

Council report



20 January 2021

LOCAL GOVERNMENT SHARED SERVICES (LGSS) – CHANGES TO GOVERNANCE ARRANGEMENTS AND THE CONSTITUTION

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Exempt / confidential / not for publication	No
Council Plan reference	Not in Council Plan
Wards affected	-

Executive Summary

At its meeting on 18 March 2020 (Minute CL127 refers), the Council agreed to a revised operating and financial model for LGSS which would see number of services brought back into each of the constituent councils and the continuation of a shared service (lead authority) arrangement where appropriate for some services.

It was originally intended that the revised operating model would be implemented in October 2020, but as a consequence of the Covid-19 response, implementation was delayed until 1 December 2020, when LGSS in its previous form ceased to exist.

From 1 December 2020 a lead authority model has been implemented, via an amended LGSS agreement (secured by Deed of Variation). A new agreement will be needed to reflect local government reorganisation in Northamptonshire and include the newly vested East and West Northamptonshire authorities from 1 April 2021.

Whilst the previous LGSS Scheme of Delegation was not part of the Council's Constitution, and existing delegations contained in both previous Council / Cabinet reports, alongside the current Scheme of Officer Delegation provide sufficient authority to implement these changes, it is prudent to fully update the Council's governance arrangements and Constitution, to reflect new arrangements.

1. Decisions to be Made

- 1.1 That the implementation of the revised arrangements be noted.
- 1.2 That the revised Schedule of Delegated Services and Functions (Annex A), be approved.
- 1.3 That the LGSS Joint Committee and the LGSS Revenue and Benefits Joint Committee be disbanded and replaced with a 'Lead Authority Board' comprising the s151 officers of the lead authorities.
- 1.4 That authority be delegated to the Director of Law and Governance to approve any consequential changes to the Schedule of Delegations arising from Local Government reorganisation in Northamptonshire.
- 1.5 That reference to LGSS, including the LGSS Joint Committee and the LGSS Revenue and Benefits Joint Committee be deleted from Part II of the Constitution (Annex B)
- 1.6 That in respect of the Council's Financial Regulations, the following amendments be agreed (Annex C).
 - (a) the words in brackets (via the LGSS Integrated Finance Team) be deleted from Clause 14.2;
 - (b) the words in brackets (through the LGSS Partnership) be deleted from Clause 29.2;
 - (c) the words 'its partnership arrangements with LGSS' be deleted from the first sentence and the words 'the LGSS Lead Authority arrangements with Cambridgeshire County Council' be added to the end of the sentence in Clause 30.11 and the term 'LGSS' be deleted at the start of the next sentence; and
 - (d) the term 'LGSS' be deleted from Clauses 30.12 and 30.13.
- 1.7 That the links referencing LGSS in the Council's Contract Procedure Rules be deleted.

2. Why is the Decision Needed?

- 2.1 At its meeting on 18 March 2020 (Minute CL127 refers), the Council agreed to a revised operating and financial model for LGSS which saw a number of services brought back into the constituent councils and the continuation of a shared service arrangement where this was appropriate.
- 2.2 The changes to the operating model, in summary, involve:
 - (a) A move to a lead authority model for services where there was a continuing need for services to be shared;
 - (b) the repatriation of the following services to the constituent councils:
 - (i) Human Resources
 - (ii) ICT

