

**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**



|                                    |                                                 |
|------------------------------------|-------------------------------------------------|
| <b>Author:</b>                     | Charlotte Radford                               |
| <b>Telephone number:</b>           | 0115 8445998                                    |
| <b>E-mail address:</b>             | Charlotte.radford@nottinghamshire.pnn.police.uk |
| <b>For Decision or Information</b> |                                                 |
| <b>Date received*:</b>             | 20 <sup>th</sup> July 2016                      |
| <b>Ref*:</b>                       | 2016.037                                        |

\*to be inserted by Office of PCC

**TITLE: URGENT PAYMENT REQUESTS**

**EXECUTIVE SUMMARY:**

An increasing number of requests for urgent payments to be made through the bank have resulted in the need to amend Financial Regulations. The attached document details the approval process and limits where urgent payments may be permitted.

**INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)**

Attached change to Financial Regulations.

**FINANCIAL INFORMATION** (please include if is it capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

Each urgent payment through the bank costs at least £50. It is not cost effective to make payments below this amount or even slightly above this amount as an urgent payment.

Signature:   
**Chief Finance Officer**

Date: 20<sup>th</sup> July 2016

|                                                                                                     |     |                          |    |                                     |
|-----------------------------------------------------------------------------------------------------|-----|--------------------------|----|-------------------------------------|
| <b>Is any of the supporting information classified as non public or confidential information**?</b> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| If yes, please state under which category number from the guidance**                                |     |                          |    |                                     |

**DECISION:**

To approve the change to financial regulations as provided on the attached document.

**OFFICER APPROVAL**

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature:   
**Chief Executive**

Date: 20<sup>th</sup> July 2016

**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**

**DECLARATION:**

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:



Date:

4/5/16

**Nottinghamshire Police and Crime Commissioner**

\*\* See guidance on non public information

## **Amendment to Financial Regulations**

### **Insert New Section**

#### **Urgent Payments**

##### **Why is this important?**

Occasionally, the organisation may need to respond in a timely manner and need to make a payment earlier than a BACs run would be able to be processed. (Usually within 1 week).

##### **Key Controls**

Provided the criteria below are met then a same day or urgent bank payment may be processed:

- All relevant, authorised paperwork supporting the payment is provided, generally from MFSS
- The non-payment would result in:
  - A security issue
  - A lack of service delivery
  - A significant hardship for an individual
  - A risk to legal transaction(s) not being completed on time
- The amount is greater than £150

Any payment not meeting all three of the above criteria will NOT be processed as an urgent payment and payments will be made on the next BACS run (weekly for invoices/monthly payroll).

##### **Responsibilities of the Statutory Officers**

- 4.9.1 That staff and officers understand these financial instructions.
- 4.9.2 That the Multi-Force Shared Service team are made aware of these financial instructions.
- 4.9.3 That paperwork supporting all such payments provide a full audit trail and authorisation.