Annex 2

Financial Procedure Rules

1. Definitions:

For the purposes of these Financial Procedure Rules the following definitions shall apply:-

1.1 **The Council** means the legal entity “Tonbridge & Malling Borough Council."

1.2 **Full Council** means the meeting of the full Council as set out in Article 4 of the Constitution.

1.3 **Overview and Scrutiny Committee** means a committee as set out in Article 6 of the Constitution and includes any sub-committee reporting to them.

1.4 **Executive** means the Executive function as set out in Article 7 of the Constitution.

1.5 **Relevant Executive Member** means the Executive member to whom responsibility for any specific functions has been delegated.

1.6 **Standards Committee** means the committee as set out in Article 9 of the Constitution and includes any sub-committee reporting to it.

1.7 **Chief Officer** means the designated officers set out in the Constitution Article 12 section 12.01 (b) and includes any officer of his/her Service acting on his/her behalf. The terms include the Chief Executive and Director of Finance when acting as Service Chief Officers rather than as Head of Paid Service and Chief Financial Officer respectively.

1.8 **Statutory officers** means the Chief Executive, the Monitoring Officer and the Director of Finance as set out in Article 12 section 12.01 (c) of the Constitution.

1.9 **Chief Executive** means the Head of Paid Service as set out in Article 12 sections 12.01 and 12.02 of the Constitution and includes any officer acting on his/her behalf.

1.10 **Monitoring Officer** means the Chief Solicitor as set out in the Constitution Article 12 sections 12.01 and 12.03 and includes any officer acting on his/her behalf.

1.11 **Director of Finance** means the Chief Financial Officer holding responsibility for the Council’s financial affairs for the purpose of Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988 and under the Constitution Article 12 sections 12.01 and 12.04. It includes any officer he/she has designated to act on his/her behalf.

2. Application

2.1 These Financial Procedure Rules are the framework within which the Council's financial affairs are to be managed and form an important part of its Corporate Governance arrangements. Every officer and every person acting on behalf of the Council shall comply with the provisions of these Financial Procedure Rules. Failure to do so may result in action being taken in accordance with the Council's disciplinary procedures.

2.2 The Director of Finance may issue procedures setting out the detailed application of these Financial Procedure Rules as necessary.

3. Financial Responsibilities

3.1 The Full Council is responsible for setting the budget, including the allocation of financial resources to different services and projects, proposed contingency funds, the Council tax base and setting the Council tax. It is responsible for decisions relating to the control of the Councils' borrowing requirement, the control of capital expenditure and the setting of virement limits, as set out in Constitution Article 4 section 4.01 (b).

3.2 The Executive has overall responsibility for implementation of policy in accordance with parameters determined by Full Council and set out in 3.1 above. The Executive is authorised to make all financial decisions subject to such decisions being consistent with overall Council policy and the budget.

3.3 Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them under the Council's budget (Article 6 section 6.03). However, no committee may review or scrutinise a decision in which it was involved. (Article 1 section 1.03. 6)

3.4 The Scrutiny Committee shall be the relevant committee of the Council in respect of the scrutiny of all financial matters, including the financial aspects of matters under the control of other committees. (This shall not prevent scrutiny by other Overview and Scrutiny Committees of the financial matters in which they have an interest as part of their roles.)

3.5 The Director of Finance will be responsible for the accounts and finances of the Council in every respect and as regards every Service. (Article 12 section 12.04 (b))

3.6 The Director of Finance shall determine all accounting procedures and financial records of the Council and its officers in consultation with the relevant Chief Officer. All new or amended systems, procedures or practices with a financial implication shall be agreed with the Director of Finance prior to implementation and must meet all requirements specified by him/her.

3.7 Chief Officers shall be responsible for the proper maintenance of accounting procedures and records within their spheres of responsibility and for the security and integrity of data held in their Service.

3.8 Prior to reporting to Council, Executive, Committee or Sub-Committee, Chief Officers shall consult with the Director of Finance on the financial aspects of any proposals. They shall not advise on the method of financing any expenditure without prior consultation with the Director of Finance.

