

TREASURY MANAGEMENT DOCUMENTS and RESPONSIBILITIES

DOCUMENT	RESPONSIBILITY		
CODE of PRACTICE	This was adopted by Council on 13 March 2002.		
POLICY STATEMENT	The Code of Practice recommends a specific form of words to be used to set out the Council's objectives within the Policy Statement, for its Treasury Management activities. It is the responsibility of Council to approve this document initially, and then note it each year thereafter.		
TREASURY MANAGEMENT STRATEGY	The Strategy document breaks down the Policy Statement into detailed activities and sets out the objectives and expected market forecasts for the coming year. It is the responsibility of Cabinet to approve this document, and Council must be then informed of its content for information only.		
PRUDENTIAL INDICATORS	These are included within the Strategy Statement as part of the framework within which treasury activities will be undertaken. It is the responsibility of Council to approve these limits.		
INVESTMENT STRATEGY	The Investment Strategy states which types of investments the Council may use for the prudent management of its treasury balances during the financial year. The Secretary of State recommends that the Strategy should be approved by Council.		
TREASURY MANAGEMENT PRACTICES	<p>These are documents that set out the procedures that are in place for the Treasury Management function within the Council. The main principles were approved by Cabinet following the adoption of the Code of Practice; they include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><i>TMP 1:</i> Risk management</p> <p><i>TMP 2:</i> Best value and performance management</p> <p><i>TMP 3:</i> Decision-making and analysis</p> <p><i>TMP 4:</i> Approved instruments, methods & techniques</p> <p><i>TMP 5:</i> Organisation of responsibilities & dealing</p> <p><i>TMP 6:</i> Reporting & management information</p> </td> <td style="width: 50%; vertical-align: top;"> <p><i>TMP 7:</i> Budgeting, accounting & audit</p> <p><i>TMP 8:</i> Cash & cash flow management</p> <p><i>TMP 9:</i> Money laundering</p> <p><i>TMP 10:</i> Staff training & qualifications</p> <p><i>TMP 11:</i> Use of external service providers</p> <p><i>TMP 12:</i> Corporate governance</p> </td> </tr> </table> <p>Any changes to the above principles will require Cabinet approval.</p> <p>It is the Head of Financial Service's responsibility to maintain detailed working documents and to ensure their compliance with the main principles. It is highlighted that for 2009/10, quarterly treasury management reports will continue to be included within Corporate Financial Monitoring and in turn, these will be reported into Cabinet and Budget and Performance Panel.</p>	<p><i>TMP 1:</i> Risk management</p> <p><i>TMP 2:</i> Best value and performance management</p> <p><i>TMP 3:</i> Decision-making and analysis</p> <p><i>TMP 4:</i> Approved instruments, methods & techniques</p> <p><i>TMP 5:</i> Organisation of responsibilities & dealing</p> <p><i>TMP 6:</i> Reporting & management information</p>	<p><i>TMP 7:</i> Budgeting, accounting & audit</p> <p><i>TMP 8:</i> Cash & cash flow management</p> <p><i>TMP 9:</i> Money laundering</p> <p><i>TMP 10:</i> Staff training & qualifications</p> <p><i>TMP 11:</i> Use of external service providers</p> <p><i>TMP 12:</i> Corporate governance</p>
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