

**Report of the Chief Constable to the Chair and Members  
of the Audit & Internal Control Panel  
21<sup>st</sup> April 2011**

**Executive & Presenting Officer: Mrs Ann Hall, Assistant Chief Officer  
(Finance & Commissioning)**

**Status: For approval**

## **Standing Financial Instructions**

### **1. Purpose**

1.1 To present to Members the new Standing Financial Instructions for the Force.

### **2. Recommendations**

2.1 That Members approve the Standing Financial Instructions.

### **3. Reasons**

3.1 The Standing Financial Instructions (SFIs) relate to those budgets and financial activities delegated to the Chief Constable by the Police Authority.

3.2 The purpose of the SFIs is to:

- Ensure that the financial affairs of Cleveland Police are conducted properly and that assets are safeguarded;
- Enable the Chief Constable and the Assistant Chief Officer (Finance & Commissioning) to discharge their financial obligations and responsibilities;
- Provide a framework for the delegation of financial responsibility.

3.3 The SFIs detail the financial responsibilities, policies and procedures adopted by the Force which apply to everyone working for the Force. They are designed to ensure that the Force's financial transactions are carried out in accordance with the law and within the authority delegated to the Chief Constable by the Police Authority.

- 3.4 The Standing Financial Instructions are comprehensive and cover the following areas:
- Financial Planning & Financial Control
  - Income, Fees and Charges
  - Pay Expenditure
  - Non-Pay Expenditure
  - Stores and Receipt of Goods
  - Capital Investment & Fixed Assets
  - Tendering and Contracting Procedure
  - Treasury Management
  - Banking, Cash and other Negotiable Instruments
  - Annual Accounts
  - Risk Management and Insurance
  - Disposals and Condemnations, Losses and Special Payments
  - Retention of Financial Records
  - Audit
  - Counter-Fraud and Corruption Policy
  - Whistle Blowing Policy
- 3.5 The SFIs also outline the roles, responsibilities and delegation of authority to officers of the Force and the Authority.
- 3.6 Members will note that the Standing Financial Instructions refer to Contract Standing Orders. These were agreed by Members at their February meeting of the Audit & Internal Control Panel, so have not been reproduced again here.

## **4. Implications**

### **4.1 Financial**

There are no financial implications arising from this report.

### **4.2 Diversity and Equal Opportunities**

There are no diversity or equal opportunities implications arising from this report.

### **4.3 Human Rights Act**

There are no Human Rights Act implications arising from this report.

### **4.4 Sustainability**

There are no sustainability implications arising from this report.

### **4.5 Risk**

There are no risk implications arising from this report.

## **5. Conclusions**

- 5.1 The Standing Financial Instructions detail the financial responsibilities, policies and procedures used by the Force. They are designed to ensure that the Force's financial transactions are carried out in accordance with the law and within the delegated authority of the Chief Constable.

Sean Price  
Chief Constable