

STANDING ORDERS



Nottingham
City Homes

PART 2: FINANCIAL REGULATIONS

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1 STATUS OF FINANCIAL REGULATIONS

1.1 Introduction

1.1.1 The Financial Regulations (the **Regulations**) represent the primary guidance for staff on Company finance matters that must be followed at all times. The Regulations apply to Nottingham City Homes (NCH) Group and all its subsidiaries.

1.2 Responsibilities

1.2.1 The **Board** is responsible for approving the financial regulations and has a statutory responsibility for ensuring adequate systems of internal control are in place and operating effectively.

The **Audit Committee** is responsible for monitoring compliance, breaches of and dispensations to the Regulations. The Committee shall consider any changes to the Regulations prior to Board approval and recommend the full Regulations to the Board for approval at least once every 3 years.

1.2.2 The **Chief Executive** shall co-ordinate and direct the financial activities of the Company to ensure that the Regulations are observed at all times. The Chief Executive is responsible for ensuring that there is effective and efficient budgetary control, financial instructions, policies and procedures and systems across the Company.

1.2.3 The **Director of Investment and Business Services (Dr of I&BS)** is delegated responsibility by the Chief Executive for the effective financial management of the Company and the proper administration of its financial affairs.

The Dr of I&BS is responsible for advising the Board and Committee of the financial implications of all proposals – notably if they consider that a decision would be contrary to, or not wholly in accordance with, the budget adopted by the Board.

The Dr of I&BS also has a professional responsibility in relation to the financial administration and stewardship of the Company in support of the statutory duties of the Council's Section 151 Officer and shall provide all information required to be reported to the Officer.

1.2.4 **The Executive Management Team (EMT)** are responsible for ensuring that:

- All staff under their management are aware of the Regulations as they affect them and that they are adequately trained to be able to comply with them;

- The financial activities of their Directorate are managed within the procedures determined by the Dr of I&BS.
- The Dr of I&BS is consulted on proposals that have financial implications outside of agreed budgets and approval is obtained before any commitments are incurred.

1.2.5 Company Managers are responsible for ensuring that they and their staff are aware of the Regulations as they affect them and the importance of complying with them. Managers shall be responsible for the accountability and control of all resources including plant, buildings, materials, cash and stores within their area of operation.

1.2.6 Compliance with the Regulations is compulsory for **All Staff**. Failure to observe the Regulations may result in disciplinary action being taken.

Individual staff members are responsible for ensuring they understand the Regulations as they apply to them. Staff must always seek advice from their manager or a member of the finance team, where there is any element of doubt on how to proceed and/or interpret the Regulations.

1.3 Breaches of Financial Regulations

1.3.1 It is a disciplinary offence to breach these Regulations or related procedures, policies or instructions.

1.3.2 All breaches of the Regulations, whether inadvertent or otherwise, must be brought to the attention of the Dr of I&BS who shall both investigate and report to the Audit Committee.

1.3.3 Any irregularities in the financial affairs of the Company, any unlawful expenditure or the existence of an unbalanced budget must be reported to the Section 151 Officer by the Dr of I&BS.

1.4 Dispensations from Financial Regulations

1.4.1 There will be no dispensations from the Regulations except in the circumstances set out below. A Register of dispensations shall be maintained by the Company Secretary and reported to Audit Committee.

1.4.2 Emergency Action - in the event of an emergency the Chief Executive or member of the EMT may authorise necessary actions. Subsequent notification of emergency actions taken shall be provided to the Dr of I&BS.

1.4.3 Operational Issues – the Chief Executive may dispense with the Regulations where justification is reported, and authority provided, in accordance with APPENDIX B – Authority for Dispensation.

2 FINANCIAL PLANNING, MANAGEMENT AND CONTROL

2.1 Annual Budget

2.1.1 The AD of F&P is responsible for establishing the annual budget setting cycle, budget strategy and ensuring that a detailed budget is prepared for each financial year and approved by Board.

