

**DUNDEE, PERTH, ANGUS AND NORTH FIFE  
STRATEGIC DEVELOPMENT PLANNING AUTHORITY  
JOINT COMMITTEE MEETING**

**DATE: 24 FEBRUARY 2009**

**REPORT ON: FINANCIAL REGULATIONS**

**REPORT BY: INTERIM STRATEGIC DEVELOPMENT PLAN MANAGER**

**REPORT NO: 03-2009**

**1 PURPOSE OF REPORT**

1.1 The report sets out the proposed financial regulations for the operation of the Joint Committee.

**2 RECOMMENDATION**

2.1 It is recommended that the Joint Committee:

- a) Agree to the adoption of the financial regulations, as set out in Appendix 1 to this report.
- b) Refer the proposed financial regulations to the constituent authorities for ratification.

**3 FINANCIAL REGULATIONS**

3.1 The Joint Committee approved Report 05-2008 (Update on the Setting up of the Strategic Development Planning Authority) at its meeting on the 25 November 2008. Recommendation (g) set out the member council support roles for the operation of the SDPA. It was agreed that Dundee City Council would be responsible for the financial and employing arrangements and resources for the operation of the SDPA.

3.2 To this end, the Financial Regulations as set out in Appendix 1 have been prepared to provide a framework within which the SDPA can operate. The regulations cover the following issues:

- Partner Liability
- Authorising Expenditure
- Suppliers Invoices
- External Funding
- Salaries and Wages
- Audit of the operations of the Joint Committee
- Reporting Requirements
- Revenue & Capital Budgets
- Tendering

3.3 They are based on the financial regulations and existing arrangements within Dundee City Council.

- 3.4 The draft financial rules have been subject to consultation with the Head of Finance of Dundee City Council and Finance officials of the other constituent Authorities. The rules will be reviewed, if required, on an annual basis in consultation with the appropriate representatives from each authority.

#### **4 CONSULTATIONS**

- 4.1 The Director of Infrastructure Services, Angus Council, The Director of Planning and Transportation, Dundee City Council, The Head of Development Services, Fife Council and The Executive Director (The Environment Service), Perth & Kinross Council have been consulted and are in agreement with the contents of this report.

#### **5 BACKGROUND PAPERS**

- 5.1 Financial Regulations, Dundee City Council
- 5.2 Tender Procedures, Administration Division, Dundee City Council.

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Gordon S Reid  
Interim Strategic Development Plan Manager

GSR

10 February 2009

**DUNDEE, PERTH, ANGUS AND NORTH FIFE STRATEGIC DEVELOPMENT PLANNING AUTHORITY: FINANCIAL REGULATIONS**

**1 Introduction**

- 1.1 The purpose of these Regulations is to provide a sound basis for the control of the financial affairs of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority (SDPA).
- 1.2 Dundee City Council will act as the lead Authority responsible for the financial and employing arrangements and resources for the operation of the SDPA.
- 1.3 The Financial Regulations of Dundee City Council will be the overarching document for the SDPA.
- 1.4 All employees must comply with these Regulations.
- 1.5 The following specific areas of Financial Regulations will provide a framework within which the SDPA can operate. The regulations cover the following issues:
  1. Partner Liability
  2. Authorising Expenditure
  3. Suppliers Invoices
  4. External Funding
  5. Salaries and Wages
  6. Audit of the operations of the Joint Committee
  7. Reporting Requirements
  8. Revenue & Capital Budgets
  9. Tendering

**2 Partner Liability**

- 2.1 Dundee City Council as Lead Authority will adopt role of "Partnership Banker" and will pay all approved expenditure including staffing & premises costs and hold all partnership budgets.
- 2.2 Dundee City Council will ensure that any monies that it receives on behalf of the SDPA under its role as 'Partnership Banker' are clearly identified within its budgets and held separately from the rest of the Councils finances. Interest on Revenue Balances shall be paid on the average monthly balance.
- 2.3 All partner authorities are liable equally for all approved expenditure and any other liabilities incurred.
- 2.4 All partner authorities shall pay to Dundee City Council their financial contribution for the operation of the SDPA, as set out in the agreed budget, by the 30 April of each financial year.