4. Delegation of Financial Responsibilities

4.1 In the event of the Director of Finance being absent or otherwise unable to act, his/her nominated deputy shall be empowered to act in relation to these Financial Procedure Rules on behalf of the Director of Finance. The deputy nominated by the Director of Finance shall be communicated by him/her to the Chief Executive and the Monitoring Officer and shall be subject to approval by the former.

4.2 In the event of the Chief Executive being absent or otherwise unable to act, his/her nominated deputy shall be empowered to act on his/her behalf in relation to these Financial Procedure Rules. The nominated deputies will be the Monitoring Officer and Director of Finance acting jointly, unless otherwise determined by the Chief Executive.

4.3 In the event of a Chief Officer being absent any officer of his/her Service nominated by him/her shall have authority to act on his/her behalf in relation to these Financial Procedure Rules.

4.4 In cases of urgency and in the absence of the relevant officer, two of the three Statutory officers (as set out in the Constitution Article 12 section 12.01 (c)), acting jointly shall have the authority in relation to these Financial Procedure Rules of any other officer identified within these Financial Procedure Rules.

5. Accounting

5.1 The Director of Finance shall compile all accounts and accounting records of the Council. All financial transactions of the Council shall be properly accounted for and the Council's accounts shall be maintained in accordance with statutory requirements and professional standards.

6. Petty Cash Accounts

6.1 Petty cash accounts may be advanced to such officers as may be determined by the Director of Finance and will be such sum as may be determined by him/her. Such accounts shall be maintained in accordance with such procedures as may be determined by the Director of Finance.

7. Audit

7.1 The Council will maintain an adequate and effective internal audit in accordance with statutory requirements and professional standards.

7.2 The Director of Finance has responsibility for discharging the Council's internal audit responsibilities.

7.3 The scope of internal audits shall encompass the examination and evaluation of the adequacy and effectiveness of the Council's system of internal control and the quality of performance in carrying out assigned duties and responsibilities. Internal audits shall:

- Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information;

- Review the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports and should determine whether the Council is in compliance;

- Review the means of safeguarding assets and where appropriate verify the existence of such assets;

- Appraise the economy and efficiency with which resources are employed;

- Review the operations or programmes to ascertain whether results are consistent with established objectives and goals and whether the operations or programmes are being carried out as planned and approved.

7.4 For the purpose of conducting internal audit enquiries, the Director of Finance or his/her authorised representative shall be entitled to:

- Enter any Council premises or land at reasonable times;

- Have access to all records, documents and correspondence relating to any Council business;

- Require and receive such explanations as may be necessary concerning any matter under examination;

- Require any employee of the Council to produce cash, stores or any other Council property under his/her control.

7.5 Any employee who suspects fraud, financial loss or error must either

- Raise their concerns under the Confidential Reporting Code; or

- Inform their Chief Officer, who must notify the Director of Finance; or

- Follow the procedures set out in the Council's Anti-Fraud and Corruption Policy.

7.6 The reporting arrangements in respect of internal audit reports is set out in the Confidential Reporting Code. In the case of suspected fraud or major internal control weaknesses, the Audit Charter authorises the Chief Internal Auditor to investigate and report all instances of fraud.

7.7 The Chief Internal Auditor shall have the right of direct access to the Chief Executive, the Monitoring Officer and to Members where he/she considers this is necessary.

8. Banking Arrangements

8.1 All facilities required in respect of banking shall be made by the Director of Finance, who shall be a signatory to every bank account and banking arrangement of the Council.

8.2 All cheques and payment documents shall be ordered only on the authority of the Director of Finance, who shall ensure proper arrangements for their safe custody.

8.3 Cheques drawn on the Council's banking accounts shall bear the facsimile signature of the Director of Finance or be signed by the Director of Finance or officers authorised by him/her.

8.4 Payments from bank accounts to be processed electronically shall be authorised by the Director of Finance or officers authorised by him/her.