2.1.2 Annual budgets and responsibility for expenditure shall be delegated to budget holders as approved by the AD of F&P. The budget will be used as the authority to incur expenditure and raise invoices within the approved budget limits.

2.2 Budget Monitoring and Control

2.2.1 The AD of F & P shall ensure that budget holders have the information they need to manage their budgets and regular reports on financial matters are provided to Board.

2.2.2 Budget holders and those nominated to authorise expense shall not commit expenditure in excess of the approved budget provision or their delegated limit (see FAM 8.1).

2.3 The Accounting System and Procedures

2.3.1 The Dr of I&BS shall determine all accounting procedures, controls and records. These shall be sufficient to satisfy statutory and regulatory requirements

2.3.2 All management and staff with financial responsibilities have a duty to:

- Maintain proper accounting records
- Safeguard and effectively use assets and resources; and
- Maximise financial performance.

2.3.3 All control, suspense and other key accounts will be reconciled and reviewed on a monthly basis within finance.

2.3.4 AD of F&P is responsible for ensuring a list of non-recurring journals in excess of £10,000 are independently reviewed, and signed as evidence of review, by the finance accountant on a monthly basis.

2.3.5 The AD of F&P will ensure the confidentiality of financial records is maintained and that records to support published financial information are preserved and archived in accordance with law.

2.4 Annual Statement of Accounts

2.4.1 The AD of F&P is responsible for the preparation, audit and submission of the annual financial statements, compliance with related reporting standards and issuing the accounts to Audit Committee, Board and AGM for the Company and all its subsidiaries.

2.5 Internal Control

2.5.1 The Dr of I&BS is responsible for advising the Board on effective systems of internal control and making arrangements to implement internal controls appropriate to the Company's activities. Arrangements must be compliant with relevant law,.

2.5.2 The Dr of I&BS shall be responsible for an annual review of the internal control assurance framework as part of the compilation of the annual statement of accounts and both shall be considered and approved annually by the Audit Committee.

2.5.3 Staff shall only be allocated access rights to systems which are required for their day to day duties and all staff access rights shall be checked and reviewed on a timely basis. It is the responsibility of the EMT to ensure that their staff have knowledge of and comply with all required systems of internal control.

2.5.4 Processes are in place to maintain the security and integrity of data for transacting business electronically.

2.6 Internal Audit

2.6.1 The Dr of I&BS will propose arrangements for internal audit which in turn will be considered by the Audit Committee and approved by Board.

2.6.2 The Company's internal auditors, as well as the external auditors, shall have unrestricted access to records and authority to seek and receive explanations as deemed necessary in relation to any matter they are have been instructed to investigate by the Dr of I&BS.

2.7 External Audit

2.7.1 The appointment of the Company's external auditors shall be approved at the Company's Annual General Meeting following review of their performance and recommendation by the Audit Committee.

2.7.2 The Management Letter (or equivalent annual report) which highlights areas of concern identified by the external auditors and recommendations for improved efficiency and control shall be provided to the Audit Committee.

2.8 Fraud, Corruption and Irregularity

- 2.8.1** The Company Secretary is responsible for the Anti-Fraud and Corruption Framework and for ensuring that it is both promoted throughout the Company and adhered to following instances of suspected fraud and/or corruption.
- 2.8.2** All staff shall conduct themselves in line with the requirements of the framework as well as the employee Code of Conduct, adopting the highest standards of propriety and accountability. The involvement of staff in any form of bribery, corruption, fraud or deception will not be tolerated and employees shall ensure compliance with the laws and regulations, including the Bribery Act, at all times.
- 2.8.3** All staff are responsible for ensuring that suspected cases of fraud or misappropriation are reported immediately in line with the requirements of the AF&CF. The Company Secretary shall maintain a register of all instances of fraud or attempted fraud which shall be reported to the Audit Committee.

2.9 Delegated Approvals

- 2.9.1** The AD of F&P shall maintain a list of all authorised signatories as set out in the Financial Authorisation Matrix (see **8.1**) and ensure they are reflected on the Company's finance system(s) (Oracle).

