



## OFFICER REPORT TO COUNCIL

### REVISED FINANCIAL REGULATIONS

#### **KEY ISSUE/DECISION:**

The Financial Regulations provide the framework of control, responsibility and accountability for the proper administration of the Council's financial affairs. The Council's current processes and procedures are reflected within the Financial Regulations.

The Financial Regulations are part of the Constitution. Any changes to the Financial Regulations require Council to approve any amendments.

#### **BACKGROUND:**

There has been a thorough review to ensure that the Financial Regulations remain current and reflect the Council's processes and procedures. The last update was approved by Council in 2023.

#### **RECOMMENDATIONS:**

To recommend for approval by full Council the proposed changes to the Council's Financial Regulations attached in Annex 1 which will form part of the Council's Constitution.

#### **BACKGROUND:**

Since the last update to the Financial Regulations, the following amendments are now proposed:

- to reflect changes to the organisation's processes and structure;
- a policy change in relation to FR21 Adult Social Care Assessed Fees & Charges Debt Management and Bad Debt Write Offs; and
- an expansion to the content relating to Commercial activity.

This review covers:

- Aligning the organisation's processes and structure resulting in a number of minor amendments which are designed to aid the implementation of the financial regulations. These are shown as track changes in the annex and include reference to position titles reflecting the latest

structure, as well as changes to the Introduction, FR1.2, FR3.2, FR4.4 – FR4.6, FR5.1, FR7.3, FR8.1, FR8.2, FR8.4, FR8.5, FR8.7, FR11.2, FR12.1, FR12.2, FR15.5, FR23.1, FR23.2, FR23.13

- the inclusion of regulations within FR21 Adult Social Care Assessed Fees & Charges Debt Management and Bad Debt Write Off:
  - policy changes in relation to Adult Social Care Assessed Fees & Charges where the Council's Client Financial Affairs Team acts as the court appointed Financial Deputy or Department for Work & Pensions Appointee, the responsibilities and duties to be undertaken (FR21.7),
  - assessed fees and charges regulations and bad debt principles (FR21.8 – 10)
- Expansion to content relating to FR8 Fees and Charges, to expand on content including commercial activities, in particular in relation to Subsidiaries of the council, the addition of FR8.9 in relation to the responsibilities of revenue and capital expenditure and FR8.10 on approval and oversight. includes the title of FR8 updated, the inclusion of FR8.9 and FR8.10 and an update to FR11.

Updates referred to above are shown as track changes in Annex 1.

#### **LEGAL IMPLICATIONS – MONITORING OFFICER:**

Section 151 of the Local Government Act 1972 requires that the council makes arrangements for the proper administration of its financial affairs.

It is sound governance arrangements and part of good management for them to be reviewed and amendments considered, to contribute to good financial management. Local authorities are under an explicit duty to ensure that their financial management is adequate and effective and that they have a robust system of internal control and management of financial risk. The measures in this report support that requirement. The Financial Regulations are part of the Council's Constitution and amendments require approval from the Council.

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**Sources/background papers:**  
None

**Annexes:**  
Annex 1 – Financial Regulations March 2025 tracked changes

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