- (iii) Procurement
 - (iv) Financial Assessments & Client Funds
 - (v) Monitoring and Payments (MAP)
- (c) the disbanding of both the LGSS Joint Committee and the LGSS Revenue and Benefits Joint Committee, with the remaining shared services being overseen by a Management Board comprising the Section 151 Officers from the constituent councils, together with other key senior officers from the councils.
- 2.3 The lead authority model for services will see Milton Keynes Council responsible for the management of Revenues and Benefits and Internal Audit for the constituent councils, with Northamptonshire County Council responsible for Business Systems, Payroll and HR Transactions and Cambridgeshire County Council managing Insurance Services and Financial Transactions (although MKC debt and income services have been repatriated and are managed through Revenues and Benefits).
- 2.4 Officer delegations to agree a revised financial model, recharging mechanisms, other contractual arrangements and Service Levels Agreements have been previously agreed.
- 2.5 The changes to the operating model took formal effect from 1 December 2020, but there are further agreements to be finalised in due course:
- a) A Revenues and Benefits Deed of Variation is being finalised and will be agreed by the s.151 Officer in due course.
 - b) Given the changes to the structure of local government in Northamptonshire further agreements will be required with newly vested Councils early in 2021/22.
- 2.6 Whilst the previous LGSS Scheme of Delegation was not part of the Council's Constitution, and existing delegations contained in both previous Council / Cabinet reports, alongside the current Scheme of Officer Delegation provide sufficient authority to implement these changes, it is prudent to fully update Council on the Council's governance arrangements and seek agreement for minor constitutional amendments to reflect new arrangements.

3. Implications of the Decision

Financial	Y	Human Rights, Equalities, Diversity	
Legal	Y	Policies or Council Plan	
Communication		Procurement	
Energy Efficiency		Workforce	

3.1 Financial Implications

There are no direct financial implications arising from the decision to change the Constitution or governance arrangements. However, the costs of transitioning to the new operating model are being funded from LGSS reserves and if in the unlikely event these prove insufficient the additional costs will be shared equally between the three partners subject to a cap of £150k per partner.

3.2 Legal Implications

It is necessary to update the Constitution to reflect the changes to the LGSS Operating Model in order that the Council maintains an up to date and accurate Constitution as far as possible.

3.3 Other Implications

The disbanding of the joint committees will also mean that the joint LGSS Scrutiny Working Group will be ceased. Scrutiny of the shared services will become the responsibility of the constituent councils through their existing scrutiny arrangements.

4. Alternatives

- 4.1 The alternative would be to not update the governance arrangements and Constitution, which would mean that the Constitution would not accurately reflect the current position in respect of the either the revised decision making' or management arrangements for shared services with Cambridgeshire and Northamptonshire County Councils.

5. Timetable for Implementation

- 5.1 The LGSS Joint Committee and the LGSS Revenue and Benefits Joint Committees ceased operation on 30 November 2020.
- 5.2 The consequential amendments to the Councils constitution in decision 1.5, 1.6 and 1.7 will take effect once agreed and be republished in due course.
- 5.3 Given the changes to the structure of local government in Northamptonshire a further agreement will be required with newly vested Councils in April 2021/22.

List of Annexes

Annex A - Revised Schedule of Delegated Services and Functions

Annex B - Affected pages of MKC constitution with tracked changes

Annex C – Affected pages of Financial Regulations with tracked changes

List of Background Papers

Council Report 25 March 2020 (LGSS Review - Proposals to proceed with a new operating model; the repatriation of specific services and the creation of a collaborative Lead Authority Model).

LGSS Deed of Variation of Contract

MK Council, Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

Schedule 2 - Shared Services and Delegated Functions

1. The Shared Services

1.1

- Audit and Risk
- Insurance
- Business Systems
- Performance and Governance Service
- HR Transactions and Payroll
- Accounts Payable and Finance Helpdesk
- Debt and Income (for CCC and NCC only);
- Pensions (for CCC and NCC only)

1.2 Client Authorities:

- See section 4.

