

4.4.3 The Council may, from time to time, be subject to audit, inspection or investigation by external bodies such as H.M. Customs and Excise and the Inland Revenue, who have statutory rights of access to records and information.

4.5 *Preventing Fraud and Corruption*

4.5.1 The Director of Resources is responsible for development and maintenance of an anti-fraud and corruption policy.

4.6 *Assets*

4.6.1 Departmental heads must ensure that records and assets are properly maintained and securely held. They should also ensure that contingency plans for the security of assets and continuity of service provision in the event of disaster or system failure are in place.

4.7 *Treasury Management*

4.7.1 This Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services : Code of Practice.

4.7.2 Accordingly, the Council will create and maintain, as the cornerstones of effective Treasury Management:-

- A Treasury Management Policy Statement, stating the policies and objectives of its Treasury Management activities.
- Suitable Treasury Management practices (TMP's) setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

4.7.3 Reports will be prepared on Treasury Management policies, practices and activities, including an annual strategy and plan in advance of the year, and an annual report will be presented after the close of the financial year, in the form prescribed in TMP's.

- 4.7.4 The Council delegates responsibility for the implementation and monitoring of its Treasury Management policies and practices to Cabinet and for the execution and administration of Treasury Management decisions to the Director of Resources, who will act in accordance with the Council's policy statement and TMP's and in accordance with CIPFA Standard of Professional Practice on Treasury Management.
- 4.7.5 All Council monies are controlled by the Director of Resources, as the Section 151 Officer.

4.8 *Staffing*

- 4.8.1 The Chief Executive is responsible for providing overall management to staff. He is also responsible for ensuring that there is proper use of an evaluation process for determining the remuneration of a job.
- 4.8.2 Departmental heads are responsible for controlling total staff numbers by:
- Advising Cabinet on the budget necessary in any given year to cover estimated staffing levels.
 - Adjusting the staffing to a level that can be funded within approved budget provision, varying the provision as necessary within that constraint in order to meet changing operational needs.
 - The proper use of appointment procedures.

5. **SYSTEMS AND PROCEDURES**

5.1 *Introduction*

- 5.1.1 Sound systems and procedures are essential to an effective framework of accountability and control.