8.5 Overdraft facilities may be arranged by the Director of Finance within overall limits approved by the Council.

9. Borrowing Powers

9.1 The borrowing powers of the Council will be exercised only in accordance with the policies of the Council (Article 4 section 4.01 (b)).

9.2 The Director of Finance is responsible for all borrowing, including lease and hire arrangements, on behalf of the Council. The Director of Finance may authorise other Chief Officers to enter into such arrangements if he/she has examined and is satisfied with the terms of any such arrangement.

10. Property and Land Holdings

10.1 The Director of Finance is responsible for maintaining a record of Council assets. Chief Officers' responsibilities in relation to assets are set out in paragraph 19.2 of these Financial Procedure Rules.

10.2 Each Chief Officer is responsible for advising the Director of Finance of items that need to be recorded in the Asset Register and any changes that need to be made thereto.

10.3 The Central Services Director is responsible for maintaining a register of land and buildings owned by the Council and for producing an Asset Management Plan for adoption by the Council.

10.4 The Chief Solicitor is responsible for the safe custody of all title deeds relating to Council owned land and property.

11. Financial Planning and Control

11.1 The Director of Finance shall prepare annual estimates of income and expenditure in consultation with Chief Officers for submission to the

Executive.

11.2 In accordance with the Budget and Policy Framework Procedure Rules set out in Part 4 of the Constitution, the Executive will consider annually:

- The proposed programme of capital expenditure forming List A of the Capital Plan;

- Estimates of income and expenditure on the revenue account for the ensuing year.

11.3 Following consultation as set out in Part 4 of the Constitution, including consultation with the Policy Overview Committee, the Executive shall consider the consequences of these programmes and estimates and receive the advice of the relevant Chief Officers and the Statutory Officers before recommending to Full Council the council tax to be levied, the revenue budgets and the Capital Plan for the ensuing year.

11.4 The approval of revenue estimates by the Full Council will constitute authority to incur the expenditure as detailed in the estimates.

11.5 Any proposal to incur unbudgeted expenditure after Full Council has approved the budget or Capital Plan must be submitted to the Executive for approval. Approval will be subject to the limits on virement set out in paragraph 12.3 of these Financial Procedure Rules and the requirements in respect of supplementary estimates set out in paragraph 14.1 of these Rules.

11.6 Each Chief Officer is responsible for the control of income and expenditure within the Services under his/her control.

11.7 Each Chief Officer shall immediately advise the Director of Finance should he/she become aware of a variance or likely variance from an approved estimate in the budget or Capital Plan that will exceed £5,000.

11.8 Variance or likely variance from an approved estimate of more than £10,000 shall be reported by the Director of Finance to the Executive.

11.9 The Director of Finance shall provide the Executive with regular monitoring reports during each financial year comparing actual expenditure against the budget in key areas. These include salaries expenditure, investment and other major sources of income, collection of council tax and national non domestic rates, and such other key financial performance information as the Director of Finance considers is necessary for the Executive to discharge its responsibilities effectively.

11.10 The Director of Finance shall provide the Executive with regular monitoring reports comparing actual capital expenditure with the Capital Plan List A for the financial year in question.

11.11 The Director of Finance shall provide an annual outturn report to the Executive showing actual revenue and capital expenditure against the revenue budget and Capital Plan for the preceding financial year, together with his/her recommendations on any action that should be taken in the light of the outturn information.

11.12 The Chief Financial Officer will meet the requirements of Section 8 of the Accounts and Audit Regulations 1996 by presenting the Statement of Accounts to the General Purposes Committee, which shall have delegated authority to approve these on behalf of the Council.

12. Virements

12.1 The transfer of budgetary provision from one area of revenue or capital income/expenditure to another in order to finance spending in an area by using a saving in another area is known as virement.

12.2 Under Article 4 section 4.01 (b) only the Full Council may change the limits for virement. Only Full Council may authorise a virement that commits the Council to ongoing future expenditure.

12.3 The limits for virement approved by the Council are as follows:

- Chief Officers may transfer up to £10,000 in a financial year between budgets relating to the same area of Service activity (e.g. housing, environmental health, leisure etc.). Any such transfer must be immediately notified in writing to the Director of Finance.