2. Delegation of Functions and Responsibilities

General Principles

- 2.1 The Councils each agree that the Shared Services listed above will be provided by the designated Lead Authority for each of the Shared Services which shall be responsible for the provision of the Shared Service under delegated authority from the other Council(s) to the Lead Authority, as set out set out below. These delegations are subject to the conditions, limitations and the specific reservations, set out below.
- 2.2 In order to facilitate the efficient and effective conduct of the Shared Services, the relevant Lead Authority shall delegate certain functions and responsibilities to their Section 151 Officer. The Section 151 Officers, where they consider it necessary, may sub-delegate to officers within their respective Council. Such delegations must be made in writing and must be available for inspection by the Monitoring Officers and Section 151 Officers of the Councils.
- 2.3 Where an Officer listed in this scheme of Delegation is absent for any period, the Lead Authority may nominate in writing another officer to act in his/her place during his/her absence and shall make a record of all such nominations. Without prejudice to the generality of the above and to any specific delegation listed below, the officers listed in this section are authorised to exercise the following functions of the Council, the Leader and the Head of Paid Service, which relate to their area of responsibility.

Conditions Relating to the Exercise of Delegated Authority

- 2.4 The exercise of functions delegated to officers under this scheme must comply with:
- i) any legal requirement or restriction
 - ii) the relevant Council's Constitution
 - iii) the relevant Council's policy framework and any other plans and strategies approved by the relevant Cabinet or Full Council/relevant Committee
 - iv) the relevant in-year budget
 - v) the relevant officers code of conduct
 - vi) relevant Procurement standing orders and financial regulations
 - vii) all other relevant policies, procedures, protocols and provisions.

Limitations to the Exercise of Delegated Powers

- 2.5 Officers in the exercise of functions delegated by this scheme may not:
- i) make Key Decisions as defined in the relevant Council's Constitution, unless where specifically provided for by that Council's constitution;
 - ii) change or contravene policies or strategies approved by the Council/Committee (in the case of CCC) or the Council/Cabinet (in the case of MKC or NCC) in the absence of specific delegated authority to do so;
 - iii) create or approve new policies or strategies, in the absence of specific delegated authority to do so;
 - iv) take decisions to withdraw public services, in the absence of specific delegated authority to do so;
 - v) take decisions to significantly modify public services without consulting the appropriate Cabinet Member (in the case of MKC and NCC) or Full Council/Committee Chairman/woman (in the case of CCC) before exercising the delegated power.

Consultation

- 2.6 Where an officer takes a decision under delegated authority on a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member (MKC or NCC) or Committee Chairman/woman (or in his/her absence the Vice-Chairman/woman) (CCC) before exercising the delegated powers. When exercising delegated powers, officers shall ensure that local Members are kept informed of matters affecting their divisions or wards.

3. Specific Delegations

The delegations are listed as in section 5 below.

4. Powers and Duties delegated by client authorities (must be agreed by all parties)

- 4.1 The Lead Authority shall be responsible for the provision of shared services to client authorities under the Partnership and Delegation Agreements in place between the client authorities and Cambridgeshire County Council, Northamptonshire Council and Milton Keynes Council. The nature of services provided and the conditions, limitations and the specific reservations which apply are set out below.
- 4.2 Under the auspices of the Partnership and Delegation Agreements in place between the client authorities and Cambridgeshire County Council, Northamptonshire County Council and Milton Keynes Council and by virtue of Sections 101, 112 and 113 of the Local Government Act 1972, officers of the aforementioned authorities are authorised to undertake any and all of the specified functions on behalf of the client authorities.

5. Delegations from all Councils to their respective Section 151 Officer

Delegation General	Delegation to Officer	Condition
To have overall responsibility for the provision, to the Councils, of the Shared Service.	Section 151 Officer	In accordance with all relevant financial, accounting, constitutional and legal requirements
To consider and negotiate the Shared Services Plan and make recommendations to the Councils as to the provision of financial and other resources.	Section 151 Officer	