2.10 Virements to Budgets

- 2.10.1** A virement is the transfer of budget between different Directorates or an increase in income and the related expenditure budgets during the financial year. Virements shall be authorised in line with the requirements of the Financial Authorisation Matrix (see **8.1**). An audit trail of all budget changes shall be retained by finance.

3 INCOME

3.1 NCH Income

- 3.1.1** Budget holders are responsible for ensuring that in advance of services and/or works being provided by the Company, or respective costs being incurred, payment or a purchase order is received from the purchasing organisation up to the full agreed value. Variations should be supported in full by an updated or new purchase order or payment before services/works are undertaken that exceed the agreed value.
- 3.1.2** Services and/or works shall not be provided by the Company or authorised by any officer, where they could lead to a loss to the Company. Where it is anticipated that a loss will arise on any works or services, this shall be reported immediately to the respective member of the EMT.
- 3.1.3** Notifications of income due to the Company (invoices, rent charges etc) are to be raised and despatched promptly following the completion of work or the supply of goods or services.
- 3.1.4** Budget holders are responsible for the recovery of income in their service areas and ensuring that all forms of income are paid promptly within the agreed payment terms. Budget holders shall raise exceptions and disputed invoices/debts with the respective member of EMT.
- 3.1.5** The AD of F&P shall monitor the recovery of income and establish and initiate appropriate recovery procedures, including legal action where necessary, for debts that are not paid promptly. All credit notes above £5,000 must be approved by the AD of F&P.
- 3.1.6** The Dr of I&BS shall agree the write off of all Company bad debts, providing a summary of all such debts to the Board for approval as and when they arise.

3.2 Nottingham City Council (NCC) Income

- 3.2.1** The Collection of NCC income (e.g. council tenancies' rent and service charges) is the responsibility of the Director of Housing and Customer Services who shall ensure adherence to the Company's rent collection procedures and that all cases of rent arrears are investigated promptly with appropriate action taken.
- 3.2.2** Rent refunds shall only be authorised in line with the delegated limits approved annually by NCC.

3.2.3 The Director of Housing and Customer Services shall recommend to NCC's Section 151 Officer HRA rent arrears that should be written-off.

3.3 Grants

3.3.1 Members of the EMT shall make the Dr of I&BS aware of all grant applications in advance of being submitted and are responsible for ensuring that grants are administered in line with the requirements of the grant giving body.

3.3.2 Grant contributions to external organisations shall require the approval of the Dr of I&BS. Approval is not required for TRA grants, which shall be agreed as part of the budget setting process.

3.4 Cash

3.4.1 Members of the EMT shall ensure that the receipt, collection and banking of income at locations within their Directorates complies with procedures set by the Dr of I&BS and shall liaise with the Head of Risk Management to ensure adequate insurance is in place at all times.

3.4.2 All employees who have responsibilities for income/cash collection and supervision shall ensure that they comply with the Company's Banking and Cash Handling Procedures at all times.

3.4.3 Official receipts and all other documentation used for cash collection must be in a format approved by the AD of F&P and used at all times.

3.5 Money Laundering

3.5.1 To ensure compliance with the Money Laundering Regulations 2007 Company employees shall not accept, on behalf of the Company or NCC, payments in cash in excess of £5,000. Details of any such attempts shall be recorded and reported to the Dr of I&BS.

3.5.2 NCH and NCC rent accounts shall be monitored to ensure that overpayments by tenants do not occur on a regular basis and do not build up to significant levels. Under no circumstances shall rent refunds be authorised in excess of £2,000 without the approval of the Dr of I&BS.

4 EXPENDITURE

4.1 General

4.1.1 The Company's money shall be spent with demonstrable probity and in accordance with the Company's policies and procedures to ensure that VFM is obtained at all times.

