



Report to:	North East Surrey Crematorium Board	Date:	11 September 2018
Report title:	Report of the Treasurer, Clerk and Surveyor on the review of the Standing Orders, Scheme of Delegations and the Financial Regulations		
Chair of Committee/Lead Member:	Councillor Michael Ryder		
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Open/Exempt:	Open		

1. Summary

- 1.1 This report is to provide an update to the Board on the progress made with the actions from the Annual Review of Internal Control, as reported to you by the Treasurer on 12 June 2018.
- 1.2 Members will recall that there was an action on the Officers of the Board to review the Board's Standing Orders, the Scheme of Delegations and the Financial Regulations on at least an annual basis to ensure that they are up to date, accurate and appropriate. The target date set out in the management response for the completion of this review was by September 2018.

2. Recommendations

The North East Surrey Crematorium Board is recommended to:

- 2.1 Note that the review of the Board's Standing Orders, the Scheme of Delegations and the Financial Regulations has taken place within the Internal Audit recommendation target time frame.
- 2.2 Approve the Standing Orders as attached at Appendix A.
- 2.3 Approve the Scheme of Delegations as attached at Appendix B.
- 2.4 Approve the Financial Regulations as attached at Appendix C.
- 2.5 Note that all other recommendations and actions arising from the Annual Review of Internal Control have now been implemented.

3. Background and Updating Information

Annual Review of Internal Controls

- 3.1 The report presented to the Board in the June 2018 meeting outlined the recommendations of the South West London Audit Partnership (SWLAP) in relation to the Annual Review of Internal Control and the management response to those identified actions.
- 3.2 The report recommended that the Standing Orders, the Scheme of Delegations and the Financial Regulations be reviewed annually by the Officers of the Board to ensure that they are up to date, accurate and appropriate.
- 3.3 All documents have now been reviewed by the Chief Officers with various amendments proposed. These are generally just housekeeping changes with nothing of material impact. Deletions to the existing approved documents are shown by striking through the original text with additions identified in bold text. Upon approval the documents will be updated with the recommended changes and then form the base documents for the next annual review.
- 3.4 The Board should be reassured that all other recommendations and actions arising from the Annual Review of Internal Control which mainly related to the recording of Medical Fees and Statistics, Funeral Directors accounts and the NESCB Website have now been implemented and will continue to be kept under review.

4. Issues

Amendments to the Standing Orders

- 4.1 The following amendment is proposed to the Standing Orders:

Item 12 - Interests of Members in Contracts and Other Matters

- 4.2 The wording of this section has been amended to adhere to the requirements of the Localism Act 2011. Where legislation previously referred to personal and prejudicial interests, the requirement is now to declare disclosable pecuniary interests by virtue of s.30(3) of the Act. Members are further advised on the declaration of other pecuniary and non-pecuniary interests and the impact on participation in board business. The amendment is included in full in Appendix A.

Amendments to the Scheme of Delegations

- 4.3 Only minor amendments have been suggested following the review of the Scheme of Delegations. These are included in full in Appendix B.

Amendments to the Financial Regulations

- 4.4 Only minor amendments have been suggested following the review of the Financial Regulations. These are included in full in Appendix C.

5. Options Considered

- 5.1 There are no options considered or recommended as part of this report.

6. Impacts and Implications

Financial

6.1 The financial implications arising are contained within this report.

Legal

6.2 There are no legal implications arising from the matters contained within this report.

Other impacts and implications

6.3 There are no other impact and implications arising from the matters contained within this report.

7. Appendices and Background Documents

Appendix letter	Title
A	Revised Standing Orders
B	Revised Scheme of Delegations
C	Revised Financial Regulations

Audit Trail		
Version	Final	Date: 29 August 2018

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