

Change	Rationale
Added reasons intro for sections, added in areas which will support the new financial management code	In line with best practice and requirements. Guidance states should explain why as well as how and who.
Removed a number of repetitions (for example the managers' responsibility to manage budgets, S151 to report on performance quarterly etc)	General review
Scaled back on some of the detail which is set out in other policies/procedures	To streamline and remove duplication or inconsistencies between policies. For example, have reference to inflation increases in budget setting as this is set out in MTFS (Council approved), fees and charges policy (Council approved) and the budget guidelines determined by S151
Moved away from using post to using reference to the statutory role (Director before, now S151)	Reduces the number of changes required if roles changed in future. Makes it clearer what the deputy can deputise for.
Removed the need for Directors to submit a report to the Cabinet for the release of capital funds before incurring expenditure (and exemptions in relation to this clause on housing schemes)	This no longer happens - was delegated to CMT two years ago. Also adds no value, so recommend no longer required. Capital proposals, budgetary implications and scheme details are scrutinised and approved by full council and the need for another report at this stage can delay capital projects. In addition, the appointment of higher value contracts also requires procurement board and Cabinet approval before being entered into.
Removed paragraph on no capital spend being incurred until a business case and tender approved, and if not budget council approval required.	This is covered by a number of other areas including not incurring unbudgeted expenditure, following expenditure regulations, contract procedure rules, budget setting and control regulations etc
Added the business rates (NNDR1) and tax base approval by S151 and reporting to Cabinet	Tax base currently Cabinet, but could be delegated and helps embed tax base into budget setting process. No reference to NNDR1 which used to require Cabinet approval when first changed but since now only requires S151 sign off.
Earmarked Reserves changed so that Cabinet can approve in in line with intended purpose. Where specifically delegated to officers can only to use in line with intended purpose and only with S151 approval in consultation with executive member	Changed to reflect reality - officers are not allowed to spend reserves without an appropriate approval process and delegations. S151 recommended as the officer to oversee controls and ensure spend is in line with intended purpose

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Amendment - Outturn reports to be delivered by end of July changed to end of June.	In line with tighter statutory timeframes for delivering the accounts
Added section on making in-year adjustments for reserves	Not previously included, Cabinet approval enabled for the purpose originally intended, or delegated further to officers.
Added regulations for supplementary estimates - refers to the requirement to inform the executive member of a need, but did not outline the approval process	To include approval procedure in regulations (Council approval required)
Removed the need Directors and HOS needing to present reports including projections to PH and Cabinet on quarterly basis and that they must present to OSC, etc	This is undertaken for all services by the S151 with input from services.
Amended - where capital variances arise over 25% or £100k, we have added that a separate report is not required for rephasing of approved budgets. Remove excess costs below this deemed approved	Rephasing is reported through financial performance monitoring reports on a quarterly basis and should not require a separate report. For overspends, anything over £100k would get approval at Cabinet as part of award of contract; or under this, managers would need to find virements etc. If overspend is post award, would be expected to manage in line with general principles of financial management sections.
Amended: Urgency provisions - instead of waiting for next available cabinet, changed so that the decision will be reported on officer decision sheet, circulated to executive members and published online. Any budget variance would then be dealt with under normal provisions (virement, return to cabinet etc)	Enables faster transparency on the decision taken. In event of emergency/disaster situation, a report would be presented more generally to next available Cabinet and would include financial implications. Where budget is exceeded normal in year budget management processes would then be followed.
Statement of accounts requirements added. This also includes a new requirement to undertake monitoring of balance sheet provisions / contingencies	Previously excluded. Balance sheet monitoring is a new requirement in the financial management code.
Refresh of the anti-fraud sections - scaled this back.	Some of the requirements (such as heads of service must report.....) are included in the anti-fraud and corruption policies, reduces duplication
Removed details of codes from treasury management section	Reduced need to change regulations when there are small changes to legislation and codes