4.2 Key Controls

4.2.1 The key controls for ordering goods and services which must be adhered to by all employees are:

- Only those with delegated authority can raise requisition orders for goods or services (see FAM **8.1**).
- All requisition orders shall be raised and approved in advance of the related goods and services being received by the Company and in accordance with the Tender and Contract Procedure Rules detailed in part 3 of the Standing Orders (see exceptions in **4.4 & 4.6** below).
- Goods and services shall only be ordered where budget is in place to fully fund both the initial cost and any recurrent costs relating to those goods and services.
- Purchase orders must be in a form approved by the AD of F&P (see exceptions in **4.4.4** below).
- Standard terms and conditions must not be varied without the prior approval of the Company Solicitor.

4.2.2 Official Company requisition orders must not be raised for any personal or private purchases, nor must personal or private use be made of Company contracts outside any provision made in EMT approved staff schemes.

4.3 Contracts

(See also Standing Orders Part 3: Tender & Contract Procedure Rules)

4.3.1 The Company Solicitor is responsible for maintaining a register of Contracts.

4.3.2 Staff who become aware that the final cost of a contract is likely to exceed the contract sum shall report this to the respective member of the EMT. Where contract overspends cannot be met from existing budgets the circumstances shall be reported to the Dr of I&BS.

4.3.3 Claims from contractors in respect of matters not clearly within the terms and conditions of any existing contract shall be referred to the respective

member of the EMT. Any such settlement must be approved by the Chief Executive and the Board prior to being paid.

4.4 Payment of Invoices

4.4.1 The AD of F&P is responsible for controls being in place to ensure that payment is not made by the Company unless a proper VAT invoice formally addressed to the Company has been received and:

- Matched to an authorised purchase order or approved in writing by the budget holder;
- Checked, coded and certified for payment – to include confirming receipt of goods / services and invoices have not previously been paid.

4.4.2 Segregation of duties shall be maintained to ensure that payments are checked, authorised and released by officers independent of those responsible for approving the processing of the final payment.

4.4.3 The normal method of payment by the Company shall be by cheque, BACS or other payment method drawn on the Company's bank account, as approved by the AD of F&P.

4.4.4 In some instances cheques or payments will need to be raised for expenditure where no purchase order or invoice has been provided. Such instances include:

- Petty cash purchases;
- Purchase Cards
- Payments to HM Court Services;
- Compensation payments to tenants and leaseholders; and
- Replenishment of franking machines.

Third party evidence should be attached to support all such payments and required signatures obtained to formally document authorisation.

4.4.5 In general, payments in advance of goods or services being received should not be authorised or processed. However, in certain circumstances services must be purchased in advance due to the nature of the supply purchased. These include:

- Employee training courses, seminars and conferences;
- Hotel, accommodation and travel costs;
- Leased / hired / rented equipment
- Rents, rates and insurances;
- Landline and other phone rentals;
- Set up costs for utility (or similar) supplies;
- Annual IT support/maintenance/licenses; and
- Books and subscriptions.

4.3.4 Payments on account shall only be made when a certificate is issued by an appropriate supervising officer (or private architect, engineer or consultant where engaged by the Company) or by another officer nominated in writing for the purpose. All other payments in advance shall be approved by the Dr of I&BS.

4.5 Petty Cash

4.5.1 The requirement and level of each petty cash account will be determined by the AD of F&P who shall ensure that detailed procedures for the operation of petty cash accounts are in place and available to all staff.

4.5.2 Reimbursements from petty cash shall not be made in excess of £50 and all claims must be signed as approved by the relevant budget holder.

4.6 Purchasing Cards

4.6.1 Purchasing cards are allocated on an individual basis for use by the designated named card holder only and in accordance with the detailed procedure guide.

4.6.2 All purchase card requests shall be approved by the AD of F&P in advance of being ordered and allocated to employees.

