

## Conditions of Use for Managers/Authorising Officers

**As a Manager/Authorising Officer of Shropshire Council I am responsible and accountable for the management of employees within my establishment.**

**By logging into My Team, I am committing to the following terms and conditions:**

I will ensure that any additions or changes that are made to posts or employees within my establishment will have been agreed with my Director or Head of Service, HR Officer and Finance Officer in advance. Where changes are made to post or employee grade, these must have been job evaluated in advance.

I will only make changes to posts or employees within approved budgets, following the correct recruitment and redeployment procedures and Financial Rules.

I understand that reports are provided to Finance for budgetary control purposes. Where there is evidence that there has been no advance discussion with Finance, they will refer the issue to the relevant Director or Head of Service for consideration and appropriate action.

I will ensure that post and employee information is kept up to date and reviewed quarterly to ensure it accurately reflects my establishment to enable accurate and timely management information.

As Authorising Officer and as per the Travel and Expenses Policy, by approving travel or expenses claims I am confirming that I have made a thorough check of the claim, the expense is correct and should therefore be paid. I confirm that all claims I approve are justified and authorised in accordance with the Financial Rules/Constitution to ensure that Council funds are being appropriately managed. I understand that failure to do so may result in an investigation and if appropriate, disciplinary action. The council has zero tolerance to fraud and *any* concerns relating to potential fraud on travel claims will be investigated.

Receipts for expenses less than £25 should be retained by the employee. Receipts for £25 or more should be retained by the Authorising Officer. All receipts must be retained for three years from the date of the receipt and then disposed of confidentially.

I will undertake periodic checks on the receipts held by my employees to ensure they are complying with the Travel and Expenses Policy. If an employee leaves the Council I will request and retain their receipts for the required retention period.

**By logging on to MyView you are accountable to the above terms and conditions.**

### Contact

[myview.helpdesk@shropshire.gov.uk](mailto:myview.helpdesk@shropshire.gov.uk)

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