

11. Standing Orders and Financial Regulations – To approve the Standing Orders and Financial Regulations for the 2021/2022 year.

Attachments: 11i. Standing Orders, 11ii. Financial Regulations

These documents have been updated in line with the current NALC guidance, and to meet the current needs of the Council. A summary of changes is as follows:

Standing Orders	
Section	Change
3c	Additional wording on notice for calling meetings added <i>unless the meeting is convened at shorter notice</i> as per the NALC recommended version.
3i	Removed the need for Councillors to stand when speaking to reflect current COVID guidance.
3l, m and n	Sections added by NALC to regulate the reporting/recording of meetings – these now supersede the Council’s own previous additions on the conduct of recording meetings
11	Management of Information – new section added by NALC
13	Dispensations – new expanded section which may supersede the need for the Council’s separate policy
18d iv and v	Tenders – sections updated with additions to permit the receipt of tenders electronically (cross referenced with Financial Regulations update sections 11.1 e – h)
18f and g	Regulation of public contracts – new sections added by NALC with updated thresholds (cross referenced with Financial Regulations update 11.1e)
20	Responsibilities to provide information – new sections added by NALC relating to compliance with Freedom of Information and Transparency Code requirements
21	Responsibilities under data protection legislation – new section added by NALC

Financial Regulations	
Section	Change
6.17	Debit card payment threshold raised from £500 to £1,000. Card payment is the required payment method for our Microsoft licences and one of the annual payments currently exceeds this threshold and has previously been noted by

	the internal auditor. A recent grant awarded to the museum to part fund new equipment, also requires card purchases above the threshold. It is therefore proposed this is increased to provide for current business needs. The maximum balance of this account is to remain unchanged at £2,000 and all other controls relating to use of the debit card remain the same.
11.1c	Footnote 3 updated as per NALC advice (cross referenced with Standing Orders update 18f and g)
11.1 e and f	Tenders – sections updated with additions to permit the receipt of tenders electronically (cross referenced with Standing Orders update 18d)
11.1 g and h	Tenders – new sections added for management of tenders