Delegation to Lead Authority - General	Delegation to Officer	Condition
Section 151 Officer has responsibility for the operational management of the Shared Service, including authority to determine the number, grade, title and nature of staff deployed and all other terms and conditions, in addition to ensuring their proper management within the remit of those services for which they are allocated responsibility by the Lead Authority.	Section 151 Officer	Subject to budget and in accordance with the relevant Council's policies and procedures and in accordance with the relevant Council's HR policies and procedures.
To arrange for and undertake the recruitment and appoint of all relevant employees	Section 151 Officer	in accordance with the relevant Council's HR policies and procedures.
In respect of Relevant Employees , to: a) instigate disciplinary and capability investigations and proceedings and to take action up to and including dismissal, and b) implement all other relevant HR policies and exercise any associated decision-making powers.	Section 151 Officer	In consultation with the Director responsible for Human Resources of the relevant Council or their nominee and in accordance with the relevant Council's HR policies and procedures.
In consultation with relevant Chief Officer, to approve the early retirement of staff who are subject to the Local Government Superannuation Regulations.	Section 151 Officer	Subject to approval by the Lead Authority Board
To invite tenders and to enter into contracts In respect of goods or services directly relating to the provision of the Shared Services.	Section 151 Officer	In accordance with relevant procurement standing orders and any financial limits in place.

To enter into agreements with new client authorities for the provision of Shared Services.	Section 151 Officer	Subject to the prior agreement of the Lead Authority Board
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Delegation to Lead Authority (MKC) by CCC and NCC – Internal Audit and Risk Management	Delegation to Officer	Condition
Authority for management of Internal Audit and Risk Management Services.	Section 151 Officer	In accordance with the Audit and Accounts Regulations 2003 or any successor legislation. Subject to budget and in accordance with the relevant Council's policies and procedures.
To maintain an adequate and effective system of internal audit of the accounting records and control systems in accordance with proper internal audit practices and be authorised to visit all establishments and have access to all documents, other records, computer systems and property and to require relevant information or explanation from any officer in connection with the above.	Section 151 Officer	
To commission investigations and reports, where appropriate, in support of NCC's or CCC's Anti-Fraud Policy and financial governance arrangements.	Section 151 Officer	

Specific Reservations

The Delegated Functions relating to Internal Audit and Risk Management do not include the following Reserved Functions:

- Approval of each authority's Annual Governance Statement

Delegation to Lead Authority (CCC) by MKC and NCC – Insurance	Delegation to Officer	Condition
Authority for management of Insurance Services.	Section 151 Officer	Subject to budget and in accordance with the relevant Council's policies and procedures and any relevant legislation.

Specific Reservations

The Delegated Functions relating to Insurance do not include the following Reserved Functions:

- Policy and strategy decisions on Insurance and decisions which fall outside of the principles of decision making set out in Article 12 (CCC) and Article 14 (MKC and NCC) of the relevant authority's constitution.

Delegation to Lead Authority (NCC) by CCC and MKC – Business Systems	Delegation to Officer	
Authority for management and development of Business Systems for ERP Services.	Section 151 Officer	Any investment subject to a business case approved by the Lead Authority Board

Delegation to Lead Authority (NCC) by CCC and MKC - Performance and Governance Service	Delegation to Officer	Condition
Management of the performance and governance service in support of the Lead Authority Board	Section 151 Officer	

Delegation to Lead Authority (NCC) by CCC and MKC - Human Resources Transactions and Payroll	Delegation to Officer	Condition
Authority for management of Human Resources Transactions and Payroll	Section 151 Officer	Subject to budget and in accordance with the relevant Council's policies and procedures.
To implement national and local pay awards and increase payments under the Pension Increase Acts	Section 151 Officer	Subject to approval by the employing Council

Delegation to the Lead Authority (CCC) by NCC and MKC – Accounts Payable and Finance Helpdesk	Delegation to Officer	Condition
To ensure payment to NCC and MKC creditors in line with agreed policies	Section 151 Officer	

Delegation to the Lead Authority (CCC) by NCC – Debt and Income	Delegation to Officer	Condition
To ensure NCC debt recovery is carried out in line with agreed policies	Section 151 Officer	

Delegations from CCC to NCC (the Lead Authority) only

Delegation to Lead Authority(NCC) by CCC - Pensions	Delegation to Officer	Condition
Authority for management of Pensions Services.	Section 151 Officer	Subject to budget and in accordance with the relevant Council's policies and procedures.

