



# Buckinghamshire & Milton Keynes Fire Authority

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**Meeting and date:** Overview and Audit Committee, 8 November 2023

**Report title:** Financial Instructions

**Lead Member:** Councillor Matthew Walsh

**Report sponsor:** Mark Hemming, Director of Finance and Assets

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**Action:** Noting

**Recommendations:** That the updated Financial Instructions be noted.

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## **Executive summary:**

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.

This report presents the updated Financial Instructions as approved by the Chief Fire Officer and Director of Finance and Assets in June 2023. They have been updated to include the removal of legacy references to gender, Brigade and BMKFRS, addition of donation as method of disposal, added table of authorisation limits held within the finance system, removed reference to EU in procurement laws, replaced references to Director of People &/and Organisational Development with Head of HR and other minor revisions. Changes to the Instructions are noted in Appendix 1 as either underlined (additions) or ~~struck through~~ (deletions).

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**Financial implications:** No direct impact.

**Risk management:** 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.

**Privacy and security implications:** No direct impact.

**Duty to collaborate:** No direct impact.

**Health and safety implications:** No direct impact.

**Environmental implications:** No direct impact.

**Equality, diversity, and inclusion implications:** No direct impact.

**Consultation and communication:** No direct impact.

**Background papers:**

Terms of Reference of the Fire Authority and its Committees, December 2020 - <https://bucksfire.gov.uk/documents/2020/12/terms-of-reference-for-the-fire-authority-and-its-committees.pdf/>

Appendix	Title	Protective Marking
1	Financial Instructions	None