5 SALARIES AND WAGES

5.1 General

- 5.1.1** The Chief Executive is responsible for determining how staff roles within the Company will be structured and ensuring there is a suitable system in place for determining and approving the remuneration of Company posts.
- 5.1.2** The Company Secretary is responsible for the payment of salaries and any other payments to all staff, ensuring all payments are in line with Company policy and made through the payroll system.
- 5.1.3** The Company Secretary is responsible for ensuring that systems are in place for accurately recording all matters affecting the calculation of all payments to staff.
- 5.1.4** Payroll systems should be reconciled to HR records on a regular basis and checks should be made on large adjustments.

5.2 Employee Expenses

- 5.2.1** Claims by employees for expenses incurred whilst undertaking duties on behalf of the Company must be claimed and paid in accordance with the Company's Employee Expense Policy. Authorisation limits are set out in the Financial Authorisation Matrix (see **8.1**).
- 5.2.2** Claims made by the Chief Executive for subsistence, travelling and other expenses must be approved by the Chair of the Board in advance of payment.

5.3 Redundancy and Other Employee Payments

- 5.3.1** All payments made to ex-employees shall be processed and paid through the Company's payroll systems. All such payments shall be authorised as per the Scheme of Delegation.

6 ASSETS

6.1 Fixed Assets

- 6.1.1** Dr of I&BS is responsible for ensuring a Fixed Asset Register (FAR) and inventory is maintained, recording a description and location of land, buildings, vehicles, plant and machinery, assets under construction and any other fixed assets owned or leased by the Company as well as an appropriately assigned responsible officer.
- 6.1.2** Members of the EMT are responsible for communicating all fixed asset additions, disposals and changes in asset data within their Directorate to the Dr of I&BS. Obsolete assets shall be disposed of for the highest available consideration.
- 6.1.3** Loss or significant damage to any Company asset(s) shall be reported immediately to the Dr of I&BS and, where appropriate, an insurance claim should be made.
- 6.1.4** Safe custody of all title deeds when not held by a lending authority, or when not provided as security for a borrowing facility will be under arrangements established by the Company Secretary. A register of documents (deeds, share certificates, bank books etc.) shall be kept by Governance which includes the location of individual documents requiring storage in a secure location.

6.2 Stocks and Stores

- 6.2.1** Adequate procedures shall be in place to ensure that all Company stock is counted and reconciled to the stock management system on a timely basis and on the 31st March each year (unless an alternative date is agreed with Dr of I&BS).
- 6.2.2** Stock losses and adjustments of £10,000 or more must be reported to the Dr of I&BS who must then ensure appropriate action is taken in accordance with internal procedures.
- 6.2.3** A list of all proposed stock write-offs shall be prepared by the Head of Fleet, Facilities & Stores and signed as authorised by the Dr of I&BS.

6.3 Banking and Treasury Management

- 6.3.1** The Dr of I&BS is responsible for ensuring that the Company's banking and treasury management arrangements and the related bank accounts

administered by NCC are adequate and reflect NCH's interests and requirements.

6.3.2 Company's cheques (drawn only on the Company's petty cash account) shall bear the signature of the Dr of I&BS or, up to an agreed level, the AD of F&P. All cheques shall be counter-signed by another member of the finance management team approved to do so.

6.3.3 Bank reconciliations shall be performed and evidenced as such by both the officer responsible for compiling the reconciliation and the senior officer responsible for reviewing the reconciliation, on a monthly basis.

6.4 Loans and Borrowing

6.4.1 All proposed borrowing and loan arrangements shall be approved by the Board who shall delegate authority to the Chief Executive to sign the related agreements, letters, notices and other documents.

7 OTHER MATTERS

7.1 Insurance

- 7.1.1** The Company Secretary is responsible for ensuring that the Company's insurance arrangements are adequate and that cover (provided by the NCC through an SLA) is in place to insure the Company's assets, activities and staff as well as any potential risks or liabilities.
- 7.1.2** Company Managers shall notify the Company Secretary of any risk, loss, potential loss, liability, damage or other issue which may lead to a significant claim against the Company or affect its existing insurance cover.

