



To: Business Co-Ordination Board

From: Chief Executive

Date: 27 August 2015

UPDATE OF THE BEDFORDSHIRE, CAMBRIDGESHIRE AND HERTFORDSHIRE SCHEME OF GOVERNANCE AND FINANCIAL REGULATIONS

1. Purpose

1.1 For the Business Coordination Board (“the Board”) to review and approve the updated Common Scheme of Governance and Common Financial Regulations.

2. Recommendations

2.1 The Board is recommended to:

- Approve the updates to the Scheme of Governance (para 4)
- Approve the updates to the Financial Regulations (para 5)

2.2 The Police and Crime Commissioner (“the Commissioner”) signs the Decision Notice to amend the Scheme of Governance and the Financial Regulations.

3. Background

3.1 In April 2014 Bedfordshire, Cambridgeshire and Hertfordshire (BCH) Police and Crime Commissioners and the respective Chief Constables (referred to as the BCH Strategic Alliance and legally recognised as Corporations Sole) adopted a common Scheme of Governance. In October 2014 the Corporations Sole adopted a common set of Financial Regulations.

3.2 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 between the three police forces takes hold.

3.3 The proposed changes have been considered at the BCH Strategic Alliance on 24 June 2015, the Commissioner's and the Chief Constable's Joint Audit Committee on 29 June 2015 and at the BCH Strategic Alliance Organisational Support Governance Board on 30 June 2015. The proposed changes will come into being with immediate effect.

4. Scheme of Governance updates

4.1 The Scheme of Governance has been updated to ensure that both the Financial Regulations and the Scheme of Governance are consistent and support each other. There has only been one amendment, which is to reflect the signing of contracts by affixing a common seal which applies for local contracts above the value for £500k for BCH (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 the Corporations Sole 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 – Maintain the delegation limit for the Chief Constable to settle civil claims at £20k.
- 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 Chief Finance Officer 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 Corporations Sole 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 Corporations Sole 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 The Board is recommended to:
- Approve the updates to the Scheme of Governance (para 4)
 - Approve the updates to the Financial Regulations (para 5)
- 7.2 The Commissioner signs the Decision Notice to amend the Scheme of Governance and the Financial Regulations.

BIBLIOGRAPHY

Source Documents	Business Coordination Board October 2014 Financial Regulations Update http://www.cambridgeshire-pcc.gov.uk/work/The Commissioner's Work - The Police & Crime Commissioner for Cambridgeshire Draft Scheme of Governance and draft Financial Regulations 2015
Contact Officer	Josie Gowler, Director of Finance, Office of Police and Crime Commissioner