- The Chief Executive, in consultation with the Management Team and Director of Finance, may transfer up to £25,000 in a financial year between budgets relating to the same area of Service activity.

- The Executive may approve virements up to a limit of £50,000, including those that involve a transfer between different areas of Service activity.

12.4 The Director of Finance will report to the Executive any virements approved by Chief Officers or the Chief Executive.

13. Under spending and Over spending

13.1 If revenue budgets are under spent or overspent at the year end, the following applies:

- No under spending may be carried forward to the following year unless specifically authorised by the Director of Finance. Any such amounts must be the subject of an earmarked reserve;

- Any overspending shall be reported to the Executive by the Director of Finance in an outturn report. If in the opinion of the Director of Finance the overspending is significant and relates to functions not the responsibility of the Executive then he/she shall also report to the appropriate Committee.

14. Supplementary Estimates

14.1 Supplementary estimates for revenue and capital expenditure will only be granted in exceptional circumstances and will be only be approved by the Full

Council following a recommendation from the Executive.

14.2 In cases of urgency, with the agreement of the Leader and the Chairman of the Policy Overview Committee, the Chief Executive in consultation with the Director of Finance may approve additional revenue or capital expenditure. The Chief Executive will report such approvals and the circumstances that made them necessary to the Executive and the Policy Overview Committee. The Executive will consider whether a virement is possible or recommend approval of a supplementary estimate.

15. Income

15.1 Arrangements for the collection of all monies due to the Council will be subject to the prior approval and control of the Director of Finance and will be carried out in accordance with procedures issued by him/her. The circumstances of any inability to comply with procedures issued by the Director of Finance shall immediately be reported to him/her.

15.2 The Director of Finance shall be notified promptly of all money due to the Council and of contracts, leases and other agreements and arrangements entered into that involve the receipt of money by the Council.

15.3 All money received by the Council will be banked promptly in the Council's name and in conformance with the Accounts and Audit Regulations 2003 (as amended from time to time).

15.4 Money held on behalf of the Council must not be used for anything other than its intended purpose. No monies held shall be used to cash cheques except in accordance with arrangements approved by the Director of Finance.

15.5 All monies received by the Council shall be acknowledged in accordance with arrangements approved by the Director of Finance.

15.6 All receipts and other means of acknowledging the receipt of monies received by the Council shall be securely stored and proper records kept of all such items in a form approved by the Director of Finance.

15.7 Any instructions issued by the Director of Finance relating to the security of monies held by the Council must be adhered to.

15.8 Any limits on sums held for insurance purposes must be adhered to.

15.9 Invoices must be raised for all sums due to the Council that are not paid at the time the debt is due or identified unless the Director of Finance approves alternative arrangements to address specific circumstances.

15.10 All invoices for sums due to the Council must be raised promptly.

15.11 Chief Officers must notify the Director of Finance of all relevant information so that he/she can raise an invoice for sums due to the Council where for any reason this is not done by the Chief Officer.

15.12 Chief Officers must ensure that income received or any invoice raised by them is correctly allocated to the appropriate code.

16. Fees and Charges

16.1 Chief Officers are required, in liaison with the Director of Finance to review annually the fees and charges levied for services under their control unless such fees and charges are fixed by statute or by some other body. The results of such reviews and the recommendations flowing from them must be reported to the Executive for decision.

16.2 Any proposed reductions in fees and charges shall, following consultation with the Director of Finance, be reported to the Executive for decision. Similar requirements apply where it is proposed to introduce new fees and charges.

16.3 In the case of the Leisure Business Unit, the Chief Leisure Officer may, following consultation with the Director of Finance, increase or reduce existing or introduce new fees and charges at the Council's leisure facilities in response to market opportunities and conditions.

17. Writing Off Debts

17.1 The Director of Finance must report to the Executive on amounts owing of £1,000 or more where efforts to collect the sums have failed and any other action would be uneconomic or impractical or in the opinion of the Director of Finance there is a valid reason for not pursuing the debt. The Executive has the authority to approve the write off of the debt.