- 2.5 In the event that another partner authority incurs approved expenditure directly then they must invoice Dundee City Council to recover this. This expenditure will then be included in the project costs.

### **3 Authorising Expenditure**

- 3.1 Arrangements for authorising expenditure will be in accordance with the procedures adopted by Dundee City Council.
- 3.2 All expenditure must be authorised by the Strategic Development Plan Manager and be within budgets agreed by the Joint Committee.
- 3.3 Procedures should be put in place by the Strategic Development Plan Manager to ensure, as practicably as possible, the separation of the duties of ordering goods, receiving goods and certifying invoices for payment.
- 3.4 Signature of each piece of documentation should take place to indicate the individual who has undertaken each stage of the procurement process.

### **4 Suppliers' Invoices**

- 4.1 The arrangements for processing invoices for payment shall be in accordance with the procedures adopted by Dundee City Council.
- 4.2 The Strategic Development Plan Manager will be responsible for certifying invoices for payment and for approving other officers who may authorise invoices and the limits of their authority.
- 4.3 All invoices must be made out to Dundee City Council to ensure payment, any invoices that are made out to the SDPA directly or any other authority cannot be paid by Dundee City Council.

### **5 External Funding.**

- 5.1 Any external funding received in connection to the project from Central, Local Government and any other sources will be held by Dundee City Council.

### **6 Salaries and Wages**

- 6.1 Appointments of all employees shall be made in accordance with the procedures approved by the Joint Committee through the scheme of delegation and the approved establishment, grade and rates of pay.
- 6.2 The processing and payment of salaries and wages shall be done in accordance with procedures adopted by Dundee City Council.
- 6.3 Travel, hospitality and any other expenses incurred in the course of duty, shall be reimbursed through the Payroll in accordance with Dundee City Council payroll procedures.

## **7 Audit**

- 7.1 Expenditure & Income will be recorded within Dundee City Councils Revenue budgets and will be audited as part of Dundee City Councils year End Audit, unless there is a requirement to appoint an independent auditor for each SDPA.

## **8 Reporting Requirements**

- 8.1 Every Joint Committee report is required to include the financial consequences of proposals for the current and future years to be stated.
- 8.2 The Treasurer or Delegated Financial Officer, in conjunction with the Strategic Development Plan Manager, is required to submit detailed monitoring reports to the Joint Committee at the 6 and 12 month stages of each financial year. These reports will compare actual expenditure to date and projected outturn expenditure with the budget position.

## **9. Revenue and Capital Budgets**

- 9.1 The detailed form of the three year and annual Revenue Budgets shall be determined by The Treasurer or Delegated Financial Officer in accordance with the general directions of the SDPA.
- 9.2 Strategic Development Plan Manager shall prepare three year Revenue Budgets of income and expenditure and, for this purpose, the Strategic Development Plan Manager shall furnish The Treasurer or Delegated Financial Officer timeously with all necessary information regarding requirements of their departments.
- 9.3 The annual budgetary procedure will include a review of charges for all users of the SDPA services for which charges apply and for which SDPA has discretion over, with proposals where appropriate to increase these charges and the anticipated additional revenue which would accrue if implemented.
- 9.4 Decisions relating to the Revenue Budget shall be taken by the Joint Committee. The Treasurer or Delegated Financial Officer shall submit the draft Revenue Budget, direct to the Joint Committee.
- 9.5 The Joint Committee will annually ,at the February Meeting, consider all proposals, for the purposes of determining the Requisition to be levied in respect of the forthcoming financial year, including the position on reserves and balances decisions, as required, relating to the Revenue Budget for other future financial years.

## **10 Tendering**

- 10.1 The Tender Procedures of Dundee City Council will be adopted by the SDPA.

## **11 Further Information**

- 11.1 For further information regarding these Financial Rules, please contact Brian Fleming, Senior Accountant, Finance Department, Floor 5, Tayside House, 28 Crichton Street, Dundee DD1 3RF. Telephone: 01382 433601 or Email: [brian.fleming@dundeecity.gov.uk](mailto:brian.fleming@dundeecity.gov.uk)