Delegation to the Lead Authority (NCC) by CCC - Pensions	Delegation to Officer	Condition
Detailed implementation of the investment strategy as determined by the Pension Fund Board and the issuing of any instructions to investment managers consistent with the strategy or required as a matter of urgency to safeguard CCC's position.	Section 151 Officer	

Chapter 2

RESPONSIBILITIES FOR FUNCTIONS

Part	Title	Contents
1	Diagrammatic Explanation of Decision Making	This part shows a diagram of the Council decision making arrangements.
2	Introduction to Decision Making	This part sets out an introduction to decision making including the principles of good decision making, who makes decisions in the Council and what are Key Decisions
3	The Full Council	This part sets out: <ul style="list-style-type: none"> (a) Functions of the Full Council (b) Council Meetings (c) Policy Framework (d) The Budget (e) Local Choice Functions (f) Appointment to Outside Organisations (g) Role of the Mayor and Chairmanship of the Council
4	The Cabinet	This part sets out: <ul style="list-style-type: none"> (a) Role of the Cabinet (b) The Leader and Cabinet Members (c) General Responsibilities of the Cabinet, Committee and Sub-Committees (d) Responsibilities of all Cabinet Members (e) Specific Responsibilities of Cabinet members
5	Functions of Committees	This part sets out the Functions, Roles and responsibilities of the Committees of the Council, which are:

		<ul style="list-style-type: none"> (a) Overview and Scrutiny Committees <ul style="list-style-type: none"> (i) Scrutiny Management Committee (ii) Budget and Resources Scrutiny Committee (iii) Children and Young People Scrutiny Committee (iv) Communities and Housing Scrutiny Committee (v) Health and Adult Social Care Scrutiny Committee (vi) Regeneration Scrutiny Committee (vii) Strategic Placemaking Scrutiny Committee (b) Other Committees <ul style="list-style-type: none"> (i) Development Control Committee (ii) Licensing Committee (iii) Constitution Commission (iv) Audit Committee (v) Corporate Parenting Panel (vi) Health and Wellbeing Board (vii) Appeals Commission (viii) Chief Officer Appointments Panel (ix) Joint Negotiating Committee (Employers) (x) Regulatory Committee (xi) Standards Committee (xii) Statutory Officer Disciplinary Panel (c) Joint Arrangements <ul style="list-style-type: none"> (i) LGSS Joint Committee (ii) LGSS Revenue and Benefits Joint Committee
6	Officer Delegations	This part sets out the Scheme of Officer Delegation and contains a diagram of the officer structure at the Council. It sets out the areas of responsibility of the Senior Officers and Statutory Officers and the arrangements for the discharge of the Proper Officer functions.

Joint Arrangements

LGSS

~~1. The Council is part of joint arrangements with Cambridgeshire County Council, Northamptonshire County Council and Northampton Borough Council for the provision of a number of shared services. The LGSS shared services are managed by:~~

- ~~(a) The LGSS Joint Committee; and~~
- ~~(b) The LGSS Revenue and Benefits Joint Committee~~

~~The LGSS Scheme of Delegation can be viewed at the following link:~~

~~2. The following sections set out the specific responsibilities of each Committee:~~

LGSS Joint Committee

~~Membership: — 3 councillors from each of Milton Keynes Council, Cambridgeshire County Council and Northamptonshire County Council~~

~~Quorum: — 1 councillor from each organisation~~

~~Terms of Reference:~~

~~To have overall responsibility for the provision of shared services to Cambridgeshire County Council, Northamptonshire County Council and Milton Keynes Council through the LGSS arrangements.~~

LGSS Revenue and Benefits Joint Committee

~~Membership: — A representative of Milton Keynes Council (Cabinet member responsible for Resources preferred) and Northampton Borough Council together with a representative of either Northamptonshire County Council or Cambridgeshire County Council appointed by the LGSS Joint Committee~~