17.2 The Director of Finance, following consultation with the relevant Chief Officer where appropriate, may write off amounts of less than £1,000 if he/she thinks that further effort to collect it would be a waste of effort or resources or in his/her opinion there is a valid reason for not pursuing the debt. The Director of Finance must report any such write-offs he/she has approved at least twice a year to the Executive.

18. Insurances and Risk Management

18.1 The Director of Finance shall effect all insurance cover and negotiate all claims in consultation with other officers as necessary.

18.2 Chief Officers shall give prompt notification to the Director of Finance of all new risks, properties, plant and vehicles that require to be insured and of any alterations affecting existing insurances.

18.3 Chief Officers shall immediately notify the Director of Finance of any loss, liability or damage that may give rise to a claim.

18.4 Chief Officers shall ensure that their staff and any contractors employed on activities for which they are responsible have appropriate insurance cover in force and shall consult the Director of Finance to determine the relevant requirements for the activities involved.

18.5 The Director of Finance shall ensure compliance with statutory requirements relating to fidelity guarantee insurance.

18.6 The Director of Finance shall at such periods as he/she considers necessary review all insurances held by the Council in consultation with other Chief Officers.

18.7 All Chief Officers shall consult the Director of Finance in respect of any indemnity the Council is requested to give.

18.8 All Chief Officers are responsible for ensuring compliance in their areas of responsibility with any Risk Management Strategies the Council may from time to time approve.

19. Inventories

19.1 Each Chief Officer is responsible for the safe custody of stores and equipment placed under his/her control. Wherever reasonably practicable, items shall be marked as being the property of the Borough Council.

19.2 Each Chief Officer shall maintain an inventory of all furniture and equipment with a replacement value in excess of £500. Chief Officers shall ensure that these inventories are checked at least once a year and notify the Director of Finance of any discrepancies found. All inventories must be made available to the Director of Finance or his/her representative upon request. All Information Technology hardware shall be recorded in a central inventory maintained for the purpose by the Information Technology Manager.

19.3 All records of stocks held shall be in a form approved by the Director of Finance. Chief Officers shall ensure that the level of stock held is reasonable having regard to the nature of the service being provided through their use.

19.4 Chief Officers are responsible for ensuring that stocktaking is undertaken at appropriate intervals throughout the year having regard to the value of stocks under their control.

19.5 Chief Officers shall secure the consent of the Director of Finance to the method of disposal to be used in the case of surplus or obsolete items.

19.6 Chief Officers shall provide such certificates in the form that the Director of Finance may require in respect of the value of any stocks held by them at the end of each financial year.

20. Land Disposal

20.1 No negotiations for the acquisition or disposal by any means of land or buildings in Council ownership shall be undertaken other than in accordance with the Officer Delegation Rules set out in Part 3 of the Constitution.

20.2 All disposals of land or buildings must be approved by the Executive.

21. Orders for Works, Goods and Services

21.1 Chief Officers are responsible for ensuring that orders are:

- Placed in accordance with the tendering procedures set out in the Contracts Procedure Rules in Part 4 of the Constitution;
- Comply with all relevant policies of the Council;
- Comply with procedures issued by the Director of Finance.

21.2 Orders shall be issued electronically or in hard copy format via the Council's purchase order system in a format approved by and in compliance with any procedures issued by the Director of Finance.

21.3 Each Chief Officer will maintain a list of officers able to authorise orders electronically and the financial limit applying to them. A copy of this list must be supplied to the Director of Finance and must be updated with any amendments from time to time.

21.4 All works, goods or services must be the subject of an official order except for:

- Supplies of utility services, e.g. gas, electricity;
- Payments of a periodic nature such as rent or rates;
- Items purchased via petty cash;
- any works goods or services which have a written contract which complies with Contracts Procedure Rules 3.2 or 3.3

21.5 The Director of Finance may from time to time permit other items to be acquired without the issue of an official order.

21.6 Official orders may only be used in connection with the purchase of goods by the Council and must not be used in connection with personal transactions.