Change	Rationale
Delegated approval of Treasury Management Principles and Practices to S151	This document is more operational, it supports the delivery of the strategy - is about advisors, structures, internal controls etc, will enable S151 to be more responsive to changes in these areas
Removed details of the treasury management reporting cycle	This is set out in the strategy which is reviews and approved by Council annually alongside the budget
Amend the committee responsible for the scrutiny of TM strategy and policies from Resources Overview and scrutiny to OSC	Will be reviewed by OSC as part of the budget cycle, ROSC replaced
Amended cash sections - Add in floats, add in fast banking of banking of cash, and restrictions for withdrawal/issue of cash for other purposes	Increase strategic controls around cash - high risk area
Reduced detail on cash sections Removed processes/forms element - move to manuals of procedure/accounting manuals	Will form part of the details processes issued by the S151
Added in section on procurement cards	Previously very little included (to keep cards safe)
Removed different limits for the signing of cheques and streamlined the section.	Not required to have differing limits and not in place.
Removed the restriction on raising invoices under £25.	This may prejudice the council's position for asset protection etc, amended to reflect approval needed first to not raise invoice
Amend limits and process - debt write off	General review - Introduced band for exec member (10-25), Cabinet limit changed from 10 to 25, Council debt write off brought in, those under 10 now not listed, more flexibility for officers (e.g. housing). Removal of reporting of all debt write offs to Cabinet - this doesn't currently happen and does not add value. Reported through annual accounts each year.
Amended partnerships so that these are better defined, now explicitly excludes service contracts, database requirements and toolkit.	Service contracts are covered through the contract procedure rules. No toolkit or partnerships database is in place and is not required.
Added a section for Council owned companies (Council approval, Cabinet governance and monitoring, s151 guidance to shareholder group etc)	Required as council now has a company, and sets high level principles for any further companies.

Change	Rationale
Added a section on grant requests which are made before internal match funding is approved.	There may be times that grant funding requests are put in where match funding is not yet agreed, the regulations added prevent this if it will cause financial or reputational damage.
Virements - Combined revenue and capital virement schemes, reduced list of restrictions, introduced new approval category (cross directorate), removed over £250k category, added S106/grant budget delegations, added provision and contingency budget delegations, changed reporting of all virements to cabinet to S151 determines best format (e.g. reporting key budget changes and summary of virements between services rather than all virements) - now 151 determined. Added definition of a service manager	Full review to allow faster adjustment for simpler adjustments, all with S151 oversight. E.g. budget for 2021/22 included central budget for salary contingency to allow for pay increases, if this had been over £100k this would have required Cabinet approval to spread this across all services, ok for S151 do so if in line with original purpose, similar for grants and S106 etc. Removed virement going to Council over £250k as virements should not create new policy etc and other controls. Service manager needed definition to allow the level below HoS autonomy over day to day decisions on their services.
Significant Legal Cases	Value changes to be in line with key decisions and other significant values such as procurement regulations
Taxation - grouped together CIS and VAT, added in Off Payroll Working (IR35)	Streamline and broaden statement so inclusive of all taxes even if not specified
Remove section on gifts and hospitality	This is set out in detail in the employee code of conduct
Removed section on internal recharges	This is covered by default through delivery of statutory accounts and codes of practice compliance
Amended details on retention - instead of determined by the S151, referred now to the council's retention policy and any changes to that for financial records must be approved by S151	Gives better weight to existing policy.
Added segregation of duties for reconciliations	Ensures good system of internal controls and reduces risks of fraud and error
Added supplier management into expenses section	Not previously referenced but is a key control to the council's expenditure and reduces risk of fraud and error
Reduced section on invoices and payments, also added ability to agree self-billing. Removed ability to manually adjust an invoice, removed need for "true and certified copy" on invoices,	The internal policies and procedures (no PO no pay policy) set out this finer detail, and must remain responsive to system updates and best practice, for example e-invoices printed are copies so would in theory currently require a signed statement of copy on, and invoices are now received centrally.

Change	Rationale
Assets - Changed reference to the property manager to the two relevant heads of service (resources and property). Also added table of authority levels	Not one role's responsibility so this has been made clearer. The table has been added to set limits for non-property-based transactions, previously a grey area
Intellectual property - Separated into its own section. Changed from director approval to 151 officer approval	Separated as warrants own section, changed to S151 to ensure best value
Added direct debits section and restricted	Previously there was no restrictions for officers entering into direct debits.