

**PROPOSED AMENDMENTS TO THE CONSTITUTION
OF LEICESTERSHIRE COUNTY COUNCIL
SEPTEMBER 2022**

<u>ITEM</u>	<u>PROPOSED AMENDMENT</u>	<u>EXPLANATION</u>
<u>PART 4F – FINANCIAL PROCEDURE RULES</u>		
Rule 24 – Information and Communication Technology (part c)	<p>Amend paragraph (c) to read as follows:-</p> <p>(c) Control and Security Chief officers and governors are responsible for the overall management and control of their own computer systems. Departmental Information Asset Owners are responsible for the security and privacy of data held by the system. Where central and other users' systems are accessed, they are responsible for ensuring agreed controls are complied with. Instructions on how to carry out these responsibilities are included in the Information and Data Governance Policy and the I&T Strategy.</p>	Updated policy title from 'Corporate Data Governance Policy' to 'Information and Data Governance Policy'

<p><u>Standard Financial Instructions</u></p> <p>Instruction 4 – Revenue - virement</p>	<p>Amend paragraph (b) and insert a new paragraph (d) as set out below (renumbering the current paragraph (d) to (e)):</p> <p>(b) Virement (either between individual lines or sections of the approved budget) is allowed except where it would involve:-</p> <ul style="list-style-type: none"> i. a change in an existing policy; ii. a reduction in service; iii. on-going net costs which might not be containable; iv. funding which has been included in that year's budget for service improvements (budget growth) above the limit of £20,000 or 5%, whichever is the greater. v. the situation where the overall Council budget is forecast to be overspent. <p>The above will require the prior approval of the Executive, may constitute a Key Decision and may require the approval of the County Council. The Executive may consult the Chairman of the Scrutiny Commission if it considers that the nature of the proposal is such that the views of an overview and scrutiny committee should be canvassed.</p> <p>(d) Member approval is not required where a budget will continue to be used for the approved purpose but is being moved, for example, to reflect a change in budget holder responsibilities. Such transfers will however require the approval of the relevant Finance Business Partner(s).</p>	<p>To clarify that virement is not permitted where the overall County Council budget is forecast to be overspent.</p> <p>To clarify that virement where service responsibilities move is permitted with the approval of the relevant finance business partner.</p>
<p>Instruction 13 – Income Records and Grant Claims</p>	<p>Amend paragraph (f) to read as follows:-</p> <p>(f) Each officer paying money into a bank account of the County Council must show on the paying slip the amount of each cheque paid in and sufficient information to identify the individual transaction, e.g. receipt number, name of debtor.</p>	<p>Updated wording to remove 'In accordance with the Accounts and Audit Regulations'.</p>
<p>Instruction 18A – Litigation and Disputes Resolution</p>	<p>Remove.</p>	<p>Already covered in Instruction 18, section (a).</p>