

**Financial Review Guidelines – Summary of updates only
January 2021**

Ref	Category	Updates	Who
SC1	Temporary staff	As-is with a slight update in wording to include 'lockdown periods'	HoS DoPS
SC4	Recruitment	As-is with the update that Post-panel is now in operation as normal where applications will be assessed on the merits detailed in the earlier guidelines. Note that roles removed due to VS cannot be reinstated	HoS DoPS
DE1 DE2 DE3	Travel Accommodation Training & Conference	As-is with the inclusion that suitable alternatives should be explored as far as practical i.e. online remotely based meetings or conferences for minimal cost.	HoS DoPS
DE4 DE5	Licences Subscription	Subject to usual guidelines detailed within Financial Regulations and to operate within the approved budget	HoS DoPS
DE6 DE7	Print, Stationery, Books Photocopy costs, MFD	As-is with the inclusion that new ways of working should mean that electronic and more environmentally sustainable alternatives should be pursued as far as possible	HoS DoPS
EF4	Project works	As-is with the update that only centrally approved project works will be allowed to proceed	DoE
EF5	GTS and AV	Essential Works completed in summer 2020. Further works will be in accordance with centrally agreed programmes of work	DoE
EF6 EF7	Long Term Maintenance Roadmap	Works to proceed in line with budgeted and approved LTM and roadmap expenditure approved in principle by Council	DoE COO
IT1	IT assets & equipment	As-is with further clarification on expenditure that has been budgeted and approved in principle by Council	DoIT COO
AR1	Furniture, Fixtures and Fittings	As-is with the inclusion of the ability to have pre-authorised purchase of equipment to facilitate remote working. In this case the HoS/DoPS or nominated substitute can authorise. Also to include costs to support Covid compliance	DoE
C2	Consultancy	As-is reinforcing the need to engage with Procurement when seeking to secure consultancy services	HoS DoPS
M3 M4	Residue Accounts Devolved Codes	Suspension has been lifted with a move to allow spend to resume within approved budgetary levels, in accordance with Financial Regulations. Note that as well as managing individual accounts so as to be within budget, HoS can also elect to manage these accounts in aggregate for the school as a whole, ensuring that the overall totals fall within the total school budget.	HoS
M5	Strategic Development Fund (SDF)	As-is and subject to review by the PVC Research	Provost PVC Research
M6	PGR Recruitment	Application of new wording agreed by PVC Research and Director of Research (these have been issued) (Included separately as part of Appendix 1)	Provost PVC Research

Notes

- The Financial Review Guidelines (FRG) were updated on 7 April 2020
- A further review was conducted December 2020 to identify proposed amendments
- The economic environment is still uncertain, therefore we need to continue to restrict and control on-going expenditure
- These amendments have been approved by UEG
- A consultation with ULT was undertaken in January 2021 in order to validate these proposals