

PART 5

FINANCIAL REGULATIONS

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Section A

Status of Financial Regulations

POLICIES, RISK MANAGEMENT AND EXTERNAL ARRANGEMENTS

SECTION A: STATUS OF FINANCIAL REGULATIONS

1. Financial regulations provide the framework for managing the Council's financial affairs and are deemed to be part of Manchester City Council's constitution. They apply to every member and officer of the Council and anyone acting on its behalf.
2. The regulations identify the financial responsibilities of the Full Council, Executive, Resources and Governance Scrutiny Committee Members, Audit Committee Members, the Chief Executive, the **City Solicitor**, the Deputy Chief Executive and City Treasurer, Chief Officers and Heads of Service. The Executive and Chief Officers should maintain a written record where decision making has been delegated to members of their staff, including seconded staff. Where decisions have been delegated or devolved to other responsible officers, references to the Chief Officer in the regulations should be read as referring to them.
3. All members and officers have a general responsibility for taking reasonable action to provide for the security and proper recording of the assets under their control, and for ensuring that the use of these resources is legal, properly authorised, provides value for money and achieves best value.
4. Part 8 of the Constitution sets out the management structure of the Council, including a list of Chief Officers and Heads of Service. Unless otherwise specified in these regulations, the term "Chief Officer" refers to the Chief Officer with strategic and/or service responsibility for the service(s) in question. The term "Head of Service" refers to the Head of Service with service (including budget holding) responsibility for the service(s) in question or any other officer designated to carry out the responsibilities of a Head of Service under these regulations in respect of a particular service(s).
5. Chief Officers and Heads of Service must ensure that officers are aware of the provisions of the Council's Code of Conduct for Employees including that: -
 - Employees have a responsibility to declare any links or personal interests that they may have with purchasers, suppliers and/or contractors, if they are engaged in contractual or purchasing decisions on behalf of the Council.
 - Employees shall not invite bids from any individual or organisation with whom they have a family, personal or financial relationship; and
 - Employees must not seek or receive any gift or personal inducement in connection with the procurement of works, goods or services.
6. All Chief Officers must maintain a record of pecuniary and non-pecuniary interests that will ensure compliance with the Council's Code of Conduct for Employees and the Local Government Act 1972 (Section 117). **All officers must declare actual or potential areas of conflict, involving either themselves or close family, and Chief Officers should maintain arrangements to provide assurance that actions are taken to record and address potential conflict of interest.** It is incumbent on individuals to ensure that all interests are appropriately declared and are kept up to date. **An annual review must be undertaken to update the declarations relating to conflicts of interest.** If an officer's work involves contact with any individual or

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organisation with whom they have a family, personal or financial relationship that officer must notify their Chief Officer in writing. **Additional care must be taken in ensuring the proper management of conflicts of interests in processes that involve financial and non-financial decision making (such as awarding of grants, funding and procurement).**

7. The Deputy Chief Executive and City Treasurer can allow exceptions to these regulations if it is believed that the interests of the Council would be best served if the regulations were not applied. The Deputy Chief Executive and City Treasurer must keep a written record of any exceptions and submit an annual report to Full Council summarising their decisions. The Deputy City Treasurer is authorised to act on behalf of the Deputy Chief Executive and City Treasurer in agreeing exceptions.