21.7 All purchases of Information Technology hardware and software shall only be made by the Information Technology Manager unless he/she agrees an alternative arrangement in specific circumstances.

22. Issuing of Official Orders

22.1 Orders must only be issued for works, goods and services where an approved budget exists for the intended purchase. Chief Officers shall ensure full compliance with any procedures issued by the Director of Finance.

22.2 Each Chief Officer shall ensure that effective procedures exist to check and certify all orders issued..

22.3 Each Chief Officer shall provide the Director of Finance with a list of officers able to authorise orders and any financial limits that apply to them. A copy of all orders shall be maintained in a secure format within the corporate purchase ordering system.

22.4 Only documentation or electronic formats approved by the Director of Finance may be used for official orders.

22.5 All Orders are contracts made by the authority and must comply in all respects with the Contracts Procedure Rules

22.6 Urgent Orders may be made by telephone, fax or electronically (provided that they are in accordance with the Contracts Procedure Rules) but an order number must be obtained and notified to the supplier. An order must still be completed and clearly marked as being for "CONFIRMATION"

22.7 In every case, Chief Officers must ensure compliance with any procedures issued by the Director of Finance in relation to accounting for Value Added Tax, Construction Industry Tax and any other taxes that may be applicable.

23. Payment of Invoices

23.1 Each Chief Officer shall ensure that within his/her Service effective procedures exist to check and certify all invoices received for payment.

23.2 Each Chief Officer shall provide the Director of Finance with a list of officers authorised to certify invoices and claims for payment and any financial limits attached.

23.3 Only documentation approved by the Director of Finance may be used in connection with the processing of payments.

23.4 The following checks must be made prior to payment by Chief Officers or their authorised officers:

- The work, goods or services have been received or carried out and conform to what was ordered. If payment in advance is required, confirmation from the supplier of supply upon receipt of payment has been received.

- The prices, calculations, trade discounts, other allowances, credits, construction Industry tax and VAT are correct.

- Any goods supplied have been entered on inventories, stores or other appropriate records.

- Details of the intended payment shall be checked against the details of goods ordered and received, either on a copy of the order or to the entries held electronically within the purchase order and payment systems.

- The Council has not previously paid the invoice and that it is the Council's responsibility to make payment.

23.5 Chief Officers must ensure that the correct accounting code is used when making payment.

23.6 Chief Officers must ensure that undisputed invoices are processed without delay to obtain any prompt payment discounts and to meet the Council's targets for the prompt payment of invoices and to avoid statutory penalties arising from late payment.

23.7 Prior to payment, all invoices must be appropriately certified by the Chief Officer or a person authorised by him/her. This cannot be the same person as has conducted the checks required under 23.4.

23.8 Chief Officers shall, as soon as possible after 31 March each year, and no later than a date specified by the Director of Finance, notify the Director of Finance of any payments outstanding for works, goods or services supplied before the 31 March and comply with all other requirements of the Director of Finance in connection with the production of the annual accounts of the Council.

24. Financial Management of Contracts

24.1 Where there is a variation to a contract that results in a change to the cost to the Council then the Chief Officer shall ensure that a priced Variation Order or priced Architects or Engineers Instruction has been issued prior to the work being carried out. For the avoidance of doubt, Variation Orders are not only required where the cost to the Council has increased but also where it has decreased.

24.2 The provision in 24.1 shall not have effect in the case of additional work necessary to maintain the continuity of the contract or in an emergency to protect the safety of an officer, workman, the public or the fabric of a structure. In these circumstances the Chief Officer shall ensure that a priced Variation Order or priced Architects Instruction is issued promptly after the work has been carried out.

24.3 Interim payments to contractors and consultants in the case of contracts exceeding £75,000 in value shall be made only where the contract provides for them and only on a certificate issued by the relevant Chief Officer or consultant where one has been engaged. Payments must not be made to anyone other than the Contractor unless agreed with the Director of Finance or directed by a Court or a Receiver appointed by a Court.

