing Orders must provide for securing competition and for regulating the way in which tenders are invited but may exempt small contracts from such rules or permit the Council to make an exemption in a particular case.'

6. The financial regulations are an essential tool for local councils of all sizes and ensure that the Council's funds are controlled and managed appropriately.

RECOMMENDATION:

7. That Full Council adopts the amended Financial Regulations presented in Appendix 1.
8. That Full Council adopts the amended Scheme of Delegation to Council Committees and Officers as presented in Appendix 2 .
9. That Full Council adopts the amended Standing Orders presented in Appendix 3.

REASONS FOR RECOMMENDATION

10. To ensure that Todmorden Town Council follows the correct policies and procedures for use of Council Funds.
11. To ensure that Todmorden Town Council Committees are duly constituted, Terms of reference are established, and Schemes of Delegation are in place that are appropriate to ensure effective delivery of Council business.
12. To ensure that Todmorden Town Council officers are afforded an appropriate level of Delegation to enable them to carry out their daily functions in an effective and timely manner

SUMMARY OF KEY POINTS:

13. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for risk management.
14. Financial Regulations, Standing Orders and Schemes of Committee and Officer Delegation, including Committee Terms of Reference are reviewed annually to ensure that they are kept up to date and appropriate for Todmorden Town Council.

POLICY IMPLICATIONS:

15. Financial Regulations govern the conduct of the financial management by Todmorden Town Council and may only be amended or varied by Resolution of the Council and are one of the council's governing policy documents providing procedural guidance for members and Officers.
16. The Council's Standing Orders provide guidance to Members about the constitutional requirements of the Council and can only be amended or varied by Resolution of the Council.
17. The Scheme of Delegation provides the necessary structure and delivery mechanism for practical operation of Council business and can only be amended or varied by Resolution of the Council.

FINANCIAL IMPLICATIONS

18. These documents provide the structure that enables the Council to deliver its financial obligations in an open , transparent and accountable manner and minimised the risk of any decision being made that are Ultra Vires and have consequent financial impact.

DETAILS OF CONSULTATION:

19. Local Government Act 1972, s
20. Arnold – Barker on Local Council Administration – Eleventh Edition

SUPPORTING PAPERS:

- Appendix 1 – Financial Regulations and Scheme of Delegation
- Appendix 2 – Standing Orders
- Appendix 3 - Scheme of Delegation to Council ,Committees and Officers

FURTHER INFORMATION, PLEASE CONTACT: Colin Hill