

REPORT FOR RESOLUTION

SUBJECT: Annual Review of Governance Documentation

REPORT OF: The Lead Officer on behalf of the Advisory Board

PURPOSE OF REPORT

To present governance documentation for annual review, as set out in the report.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Adopts the Standing Orders and Rules of Financial Management at Appendix 1
- [ii] Adopts the Financial Regulations at Appendix 2.
- [iii] Adopts the Scheme of Delegation at Appendix 3
- [iv] Notes the cycle of meetings for 2012

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1.0 BACKGROUND

- 1.1 The Standing Orders and Rules of Financial Management of the Joint Committee are reviewed on an annual basis (Appendix 1).
- 1.2 Following audit recommendations, the Joint Committee is asked to approve the enclosed Financial Regulations (Appendix 2). The changes are highlighted in bold italics.
- 1.3 The Joint Committee is asked to approve the existing Scheme of Delegation (Appendix 3).
- 1.4 The following dates are proposed for meetings in 2012

Tuesday 31 January 2012
Tuesday 26 June 2012
Tuesday 25 September 2012

2.0 RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Adopts the Standing Orders and Rules of Financial Management at Appendix 1
- [ii] Adopts the Financial Regulations at Appendix 2.
- [iii] Adopts the Scheme of Delegation at Appendix 3
- [iv] Notes the cycle of meetings for 2012