



To: Joint Audit Committee
From: Director of Finance
Date: 29th June 2015

Update of the Bedfordshire, Cambridgeshire and Hertfordshire Scheme of Governance and Financial Regulations

1. Purpose

- 1.1. For the Joint Audit Committee to note the updated Common Scheme of Governance and Common Financial Regulations.

2. Recommendations

2.1 The Joint Audit Committee to:

- Note the updates to the Scheme of Governance (para 3).
- Note the updates to the Financial Regulations (para 4).

3. Background

- 3.1 In April 2014 Bedfordshire, Cambridgeshire and Hertfordshire (BCH) Police and Crime Commissioners and Chief Constables (Corporates Sole) adopted a common Scheme of Governance. In October 2014 the Corporation Soles adopted a common Financial Regulations.
- 3.2 At the BCH Strategic Alliance board held on 25 September 2014 agreed that both the Scheme of Governance and the Financial Regulations would be regularly updated to reflect the changing environments within the Corporations Sole and as Collaboration takes hold.
- 3.3 The proposed changes will come into being on the 1 July 2015 to co –inside with the start of the second quarter of the 2015/16 financial year.

4. Scheme of Governance updates

4.1 The Scheme of Governance has been updated to ensure that both the finance regulations and these are consistent and support each other. There has only been one amendment, which is to reflect the signing of contracts affixing a common seal applies for local contracts above the value for £500k for Bedfordshire, Cambridgeshire and Hertfordshire (previously £750k for Hertfordshire) and £1m of collaboration contracts (this is new to the scheme of governance, but brings it in line with the financial regulations).

5. Financial Regulations updates

5.1 The financial regulations have been refined and updated to reflect the progression in the needs and requirements of Bedfordshire, Cambridgeshire and Hertfordshire Police and Crime Commissioners and forces, both individually and within the Collaboration that the Corporations Sole are partnering.

5.2 The following are the main updates to the financial regulations:

- Section G updated to enable the Chief Constable to make grants to Partner Organisations up to £5,000.
- Section A3 para 2 updated to reflect the Chief Constable is responsible for approving and signing the final statement of accounts for the Office of the Chief Constable.
- Section C, C1 – Reduced the delegation limit for the Chief Constable to settle civil claims from £20k to £10k. This is to ensure consistency with section D.
- Section D D2 – Included write offs relating to income (not including theft or fraud) in either the Office of the Police and Crime Commissioner below the level of £10k, respective CFO above this approval required by the Commissioner.
- Section G. In relation to fixed assets amended computers to be included on the fixed asset register with a grouping of £10k. Previously computers regardless of value had to be included.
- Section G. Updated for awarding contracts locally, if there is no difference between the tenders.
- Annex 1 updated:
 - Bedfordshire, Cambridgeshire and Hertfordshire current governance arrangements.

5.3 The financial regulations have also been updated where there have been changes in statutory departmental bodies, changes in responsibilities and presentation.

6. Summary

- 6.1 Both the Scheme of Governance and Financial regulations have been updated to reflect the Bedfordshire, Cambridgeshire and Hertfordshire Force/Police and Crime Commissioners progression of collaboration and the changes in their respective environment.
- 6.2 Both documents will be reviewed and updated as a minimum on an annual basis.

7. Recommendations

7.1.1 The Joint Audit Committee to:

- Note the updates to the scheme of governance (para 3).
- Note the updates to the Financial Regulations (para 4).