

Review of Standing Orders and Financial Regulations

(The full Regulations' booklet can be found on the Committee area of the website)

Background

The Standing Orders and Financial Regulations were last reviewed at the Quarterly meeting, held on 15th June 2017.

Having referred to the Financial Regulations on a couple of occasions recently, there is need to seek clarification and also possible amendments to the following paragraphs of the Financial Regulations.

Paragraph 2

2. Authority for Expenditure

- (a) The Chief Officer and the authorised Principal Officer are authorized to make payments of up to £500.*
- (b) Payments of in excess of £500 which are anticipated expenditure may be authorised in writing by the Chief Officer or the authorised Principal Officer.*
- (c) Payments over a value of £500 which are classified as extraordinary expenditure are to have the written authorisation of the Chairman or Vice Chairman.*
- (d) The Committee shall authorise a petty cash account to a maximum of £100 which will be run by the Office Manager for cash transactions such as stationery, postage, etc. It is to be accounted for using a cash book supported by receipts/stamp book, checked and countersigned by the Chief Fisheries Officer or the authorized Principal Officer monthly.*

Clarification is sought on which member of staff qualifies as 'authorised Principal Officers'.

It is Recommended that it would be helpful to identify these staff members as the two other members of staff that are signatories, ie. The Finance and Administration Manager and the Deputy Chief Officer.

It is recommended that Paragraph 2(b) is amended so that payments are authorised in writing by the Chief Officer and an 'authorised Principal Officer'.

It is recommended that any reference to Chairman or Vice Chairman should be replaced with Chair or Vice Chair where applicable.

Paragraph 15

15. Disposal of Assets

- (a) Assets estimated to exceed £5,000 in value shall be disposed of after public advertisement by such method as the Chief Officer considers will achieve the best price reasonably obtainable.*
- (b) Assets of an estimated value exceeding £1,000 shall be disposed of by public auction or by tender after public advertisement.*

(c) Assets of an estimated value of £1,000 or less shall be disposed of at the discretion and written authority of the Chief Officer.

Recently the Chief Officer arranged for the disposal of three of the Authority's vehicles. Initially various ways of disposing of the cars were considered including getting prices from the dealership that had sold the cars to the Authority.

However, it was belatedly recognised that at least two of the vehicles would need to be auctioned to comply with Regulation 15(b).

It has been estimated that through the Auction the receipts from selling the three cars was approximately £8,850. The best alternative offer was approximately £10,620, a difference of £1,410.

It is Recommended that paragraph 15(b) is removed and 15(a) is amended to read;

(a) Assets estimated to exceed £1,000 in value shall be disposed of after notice has been placed on the Authority's website for a period of 14 days by such method as the Chief Officer considers will achieve the best price reasonably obtainable.