

Treasury and Exchequer Ministerial Decision Report



AMENDMENTS TO PUBLIC FINANCES MANUAL – DECEMBER 2022

1. Purpose of Report

To gain approval from the Minister for Treasury and Resources to amendments to the Public Finances Manual (PFM).


2. Background

The Public Finances Manual was issued with effect from 1st January 2020 by the Minister for Treasury and Resources. The Public Finances (Jersey) Law 2019 allows for amendments to be made by the Minister, and for the ability to make amendments to be delegated. Amendments delegated include those necessary to clarify requirements; those to ensure that the Manual is consistent with other published legislation, policies and procedures; and those which are required as part of an emergency as defined in Article 24 of the Public Finances (Jersey) Law 2019. All other amendments require Ministerial approval. The amendments proposed have been through the review process set in the Public Finances Manual for amendments which includes review by Accountable Officers and Heads of Finance Business Partnering as well as the Law Officers' Department. The proposed amendments are detailed in the attached table.

The Manual and all amendments must be made publicly available and notified to the States' Public Accounts Committee.

The amendments will be notified by letter to the Public Accounts Committee and will be effective from 1st January 2023.

Main section	Sub-section	Intro/ Principles/ Requirements	Para(s)	Description of change	Reason for change
Expenditure	Expenditure and procurement	Requirements	2. Corporate procurement contracts	Line 1: after, 'Corporate procurement contracts', insert "(which include Framework Agreements)".	Administrative, identifying framework agreements as a corporate contract.
Expenditure	Expenditure and procurement	Requirements	7. Long term contractual agreements	Line 4: after, '...must obtain approval...', insert "(using the appropriate Recommend to Award form if required)"	Administrative, formalising the process of obtaining approval to obtain approval for award of long term contracts.
Expenditure	Expenditure and procurement	Requirements	16. Consultants	Replace 'Procurement Procedure Policy' with "Procurement Best Practice & Procedures: User Guide & Toolkit" (repeat throughout)	Administrative, correcting the incorrect reference to Policy with correct reference to Toolkit.

Expenditure	Expenditure and procurement	Requirements	19. Approved Business cases	Replace title with "19. Approved business case"	Correcting grammar.
Expenditure	Special payments	Requirements	10. Small payments	Line 9: Replace 'Supply Jersey' with "Corporate Purchasing System" (repeat throughout)	Administrative, correcting any references to the proposed ITS solution.
Supporting documents	Procurement Procedure Policy	N/A	N/A	Replace "Procurement Procedures Policy" with attached "Procurement Best Practice & Procedures: User Guide & Toolkit" document.	Administrative. Appendix A  Procurement Procedure v3.0 - Shc
Other	Projects			Sub-section "Projects" to be removed	This is now included in sub-section "Major, strategic and other projects"

3. Recommendations

The Minister is recommended to approve amendments to the Public Finances Manual (PFM) and to agree that the Public Accounts Committee should be notified of the amendments and that the PFM be updated to reflect the approved amendments. The amendments to be effective from 1st January 2023. Training will be offered to officers on the amendments.

4. Reason for Decision

Under Article 31 of the Public Finances (Jersey) Law 2019 the Minister is responsible for issuing a Public Finances Manual (PFM) and may amend the PFM. A notice of all such amendments must be presented to the Public Accounts Committee as soon as practicable after amendments are made. The PFM and all amendments must be made publicly available.

5. Resource Implications

The proposed amendments should improve financial governance and control within the States of Jersey and there are no direct additional financial or manpower implications related to the amendments to the PFM.

Report author: Head of Financial Governance	Document date: December 2022
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