7.2 Acquisition and Disposal of Land and Buildings

- 7.2.1** The acquisition of any interest in land and buildings must be approved by the Board and by any parties involved in providing funds for such purchases.
- 7.2.2** The disposal of any land or building assets by the Company requires the prior approval by the Board. Disposal or termination of a lease of land and property requires the same authority as for disposal of other land and property.

7.3 Taxation

- 7.3.1** The Dr of I&BS is responsible for ensuring compliance with all relevant tax legislation, that tax registrations of the Company are appropriate to its activities in accordance with the law and that tax returns are accurate and submitted on time.

7.4 Security

- 7.4.1** Each Company manager is responsible for maintaining proper security at all times in relation to all Company buildings, stocks, stores, equipment, cash and other assets under their control. Managers must always consult with the Dr of I&BS in any case where security is thought to be defective or where advice and/or special arrangements may be required.
- 7.4.2** Keys to safes or similar containers are to be carried on the person of those responsible at all times while in the office and stored safely when not in the office. The loss of keys must be reported immediately to the Dr of I&BS.

7.4.3 Where Company safes, or other security devices, are accessed using security codes this information should be limited to responsible officers. Security codes should be changed on a timely basis and, as a matter of urgency, in every instance where an individual with access to the safe leaves the Company's employment.

7.4.4 Company safes and other security arrangements/facilities shall not be used to hold cash or other assets which are not the property of the Company without the permission of the Dr of I&BS.

7.5 Related Party Transactions and Personal Interests

7.5.1 Every Board Member, Director and employee of the Company must declare any links or personal interests that they, or their close relatives, may have with purchasers, suppliers and/or contractors in accordance with appropriate codes of conduct. Employees shall be required to inform the Company Secretary of this as it arises. The Company Secretary shall be responsible for maintaining a register of any such interests.

7.6 Gifts and Hospitality

7.6.1 All business gifts and hospitality made to or declined by employees must be reported to Governance. The Company Secretary is responsible for maintaining a register of all gifts and hospitality made to or declined by the Company, its employees, Board Members and involved tenants. (Gifts, Hospitality and Sponsorship Register). All parties need to secure their manager's approval before accepting hospitality. Where the Company hosts events and provides hospitality this does not need to be included in the register.

7.6.2 In any case where there is doubt as to whether a gift or offer of hospitality should be accepted or refused, the Company Secretary should be consulted.

7.6.3 Under no circumstances shall cash gifts of any kind be accepted and any such offers shall be reported to the Company Secretary.

7.6.4 Items such as calendars, minor stationery may be regarded as outside of these requirements. Items such as a box of chocolates, a bottle of wine or similar gifts offered to employees should be accepted on behalf of teams/service areas and recorded with Governance for the register.

7.6.5 Members of the Board, members of staff and involved tenants shall refuse all hospitality and gifts offered by an individual, supplier and/or other organisation that might influence or be seen to influence the awarding of a contract.

7.6.6 There can be occasions such as training events, conferences, seminars, award ceremonies and events/meetings with partners/peers where attendance and/or sustenance are provided and refusal is impractical. When such hospitality is in excess of a normal meal (and not paid for by the employee or the Company directly) the employee must inform their line manager and Governance for the register.

7.6.7 It is a conduct matter for any person to use their position within the Company to offer, request, induce or accept any gift or other incentive while undertaking work in an official capacity. Such acts seriously undermine the public image of the Company and as a result the Company will discipline all staff found to be in breach of the Regulations on the grounds of gross misconduct.

7.7 Sponsorship

7.7.1 Where an outside organisation wishes to sponsor or is seeking to sponsor a Company activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. The details are to be recorded and Governance informed for the register. People are not discouraged from seeking company sponsorship, but we want to be sure that it is done legitimately and within the provisions laid out in this Code.

7.7.2 Sponsorship of Charity events by outside organisations will not normally be recorded unless the amount is in excess of £250.

7.7.3 Where the Company wishes to sponsor an event or service, neither an employee, or any partner or relative, must benefit from such sponsorship without there being full disclosures of any such interest in accordance with the Regulations in 7.6. Similarly, where the Company through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given, there is no conflict of interest involved and the details are recorded and Governance informed for the register.

