

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL	
Policy Number:	GRSC/P40/V3.0
Title of Policy:	Financial Regulations
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Issue Date:	Original document issued in February 2019
Policy Nominated Officer:	Head of Finance ICT & Procurement
Equality screened/Rural Impact Assessed by	Liam McStravick Financial Services Manager
Equality screening/Rural Impact Assessment dates:	23.05.22
Amendment Version Issue Date:	July 2022
Approved by:	Governance, Resources and Strategy Committee 9 June 2022
Review Date:	March 2025

AMENDMENT RECORD SHEET

Remove and destroy old pages. Insert new pages as indicated.

Revision Number	Page Number	Date Revised	Description of Revision

POLICY CONTENTS PAGE

<p>1. Introduction</p>	<p>The policy provides guidance and controls for officers across Council regarding financial management.</p>
<p>2. Aim/Purpose</p>	<p>The purpose of this document is to set out the financial procedure rules of the Council having due regard to the overall regulatory framework pertaining to Local Authorities within Northern Ireland, including the CIPFA Financial Management Code as well as the organisation's own approach to financial management.</p>
<p>3. Scope</p>	<p>The policy relates to the whole Council and confirms responsibilities and accountability arrangements in respect of financial control.</p>
<p>4. Policy Detail</p>	<p>The Financial Regulations provide the framework within which the Council's financial affairs are to be managed. Their application will apply to every Committee, Sub Committee, Working Group and employee of the Council or other person acting on behalf of the Council.</p>
<p>5. Roles and Responsibilities</p>	<p>The policy confirms the roles and responsibilities of Senior officers and budget managers across Council.</p>
<p>6. Related Policies</p>	<p>Scheme of Delegation Acquisition & Disposal Policy Code of Conduct for Employee Disciplinary Policy and Procedures Whistleblowing Policy</p>
<p>7. Equality Screening Form</p>	<p>Attached.</p>
<p>8. Draft Equality Impact Assessment/Rural Needs Impact Assessment and other impact assessments where necessary</p>	<p>These have all been considered and no adverse equality issues have been identified.</p>

POLICY SCREENING FORM

Policy Scoping

Policy Title: Financial Regulations

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

The policy provides guidance and controls for officers across Council regarding financial management.

Intended aims/outcomes. What is the policy trying to achieve?

The purpose of this policy is to set out the financial procedure rules of the Council having due regard to the overall regulatory framework pertaining to Local Authorities within Northern Ireland, including the CIPFA Financial Management Code as well as the organisation's own approach to financial management

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

The Local Government Auditor has encouraged the council to regularly review its arrangements regarding fraud and to ensure they are kept up to date. This policy has not been updated since 2015.

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

This policy will affect all stakeholders equally regardless of what equality group they fall within

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote policy?

Finance ICT & Procurement Dept

Who is responsible for implementation?

All officers with management and budget and financial responsibilities

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

None foreseen

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

All Council Staff

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Code of Conduct for employees
Disciplinary Policy and Procedures
Whistleblowing Policy
Scheme of Delegation
Acquisition and Disposal Policy

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	None	
Political opinion	None	
Racial group	None	
Age	None	
Marital status	None	
Sexual orientation	None	
Men and women generally	None	
Disability	None	
Dependents	None	

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief	None	N/A
Political opinion	None	N/A
Racial group	None	N/A
Age	None	N/A
Marital status	None	N/A
Sexual orientation	None	N/A
Men and women generally	None	N/A
Disability	None	N/A
Dependents	None	N/A

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief	None	N/A
Political opinion	None	N/A
Racial group	None	N/A

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

This policy will affect all stakeholders equally regardless of what equality category they fall within.

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

This is a technical policy with no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Liam McStravick	Financial Services Manager	23/05/2022
Approved by	Position/Job Title	Date
Dominic Donnelly	Head of Finance ICT & Procurement	25/05/2022

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.