

## SECTION A: FINANCIAL RESPONSIBILITIES – REG 3 (Employee Responsibilities)

## REGULATION 3: RESPONSIBILITIES OF EMPLOYEES AND AGENTS OF THE COUNCIL

### [Quick Link](#)

**3.1 Chief Executive Officer and Directors**

**3.2 Heads of Service**

**3.3 All Employees and Agents**

### 3.1 CHIEF EXECUTIVE OFFICER AND DIRECTORS

3.1.1 The Chief Executive Officer and Directors are responsible for the effective management of the financial resources allocated to their areas of responsibility.

### 3.2 HEADS OF SERVICE

3.2.1 Heads of Service are responsible for the effective management of the financial resources allocated to their services in compliance with these Financial Regulations and their budget allocations.

3.2.2 Heads of Service must make sure employees and agents within their service are instructed on the relevant requirements of Financial Regulations and have adequate guidance on financial procedures and working practices.

3.2.3 Heads of Service must ensure that they consult with the Statutory Chief Finance Officer, and members where required, on any matter liable to materially affect the Council's finances at the earliest opportunity.

3.2.4 The financial implications of any decisions must be fully identified and considered before the decision is made.

### 3.3 ALL EMPLOYEES AND AGENTS

**An employee is any paid or unpaid permanent, casual or temporary member of staff employed by Fareham Borough Council. An agent is any external contractor, consultant or agent working on the Council's behalf.**

3.3.1 **Duty of Care:** All employees and agents have a general duty of care when dealing with public money and assets.

3.3.2 All employees and agents are responsible for taking reasonable actions to:

SECTION A: FINANCIAL RESPONSIBILITIES – REG 3 (Employee Responsibilities)

---

- ensure use of resources is legal and properly authorised;
  - ensure use of resources achieves best value;
  - ensure that at Council assets, income or other resources are not put at any undue risk.
- 3.3.3 **Understand the Rules:** All employees and agents must be familiar with these Financial Regulations where they relate to their work. If an employee or agent is unclear about these rules, they must get advice before acting, by talking to their line manager or accountant.
- 3.3.4 **Financial Records:** All employees and agents must ensure that all financial records maintained meet the requirements of the Statutory Chief Finance Officer and comply with proper standards of financial control.
- 3.3.5 **Irregularity:** Where there is a suspicion of Financial Irregularity, it is the duty of all individuals to report the matter in accordance with Financial Regulation 10.4.