

FINANCIAL AND CONTRACT REGULATIONS

Summary: To present amendments to the Financial and Contract Regulations

Recommendation: That the Board adopts the proposed amendments

Reviewed by the Executive Committee: Yes / No

If yes, the Committee's comments: n/a

Report by: Ann Wyatt – Head of Finance

INTRODUCTION

1. Over the past few months the Finance and Administration Team have been making improvements to the financial systems, processes and procedures to improve the internal control environment and to ensure that the whole team can work remotely effectively.
2. To enable further continuous improvement, changes are required to the Financial & Contract Regulations. In addition, the Regulations require updating for example historic references to Agency activities, the Sage accounting system and EU procurement rules require removal.
3. The need to make changes to the Financial & Contract Regulations was highlighted at the November 2020 Executive Committee meeting in Any Other Business and it was agreed that this paper should be presented to the December Board.
4. The key changes proposed are:
 - Paragraph 18 – An increase to the permitted balance on the PayPal accounts to £5,000 from £1,000.
 - Paragraph 23 – The inclusion of the ability of the Executive Team to delegate the approval of project grant payments to a steering group or panel.
 - Paragraphs 31 and 32 – Setting out the principles for the approval of payment vouchers e.g. invoices. Payment vouchers may be approved by Budget Holders (if expenditure is within budget). If the value exceeds the Budget Holder's level of delegated authority approval is also required from an officer higher up the line management chain with the appropriate level of delegated authority.
 - Paragraph 57 – Setting out the principles for the approval of claims for additional payments made through payroll (eg expenses). Claims must be signed by the claimant and approved by their line manager. If the value exceeds the line manager's level of delegated authority approval is also required from an officer higher up the line management chain with the appropriate level of delegated authority.

- Paragraph 58 – The inclusion of a requirement that all claims for additional payments made through payroll should be made within three months of the date the expense was incurred.
- Paragraph 79 – The levels of authority for the write off or disposal of assets have been increased to be in line with the levels of delegated authority for virement (set out in paragraph 10).

SUPPORTING PAPERS

- Appendix A – Draft Financial & Contract Regulations CLEAN
- Appendix B – Draft Financial & Contract Regulations MARK UP

DECEMBER 2020