



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Overview and Audit Committee
DATE OF MEETING	7 March 2018
OFFICER	David Sutherland, Director of Finance and Assets
LEAD MEMBER	Councillor Peter McDonald
SUBJECT OF THE REPORT	Financial Instructions
EXECUTIVE SUMMARY	<p>These instructions are part of the financial control framework, which exists both to ensure the proper application and control of public money and to safeguard the officers involved in financial processes. The framework includes the Authority's Standing Orders Relating to Contracts, Financial Regulations, these Instructions and any manuals of guidance or financial policy statements issued by the Authority. The Chief Finance Officer, in consultation with the Chief Fire Officer, issues these Instructions</p> <p>This report presents the updated Financial Instructions as approved by the Chief Fire Officer and Director of Finance and Assets in January 2018. The changes reflect the revised processes introduced as a result of moving to the new Finance, HR and Payroll systems as well as changes to the Financial Regulations approved by the Fire Authority in October 2017. These updates, as well as other minor revisions, are highlighted in Appendix A.</p>
ACTION	Noting.
RECOMMENDATIONS	It is recommended that the updated Financial Instructions be noted.
RISK MANAGEMENT	No direct impact.
FINANCIAL IMPLICATIONS	No direct impact.
LEGAL IMPLICATIONS	Prior to 2011 the Financial Instructions required approval by a meeting of the full Authority on recommendation from the Overview & Audit Committee. At its meeting on 9 February 2011 the Authority amended its Terms of Reference so that approval was delegated to the Chief Finance Officer with the proviso that the Overview & Audit Committee receive a report from the Chief Finance Officer when there has been any variation to the Financial

	Instructions in the preceding twelve month period
CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE	No direct impact.
HEALTH AND SAFETY	No direct impact.
EQUALITY AND DIVERSITY	No direct impact.
USE OF RESOURCES	No direct impact.
PROVENANCE SECTION & BACKGROUND PAPERS	<p>Review of Financial Regulations, Fire Authority, 18 October 2017: http://bucksfire.gov.uk/files/7915/0719/9353/ITEM_7_b_Review_of_Financial_Regulations_-_Cover_Report_-_Jul_2017Appendix.pdf</p> <p>Minutes of the meeting of the Authority held on 9 February 2011: http://bucksfire.gov.uk/files/2714/0628/6311/BMKFA200411.pdf</p>
APPENDICES	Appendix A – Financial Instructions
TIME REQUIRED	5 minutes
REPORT ORIGINATOR AND CONTACT	<p>Mark Hemming mhemming@bucksfire.gov.uk 01296 744687</p>