Buckinghamshire and Milton Keynes Fire Authority

Milton Keynes Council Representatives: 6 councillors

Fire Authority Terms of Reference

1. To appoint the Authority's Standing Committees and Lead Members.
2. To determine the following issues after considering recommendations from the Executive Committee, or in the case of 2(a) and 2(e) below, after considering recommendations from the Overview and Audit Committee:
 - (a) variations to Standing Orders and Financial Regulations;
 - (b) the medium-term financial plans including:
 - (i) the Revenue Budget;
 - (ii) the Capital Programme;
 - (iii) the level of borrowing under the Local Government Act 2003 in accordance with the Prudential Code produced by the Chartered Institute of Public Finance and Accountancy; an

Financial Regulations
Effective from 15 May 2019



milton keynes council



References

Financial Regulations	
1	Introduction and Responsibilities
Medium Term Financial Planning	
2	Financial Planning and Estimates
3	Budget and Medium Term Financial Planning
4	Capital Programme Preparation
5	Tariff and Section 106 Agreements
6	Virements (or Transfers) Between Budgets
Forecasting and Monitoring	
7	Forecasting and Monitoring
8	Management of Approved Capital Projects
9	Record of Contracts for Capital And Revenue
10	Year End and Statement of Accounts
Accounting	
11	Income and VAT
12	Bad Debts/Write-offs/Loss of Income
13	Banking Arrangements
14	Treasury Management
15	Pension Bonds and Guarantee
Grants from external bodies	
16	<u>Payment of Grants and Benefits to External Bodies</u>
17	<u>Grants Received from External Bodies</u>
Security and Control of Assets	
18	Security and Control of Assets
19	Acquisition and Disposal of Land and Buildings
20	Small Value Assets (Inventory)
21	Stocks and Stores
22	Fleet Management
Procurement Rules	
23	Orders for Goods and Services
24	Imprests/Petty Cash
25	Reimbursement of Expenses and Payment of Allowances
26	Payment of Grants to External Bodies
Partnerships	
27	Partnerships
28	Voluntary Sector
29	Internal Audit Arrangements, Fraud and Corruption
30	Risk Management and Insurance

1. Banking Arrangements

Procedure

- 1.1. The Council's banking arrangements are the responsibility of the Director for Finance and Resources. Bank accounts can only be opened with the approval of the Director for Finance and Resources or his/her nominated member of staff. All bank accounts must include Milton Keynes Council (or "MKC") in their title.
- 1.2. The Director for Finance and Resources or his/her nominated officer must approve the signing arrangements for each bank account including the names of colleagues authorised to sign cheques and issue instructions to the bank and the limits of their authority.
- 1.3. Directors are responsible for ensuring that all bank accounts within their Service Group (imprest) are operated properly and reconciled at least once a month.
- 1.4. Directors must ensure that loans are not made to third parties and that interests are not acquired in companies, joint ventures or other enterprises without the approval of the Cabinet or the Council, following consultation with the Director for Finance and Resources.
- 1.5. All monies collected must be handled and banked in accordance with section 11.9.

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14. Treasury Management

Procedure

- 14.1. All investments and borrowing will be made in the name of Milton Keynes Council.
- 14.2. All securities which are the property of, or are in the name of, the Council and will be recorded, managed and monitored by the Director for Finance and Resources ~~(via the LGSS Integrated Finance Team)~~.
- 14.3. The Director for Finance and Resources will produce a treasury management strategy statement and treasury management policy statement and submit them to Cabinet and then to Council each year. The Director for Finance and Resources will report quarterly on treasury management activities against the approved strategy, and will revise the treasury management strategy as appropriate and submit to Cabinet/Council for approval.
- 14.4. All treasury management activities will be conducted by the Director for Finance and Resources in line with the relevant CIPFA Code of Practice and Cross-Sectoral guidance notes for Treasury Management in the Public Services and the CIPFA Prudential Code for Capital Finance in Local Authorities.
- 14.5. Adequate division of duties must exist between arranging and settling of transactions. Additional segregation must exist between arranging and recording of transactions.

