

REGULATION 1: RESPONSIBILITIES OF MEMBERS

1.1 OVERALL RESPONSIBILITIES

All members have a general duty of care to Portchester Crematorium and responsibility for taking all reasonable actions to

- a. Provide for the security of assets under their control (including ICT systems).
- b. Ensure use of resources is legal and properly authorised.
- c. Ensure use of resources achieves best value.
- d. Ensure that at no time any assets, income or other resources under their control are put at risk of loss or waste.

1.2 THE JOINT COMMITTEE

**The Joint Committee has the general responsibility for :
Setting Portchester Crematorium's Policy and Budget Framework and
Making decisions on service provision with the Policy and Budget Framework set.**

The Joint Committee must therefore ensure the following:

- 1.2.1 **Development Plan:** The Development Plan is approved in accordance with the projected resources of the Crematorium.
- 1.2.2 **Finance Strategy :** The Finance Strategy is approved in accordance with the projected resources of the Crematorium.
- 1.2.3 **Budget Approval:** Approved revenue budgets, capital programme and fees and charges are in accordance with the Crematorium's Finance Strategy. It shall be the duty of the Joint Committee to monitor and regulate financial performance across the revenue budget and the capital programme to ensure that income and expenditure remain within the limits of the approved budget.
- 1.2.4 **Budget Amendments:** Supplementary estimates are only approved after consideration of the Crematorium's overall financial position. Any decision to reallocate revenue or capital budget funds do not exceed the virement rules approved by the Joint Committee.
- 1.2.5 **Budgetary Control:** The overall revenue budget and capital programme approved by the Joint Committee is not exceeded.
- 1.2.6 **Action if Resources Likely to be Exceeded:** A report issued by the Treasurer to the Joint Committee, indicating that expenditure is likely to exceed the resources available, is considered before any decision is taken.
- 1.2.7 **Financial Implication of Decisions:** Any proposals, which have significant financial implications, will be subject to a report by the Treasurer to the

Joint Committee clearly identifying the costs and benefits before any decision is taken.

- 1.2.8 **Award of Contracts:** Propriety and Best Value are maintained in the award of any Contract.
- 1.2.9 **Project Monitoring:** It is the responsibility of the capital scheme lead officer to keep the Joint Committee informed of any problems that may occur in relation to the timescales for delivery of the scheme.
- 1.2.10 **Substitution of Schemes:** Any full or part substitution of an approved capital scheme with a new scheme within the Capital programme must be approved by the Joint Committee.
- 1.2.11 **External Audit :** The External Audit Annual Certificate and Opinion will be reported to the Joint Committee including any appropriate action required in response to any concerns raised in the External Audit Annual Certificate and Opinion.
- 1.2.12 **Internal Audit:** The Fareham Borough Council Head of Internal Audit's annual report is considered and any appropriate actions taken to address weaknesses found across the framework of internal control for the Crematorium.
- 1.2.13 **Code of Corporate Governance:** The Code of Corporate Governance is reviewed annually for consideration, appropriate action and approval as necessary
- 1.2.14 **Annual Return:** The Crematorium's Annual Return and Annual Governance Statement is considered and approved as necessary.