
PROPOSED CHANGES TO THE CONSTITUTIONAL FINANCIAL PROCEDURE RULES – WRITING OFF OF DEBTS

To: Constitutional Review Working Party – 26 January 2011

By: Head of Legal & Democratic Services and Monitoring Officer

Classification: Unrestricted

Ward: N/A

Summary: To consider proposed amendments to the Constitutional Financial Procedure rules in so far as they relate to the writing off of debts

For Decision

1.0 Introduction and Background

1.1 Following a high priority recommendation in an Audit Report on Payroll in September 2007 to clarify write off limits and responsibilities in respect of bad debts - a recommendation that was adopted by the Council's Corporate Management Team following consequential consultation with the S.151, it is proposed that the Council's Financial Procedure Rules contained within the Constitution be amended as shown underlined in bold in Annex 1 (Extract from the Financial Procedure Rules "Regulation D: Systems and Procedures" & "Appendix D: Financial Procedure Note – Financial Systems and Procedures").

2.0 Corporate Implications

2.1 Financial

There are no direct financial implications arising from this report.

2.2 Legal

Council must approve any alteration to the Financial Procedure Rules within the Constitution.

2.3 Corporate

None

2.4 Equity and Equalities

There are no specific equity and equality consideration that need to be taken into account in relation to this report.

3.0 Recommendation

3.1 That the Working Party recommends to the Standards Committee that the changes to the Financial Procedure Rules, as set out at Annex 1, be approved.

4.0 Decision Making Process

- 4.1 The recommendation of the Working Party will be considered by the Standards Committee who, in turn, will make a final recommendation to the Council.

Meeting of Standards Committee	Date: 8 February 2011
Meeting of Council	Date: 24 February 2011

Contact Officer:	Harvey Patterson, Head of Legal & Democratic Services and Monitoring Officer
Reporting to:	Sue McGonigal, Interim Deputy Chief Executive

Annex List

Annex 1	Suggested amendments to the Financial Procedure Rules: Regulation D (“Systems and Procedures”) and Appendix D (“Financial Procedure Note – Financial Systems and Procedures”)
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Background Papers

Title	Details of where to access copy
None	N/A

Corporate Consultation Undertaken

Finance	N/A
Legal	N/A