24.4 Variations to a contract shall be authorised in writing on a sequentially numbered form by the appropriate Chief Officer or the nominated Architect or Engineer in the contract, or by a consultant where engaged.

24.5 Claims from a contractor not clearly within the terms of any existing contract shall be referred by Chief Officers to both:-

(a) the Chief Solicitor for consideration of the Authority's legal liability; and

(b) the Director of Finance for financial consideration before a settlement is made.

24.6 Where a claim for liquidated damages arises the Chief Officer concerned will consult both the Chief Solicitor and the Director of Finance in order to determine the appropriate action to be taken.

24.7 Chief Officers must provide a report to the Council or Executive, as appropriate, explaining the circumstances in any case where the value of the final account for a contract is greater than £75,000 and exceeds the accepted tender sum by an amount greater than 5% of the tender sum.

25 Payment of Salaries, Wages and Members' Allowances

25.1 The Central Services Director is responsible for ensuring that all salaries, wages and matters relating thereto are in accordance with the policies and decisions of the Council.

25.2 The Director of Finance is responsible for the calculation and payment of salaries and wages to the Council's employees and for the payment of approved allowances to Council Members.

25.3 Chief Officers must provide the Central Services Director with full details of:

- any new employees of the Council;
- anyone leaving the Council's employment;
- anyone who is transferred to other Council Services;
- anyone whose pay changes other than by salary awards or annual increments; and
- any other information that may affect the amount of the payment they are entitled to receive.

25.4 The Central Services Director must advise the Director of Finance of all matters that affect the payments due to employees.

25.5 Chief Officers must notify the Director of Finance of anyone who is absent through sickness or reasons other than annual leave using the form approved by the Director of Finance.

25.6 The Director of Finance must approve the design of all time records or other pay documents. Chief Officers must send the names and signatures of all the employees who are authorised to sign these records, together with any limits applied, to the Director of Finance.

25.7 All staff classed as temporary or casual by their contract of employment and on the positive payroll must be required to complete a monthly timesheet, except in the case of illiteracy when the line manager must complete the timesheet and indicate that they have done so.

25.8 All payments of salaries, wages and Members' allowances shall be paid direct to a bank or building society account using BACS or any similar method determined by the Director of Finance unless he/she approves alternative arrangements in specific cases.

26 Security

26.1 Chief Officers are responsible for maintaining proper security at all times for all buildings, property, cash and other assets under their control. Chief Officers shall consult the Director of Finance in any case where security is thought to be defective or where it is considered that special security arrangements may be needed. Chief Officers must ensure that their staff are aware of any requirements relating to the security of cash and equipment in transit or held at an employee's home.

26.2 Maximum limits for cash holdings shall be agreed with the Director of Finance having regard to the level of security appropriate for staff and premises. The limit shall not be exceeded without his/her permission.

26.3 Chief Officers are responsible for maintaining the security and privacy of information held on computer systems under their control and are responsible for compliance with relevant legislation and the Council's adopted Information Security Policy.

26.4 The Chief Solicitor is responsible for the safe custody of all legal documents relating to the activities of or interests of the Council.

27 Taxation

27.1 The Director of Finance is authorised to make any decision or determination with regard to any taxation issue that he/she considers necessary for the overall tax efficiency of the Council.

27.2 The Director of Finance will account for and pay or recover all taxes on behalf of the Council.

28 Travelling and Subsistence Allowances

28.1 All claims of employees for payment of car allowances, subsistence allowances, travelling and incidental expenses must be submitted, together with any supporting documentation and records required, in accordance with such procedures as may be issued by the Director of Finance. Reimbursement will normally be made with the employee's next normal salary or wage payment unless the Director of Finance decides that an alternative method of payment is appropriate.

29 Treasury Management

29.1 The Director of Finance is responsible for undertaking all borrowing of monies and for all arrangements concerning the investments of the Council.

29.2 In exercising his/her treasury management responsibilities, the Director of Finance shall comply with the Council's Treasury Management Strategy Statement and Investment Strategy and Treasury Policy Statement and the Chartered Institute of Public Finance and Accountancy Code of Practice on Treasury Management.