

Report to Audit Committee	Agenda Item: A.5
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Meeting Date: 24 January 2014
 Portfolio: Finance, Governance and Resources
 Key Decision: Not Applicable:
 Within Policy and Budget Framework YES
 Public / Private Public

Title: REVIEW OF FINANCIAL PROCEDURE RULES – RETENTION OF DOCUMENTS
 Report of: Director of Resources
 Report Number: RD73/13

Purpose / Summary:

This report provides Members with details of proposed changes to the Authority’s Financial Procedure Rules in respect of the retention of documents.

Recommendations:

Members are requested to approve the proposed changes for recommendation to Council on 4th March 2014.

Tracking

Audit Committee:	24 January 2014
Overview and Scrutiny:	Not applicable
Council:	4 March 2014

1. BACKGROUND

- 1.1 As defined by the Audit Committee's Rules of Governance, Members of this Committee have the responsibility to maintain an overview of the Council's Constitution in respect of Financial Procedure Rules (FPR's).
- 1.2 The FPRs are reviewed on a regular basis, in order that they reflect changes in legislation, Government and Council Policy, changes in the Council's financial practices and any changes to the organisation structure.

2. PROPOSED CHANGES TO THE FINANCIAL PROCEDURE RULES

- 2.1 The proposed changes are detailed below and are in relation to the Council's policy on the retention of documents. In order to comply with audit certification guidelines and to protect any grant funding received it may be necessary to retain documents longer than the timeframes set out in the Financial Procedure Rules. Therefore it is prudent to include a caveat to this effect within the Constitution as proposed below.

Current wording:

There is a legal requirement to retain certain records for periods between three years and permanently. A grid, which gives guidelines on how long documents should be held, is shown below.

Proposed additional narrative:

However, other contracts, partnerships, agreements and grant related certification requirements may stipulate longer timeframes and these should take precedence over such obligations. Relevant responsible officers should provide the necessary information on retention periods to Financial Services.

Members should note that following the Internal Audit review of 'Records Management' which is considered elsewhere on the agenda, a project group is being established whose remit is to develop a corporate Records Management Policy and to review the Council's retention schedule in more depth. The aim is to complete this piece of work by the end of March 2014.

3. CONCLUSIONS AND REASONS FOR RECOMMENDATIONS

- 3.1 Members are requested to approve the proposed changes for recommendation to Council on 4th March 2014.

4. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

- 4.1 To ensure that the Council has sound systems of internal control and that the governance arrangements in place comply with statutory requirements.

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Appendices attached to report: Appendix A – Proposed Changes to the Financial Procedure Rules

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- **None**

CORPORATE IMPLICATIONS/RISKS:

Chief Executive's – not applicable

Economic Development – not applicable

Governance – Contained within the Report.

Local Environment – not applicable

Resources – included in the main body of the report