



Part F – Appendices

Section F5:- Finance and Contract Procedure Rules

F5A:- Introduction and Overview

In Part F:-

Section F1 contains the Member Code of Conduct

Section F2 contains the Member Planning Protocol

Section F3 contains the Officer Code of Conduct

Section F4 contains the Officer/Member Relations Protocol

This Section (F5) contains the Finance and Contract Procedure Rules that govern how the council manages its financial affairs. The Rules are split into the following eight parts:-

- **This section (F5A)** contains an introduction and overview to the principles of good financial management, the roles and responsibilities of Officers and Members and the various documents and processes that form the council's financial management framework.
- **Part F5B** Financial Management
- **Part F5C** Financial Planning
- **Part F5D** Risk Management and Control of Resources
- **Part F5E** Financial Systems and Procedures
- **Part F5F** Contract Procedure Rules
- **Part F5G** Collaborative Working and ASDVs
- **Part F5H** Glossary



Part F – Appendices

Section F5:- Finance and Contract Procedure Rules

F5A:- Introduction and Overview

A1. Introduction

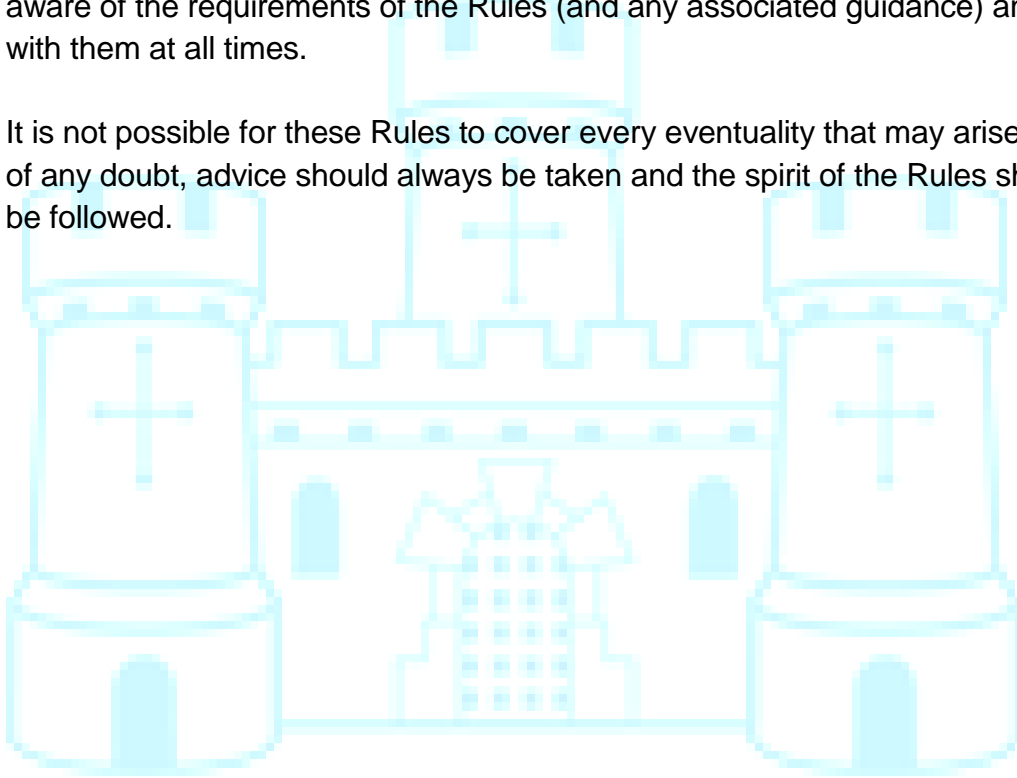
- A1.1 Section A1 of the Constitution contains an overview of the main components of the council and how they relate to each other. It explains how the decisions that the council has to make are made either by all of the elected Members acting together in a meeting of Full Council (“Council”), by the Cabinet, by committees or by Officers.
- A1.2 Section A2 explains the council’s core objective in decision-making and sets out the principles of decision-making that all Members and Officers must observe. The rest of the Constitution sets out various rules about who is authorised to take different types of decisions and how decisions should be taken and recorded.
- A1.3 Whenever a decision is taken, it will have a financial implication in terms of either a cost or a saving (which includes income) for the council. These Finance and Contract Procedure Rules (“the Rules”) provide the framework for managing those implications and setting out who is authorised to make decisions that have different types of financial implications.
- A1.4 The Rules apply to every Member and Officer of the council and anyone acting on the council’s behalf. These rules sit alongside all of the rules, codes, protocols and principles contained in or made under the Constitution. All decision makers need to ensure that they are not only empowered under the Constitution to make every decision that they propose to make, but that they are also authorised under these Rules to incur the financial implications of every decision that they make.
- A1.5 All Members and Officers are under a duty to ensure the security of resources under their control, and to ensure that the use of resources is lawful, properly authorised, provides value for money and achieves best value. Failure to comply with the Rules may lead to disciplinary action, legal action, or may even amount to a criminal offence so Officers should always seek advice from their line management if they are in any doubt about any aspects of the Rules.
- A1.6 The Section 151 Officer is responsible for keeping the Rules under review, issuing any advice or guidance, making minor amendments, or recommending significant amendments to Council as and when required.



A1.7 The Section 151 Officer is also responsible for reporting breaches of the Rules to Council and/or the Cabinet.

A1.8 The Corporate Leadership Team is responsible for ensuring that all Officers are aware of the requirements of the Rules (and any associated guidance) and comply with them at all times.

A1.9 It is not possible for these Rules to cover every eventuality that may arise. In the case of any doubt, advice should always be taken and the spirit of the Rules should always be followed.



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