



Sheffield City Council

Financial Regulations 2021

Summary of changes from the 2019 Regulations

Table of Contents

Foreword	3
1. General Review/ Update – links, format, etc.....	4
2. Detailed Officer Roles and Responsibilities (Chapter 1 (pages 13-14)).....	4
The Executive Director of Resources.....	4
The Director of Finance & Commercial Services	4
The Head of Strategic Finance	4
3. Detailed Officer Roles and Responsibilities (Chapter 1).....	5
The Director of Finance & Commercial Services (page 13)	5
Executive Directors (page 18).....	5
4. Financial Protocol	5
Glossary (page 5).....	5
Background (page 10).....	5
5. Framework of Financial Accountability.....	5
Glossary (page 3).....	5
Executive Directors (page 18).....	6
Appendices – 2019 Financial Regulations.....	7
A. Financial Management (Chapter 2)	7
B. Financial Management (Chapter 2)	7
B. Purchasing (Chapter 8)	7
C. Glossary (page 5)	7
D. Glossary	7

Foreword

This document summarises the main amendments (additions and/or deletions) from the 2019 to the 2021 Financial Regulations. It is not intended to replace due consideration of the current Regulations.

If you have any queries on the content of the Financial Regulations, please contact Accounting & Infrastructure (A&I) and/or Business Partner (BP).

The Appendices are the specific sections of the 2019 Financial Regulations, prior to any amendments made because of the 2021/22 update.

1. General Review/ Update – links, format, etc....

The Financial Regulations have been reviewed and updated to ensure:

- They comply with the Openness and Transparency Project.
- They are up to date with working embedded links.
- The restructure within Finance and Commercial Services is reflected.
- The Financial Regulations match current working practices and any minor changes to the Council's processes or systems have been incorporated.
- Job titles/ roles have been updated and amended, for example, the numerous references to the Head of Strategic Finance have (where necessary) been amended to the Director of Finance & Commercial Services. Previously these references were scattered throughout the document but are now consolidated to pages 13-17.

2. Detailed Officer Roles and Responsibilities (Chapter 1 (pages 13-14))

The Executive Director of Resources

Financial Management	On a day-to-day basis all s151 responsibilities may be discharged by the Director of Finance & Commercial Services and the Head of Strategic Finance, who will act on behalf of the Executive Director of Resources in ensuring proper discharge of these statutory responsibilities. Nothing in this paragraph diminishes the ultimate financial responsibilities of the Executive Director of Resources.
-----------------------------	--

The Director of Finance & Commercial Services

Financial Management	Undertaking day-to-day s151 responsibilities on behalf of the Executive Director of Resources.
-----------------------------	--

The Head of Strategic Finance

Financial Management	Undertaking day-to-day s151 responsibilities on behalf of the Executive Director of Resources.
-----------------------------	--

This amendment was requested by Eugene Walker to ensure continuity in the discharging of the day-to-day s151 responsibilities whilst he was covering the Chief Executive role. This was omitted from the previous Financial Regulations because the then Director of Finance & Commercial Services was not a qualified accountant and so did not meet the professional qualification requirement for the role of s151 officer, as set out in section 113 of the Local Government Finance Act 1988. The current Director does meet that requirement.

This amendment has been approved by the Director of Legal & Governance and the Lord Mayor via a Minor Change to the Constitution report.

3. Detailed Officer Roles and Responsibilities (Chapter 1)

The Director of Finance & Commercial Services (page 13)

Financial Management	Maintain a record of all financial information and approvals in relation to leases, and other credit arrangements, and work with service to approve all leases, except property related leases.
-----------------------------	---

Executive Directors (page 18)

Financial Management	Ensuring that any acquisition, including leases, or disposal of assets is approved in accordance with the Leader's Scheme of Delegation , the Council's Disposal Framework policy and Finance are informed.
-----------------------------	---

This amendment, in relation to leases, was requested to ensure the Financial Regulations reflect current working practices, responsibilities and compliance with IFRS 16.

4. Financial Protocol

Glossary (page 5)

Financial Protocol	The Financial Protocol describes the roles and relationships of the main parties involved in the Council's financial management arrangements. The protocol is reviewed annually to ensure it is still fit for purpose and refreshed when parties involved change.
---------------------------	---

Background (page 10)

To support understanding, procedures and processes are available.	<p>The Financial Protocol also complements the Regulations and Policies by describing the roles and relationships of the main parties involved in the Council's financial management arrangements, helping to ensure sound financial management.</p> <p>Signed by the Executive Director of Resources, each Executive Director, the Director of Finance & Commercial Services and the respective Director of Business Strategy (DOBS).</p>
--	--

The Financial Protocol that was appended to the Financial Regulations is now omitted from the document, so additional narrative was now needed to strengthen the Financial Protocol's position as a key governance document.

5. Framework of Financial Accountability

Glossary (page 3)

Accountability Framework	<p>A written framework to explain accountability within a portfolio for the budgets held by each Director and Head of Service. The Framework is reviewed annually to ensure it is still fit for purpose and refreshed when parties involved change.</p> <p>It has been developed to protect the Council's overall financial interest and to meet all statutory requirements.</p>
---------------------------------	--

Financial Management	Producing and maintaining an up-to-date Accountability Framework for the Directors and Heads of Service in each Portfolio.
-----------------------------	--

This amendment was requested by the Standards & Policies Group to strengthen the governance of this key document.

Appendices – 2019 Financial Regulations

Below are extracts from the specific sections in the 2019 Financial Regulations prior to any amendments made because of the 2021/22 update.

A. Financial Management (Chapter 2)

Executive Director of Resources (2.2.7)

On a day-to-day basis all s151 responsibilities may be discharged by the Head of Strategic Finance, who will act on behalf of the Executive Director of Resources in ensuring proper discharge of these statutory responsibilities. Nothing in this paragraph diminishes the ultimate financial responsibilities of the Executive Director of Resources. Whenever these Regulations provide that something will, must or may be done by the Head of Strategic Finance, this may also be done instead by the s151 Officer.

The Head of Strategic Finance (2.2.8)

The Head of Strategic Finance is:

Authorised to sign any and all grant claims, statutory returns or other documents that require the authority of the s151 officer on behalf of the Council.

B. Financial Management (Chapter 2)

Asset Management (2.3)

Head of Strategic Finance (2.3.1)

The Head of Strategic Finance has overall responsibility for the financial elements of Council's Asset Register and for ensuring that it complies with all necessary accounting requirements.

The Director of Finance & Commercial Services is responsible for approving the use of leases to finance purchases.

B. Purchasing (Chapter 8)

Roles and responsibilities (8.1)

Head of Strategic Finance (8.1.2)

The Head of Strategic Finance is responsible for:

- The approval and administration of all leasing and other credit arrangements. Records will be kept by the Head of Strategic Finance of all relevant financial information relating to these arrangements.

C. Glossary (page 5)

Financial Protocol	The Financial Protocol summarises the relationship between Executive Directors, the Director of Finance & Commercial Services and the Head of Strategic Finance and is signed annually by all parties.
--------------------	--

D. Glossary

Framework of Financial Accountability - New glossary term in the 2021/22 Financial Regulations.

This page is intentionally left blank