

To all staff - by email only

Shropshire Council  
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Date: 08.10.2025

To all staff

### **Compliance with the Council's constitution, policies and procedures**

In my role as Interim Chief Executive, I am determined to ensure that we take immediate steps to address the concerns raised in the Corporate Peer Challenge Report. We have already had the first meeting of the so-called Statutory Officer group made of myself, as Head of Paid Service, James Walton as the Chief Financial Officer (or Section 151 Officer), Tim Collard as the Monitoring Officer, and their deputies. I have also asked Service Directors to review any outstanding audit recommendations as both I and the CPC Report are concerned that we have now had 6 years of "limited assurance" from the Internal Audit team.

It has never been more important to ensure that the council's money is managed effectively and that we can be sure we achieve value for money from every pound. We have things in place to help you achieve this which are generally easy and common sense to apply, there's just a need to make sure you're abreast of them, so here's a reminder from myself, James and Tim.

Working in Local Government means we all need to be able to demonstrate that we are using public funds wisely to ensure fairness, maintain public trust and achieve value for money. The constitution and policies that Members approve help us to do that and enable us to be open and honest in our decision-making processes. Where we don't follow our own processes and policies, we open ourselves up to criticism and challenge which can erode public trust. Can all managers ensure that your teams are aware of these requirements. This is not optional and is something everyone must take the time to familiarise themselves with. We would like to highlight three important areas in particular:

#### **Financial Rules**

As s151 Officer James Walton needs to ensure everyone is aware of, and applying, the Financial Rules. To conduct its business efficiently, the council needs to ensure that it has sound financial management policies in place and that they are strictly adhered to. This demonstrates to the public that proper safeguards and controls exist in relation to managing public money and assets. These Financial Rules including appendices provide the governance framework for managing the Council's financial affairs. The Council's financial rules can be found here: [financial-rules-october-2022.pdf](#)



There are five areas covered by Financial Rules:

- Financial management and control
- Financial planning
- Risk management and control of resources
- Systems and procedures
- External arrangements.

Financial Rules link with other internal regulatory documents forming part of the Council's Constitution. Detailed financial procedures and processes are also available on the Intranet and are an integral part of ensuring a high standard of financial management and control is maintained. If you have any queries on how to apply this policy, please speak to your Finance Business Partner initially.

### **Contract Procedure Rules**

As Monitoring Officer Tim Collard needs to ensure that everyone is aware of, and adheres to, the rules around formal contracts. These rules ([Contract Procedure Rules](#)) explain how all goods, works and services must be procured. All Officers, consultants and any third party acting on behalf of the Council must follow these Contract Procedure Rules. The aims of these Contract Procedure Rules are to:

- Ensure compliance with all legal requirements, including that contracts are awarded fairly and that all potential bidders are treated equally
- Achieve value for money
- Ensure transparency, openness, non-discrimination and fair competition
- Demonstrate probity, consistency, accountability and integrity
- Support the Council's corporate and departmental aims
- Protect Officers
- Ensure compliance with the Council's Commissioning and Procurement Strategy.

If you want to raise any issues about the Contract Procedure Rules, please contact either Marc Klonowski, Service Manager for Procurement and Contracts or Analise Broomhall, Legal Team Leader: Economy & Projects.

### **Information Security Policies**

As SIRO (Senior Information Risk Owner) James Walton needs to ensure everyone is aware of, comfortable with, and applying the Council's Information Security Policies. This is a reminder of the need to ensure the use of council systems, electronic equipment and information in a responsible way. The [Acceptable Use](#) policy describes what you may and may not do when working with council network, systems and information. The wider Information Security Policy pages can be found here: [Information security - SC Intranet](#). It is expected all officers adhere to the policies and guidance.

A recent addition to this is the AI policy following the implementation of MS Copilot. This document governs the way that we use and manage AI derived content and can be found on the Information



Security Policy Intranet pages. This is applicable from now. If you have any queries on how to apply this policy, please speak to your IT Business Partner initially.

I'd also like to remind you about the procedures to follow if you become aware of an information security incident. This is any incident that undermines the controls in place to keep information safe. You can report all incidents via the ICT Service Desk. If you are aware of an incident that has, or may have, resulted in a breach of personal information, you should contact the Information Governance Team immediately – [information.request@shropshire.gov.uk](mailto:information.request@shropshire.gov.uk). Full details available from the Intranet: [How do I report an information security incident? - SC Intranet \(shropshire.gov.uk\)](#).

I am clear that these Rules are not optional but a requirement of all of us as we undertake our day-to-day activity. I have instructed Service Directors to ensure that these are complied with and to take appropriate action if they are not. Failure to comply with these rules could result in disciplinary action being taken.

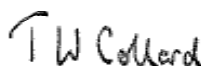
Yours sincerely



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