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28. Voluntary Sector

Procedure

- 28.1. Where the Council enters into partnerships with the voluntary sector to provide services to the public an SLA must be agreed with the relevant community group unless proper contract arrangements are in place.
- 28.2. Monitoring of the contract or SLA as appropriate should be on a regular basis and any discrepancies from this will be reported to the relevant Cabinet Member.

29. Internal Audit Arrangements, Fraud and Corruption

Internal audit

- 29.1. The Council will maintain an adequate and effective internal audit service in accordance with the latest Accounts and Audit Regulations and in line with the CIPFA Code of Practice for Internal Audit in Local Government and professional auditing standards. Internal Audit will review, arrange and report upon:
 - a) whether operations are being carried out as planned and objectives and goals are being met;
 - b) the adequacy of systems established to ensure compliance with policies, plans, procedures, laws and regulations, i.e. rules established by the management of the organisation, or externally;
 - c) the completeness, reliability and integrity of information, both financial and operational;
 - d) the extent to which the Council's assets, data and interests are properly accounted for and safeguarded from losses of all kinds, including fraud and corruption, waste, extravagance, abuse, ineffective management and poor value for money; and
 - e) the economy, efficiency and effectiveness with which resources are employed.
- 29.2. Internal Audit (~~through the LGSS Partnership~~) will have an unrestricted range of coverage of the Council's operations and therefore has authority to:
 - a) enter at any time Council premises or land subject to any statutory or contractual restrictions that may apply, e.g. health and safety;
 - b) access all records, documents, correspondence, information and data relating to all areas of business of the Council regardless of how the information is held and remove records as necessary for the purposes of their work (including records of the Council's agents and contractors);
 - c) require and receive such explanations as are necessary concerning any matter under examination; and

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- 30.8 All Officers , Councillors, agents or contractors of the Council have a responsibility to bring to the attention of the Head of Internal Audit, Director for Finance and Resources or their Director any suspected fraud, corruption or irregularity.
- 30.9 The Head of Internal Audit, in consultation with the Director for Finance and Resources if appropriate, will take such steps as considered necessary by way of investigation or report. Wherever possible the Director and the Officer referring concerns is to be kept informed.

Insurance

- 30.10 The Council maintains various policies and internal risk management measures to protect the Council's interests.
- 30.11 The Council through ~~its partnership arrangements with LGSS~~ [the LGSS Lead Authority arrangements with Cambridgeshire County Council](#) has delegated the day to day management of its insurance function. The ~~LGSS~~ Insurance Manager has delegated authority to enter into insurance arrangements on behalf of the Council with the exception of schools who under delegated budget authority can select their own insurance provider. The main tendering arrangements for the Council's insurance must be awarded within the Council's normal procurement rules, which would usually be Cabinet.
- 30.12 The ~~LGSS~~ Insurance Team hold a central record of the Council's insurance policies and claims. Authority to manage claims, including settlements is delegated to the Insurance Team. The Insurance Team report directly to the Director for Finance and Resources and provide quarterly management reports on insurance activity and losses.
- 30.13 Where incidents occur which might give rise to a claim this must be reported to the ~~LGSS~~ Insurance Team at the earliest opportunity, preferably the same day that the event takes place. Service Groups are required to strictly follow the advice of the Insurance Team including communications with potential claimants, third party insurers etc. The Insurance Team must be involved in any discussions about potential settlements and if appropriate will lead this process.
- 30.14 To ensure best practice and manage future risk 'near miss' reporting will be used to ensure that the Council's systems and processes are effective.

Acronyms used in this document

- CFO – Chief Financial Officer
- CLT – Corporate Leadership Team
- GF – General Fund
- HCA – Homes and Communities Agency
- HRA – Housing Revenue Account
- SLA – Service Level Agreement
- MHCLG – Ministry of Housing, Communities and Local Government