7.8 Other Expenses

7.8.1 Where it proves necessary for a meeting or event to be held for genuine business purposes i.e. formal agenda and minutes, which lasts for a sustained length of time over the normal lunch or dinner period, members of the EMT may approve refreshments for those attending.

- 7.8.2** The provision of refreshments at social events which are made available for all staff to attend must be approved by the Chief Executive and shall not be classed as hospitality.
- 7.8.3** The average cost per attendee at any such events/meetings shall not exceed the allowances agreed with HMRC as part of the Company's tax dispensations.

8 APPENDICIES

8.1 APPENDIX A – Financial Authorisation Matrix (FAM)

8.1.1 The FAM below sets out the authorisation levels delegated to officers within the Company. Authorisations only apply for budgeted expenditure. These limits do not give approval for any officer to authorise expenditure above the level of budget delegated to them. Failure to adhere to these levels constitutes a serious breach of the Regulations.

EXPENDITURE TYPE	CHIEF EXECUTIVE	EMT & ASSISTANT DIRECTORS	HEADS OF SERVICE	NOMINATED MANAGERS	NOMINATED OFFICERS
Approve requisition orders & invoices	Equal to or more than £150,000	Up to £150,000	Up to £50,000	Up to £10,000	Up to £2,000
Approve payments without invoices	Equal to or more than £10,000	Up to £10,000	Up to £1,000	Up to £500	
Employee Expenses	Equal to or more than £500	Up to £500	Up to £400	Up to £250	Up to £50
Virements	Equal to or more than £1million (<i>during EMT</i>)	Up to £1 million	Up to £250,000		
Net Realisable Value of Assets Sold	Up to £10,000				

8.1.2 Nominated authorisers shall be aligned with the Company's management competencies/tiers, agreed by EMT members and the AD of F&P (see 2.9.1) and communicated annually in Team Plans. Where there is any element of doubt and/or uncertainty as to a postholder's authorisation level this must be raised with the AD of F&P for clarification.

8.1.3 In the event of the continued absence of an authorising officer, authorisation levels can be delegated to other officers with the approval of the Chief Executive; with the exception of Chief Executive expenses (see 5.2.2).

8.1.4 Limits for the approval of car mileage employee expense claims can be increased where agreed by the respective member of EMT and the AD of F&P.

8.2 APPENDIX B – Authority for Dispensation

NOTTINGHAM CITY HOMES	
REPORT OF THE DIRECTOR OF – <i>title to be inserted</i>	
AUTHORITY FOR DISPENSATION – <i>title for report to be inserted</i>	
1	REPORT
1.1	Must include what dispensation is requested for, why and reference to relevant sections(s) of the Standing Orders.
2	FINANCE, LEGAL AND RISK IMPLICATIONS
2.1	Financial Implications – to be completed and then reviewed by AD of F&P
2.2	Legal Implications – to be completed and then reviewed by Company Solicitor
2.3	Risk Implications – to be completed and then reviewed by Head of Risk Management
3	EQUALITY & DIVERSITY IMPLICATIONS
3.1	Has the equality impact of these proposals been assessed? <input type="checkbox"/> Yes (EIA attached) <input type="checkbox"/> No (this report does not contain proposals which require an EIA)
4	BACKGROUND MATERIAL AND PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT
4.1	
BUDGET HOLDER & DATE:	

DECLARATION

Submission of this form to the signatories is formal confirmation by the Budget Holder and respective Director that:

- 1) There is no conflict of interest by the parties requesting the dispensation;&
- 2) There would be no fiduciary benefit to any NCH employee(s) or Board member by this dispensation.

Approval:

Chief Executivesigned byDate:.....

Director of I&BS.....signed byDate:.....

Chair of Audit Committee.....signed byDate:.....

Record:

The final authorised dispensation must be issued to the Governance Team for inclusion in the Register of Dispensations.