



Further to your information request FOI/EIR 25/26-062, please find your question and our response below.

Request:

Under the Freedom of Information Act 2000, I would like to request the following information regarding your council's approach to financial accountability, budget management, and the escalation of non-compliance:

Q1. Does your council have a Budget Accountability Framework, Budget Escalation Framework, or any other policy, protocol, or document which sets out the expectations of budget holders and the procedures for addressing non-compliance?

If yes, please answer Questions 2 to 4 only.

If no, please answer Questions 3 to 8 only.

Q2. In relation to Q1, please provide a copy of the document(s), or a link to where they can be accessed.

Q3. Does the council provide training or guidance to budget holders on their financial responsibilities and/or escalation procedures?

Q4. In relation to Q3, please provide a copy of the relevant training material, policy, or guidance documents.

Q5. What procedures are in place if a budget holder or service area is forecasting or reporting an overspend?

Q6. Are there defined thresholds (e.g. percentage variance, monetary value) that trigger escalation?

Q7. Once escalation is triggered via a defined threshold or otherwise, what actions follow (e.g. reporting to senior leadership, finance team involvement, development of a recovery plan)?

Q8. Are such escalations reported to any council committees (e.g. Cabinet, Audit Committee, Scrutiny Committee)?

Response:

Q1. The requested information can be found in Part 4 of the Constitution: Rules of Procedure [Constitution | East Cambridgeshire District Council](#)

Q2. As Q1

Q3. The Finance Team are responsible for ensuring that budget holders are trained. When a staff member first becomes budget holder, we initially highlight the important times of the year to them, budget preparation in October each year, Closedown in April/May and the other budgetary control reports – i.e. Q1-early July, Q2 – early October, Q3 early January & Closedown.

We go through what is expected from them at these different times of the year, their budget holder responsibilities and what information we will provide to assist them with these responsibilities.

We also explain the Agresso Web software to them and which cost centres they are responsible for; explaining what information is available from the system and being clear that if they need further information that they simply need to ask the management Accountant in the Finance Team. Salary information is also provided and then need to keep this confidential is stressed.

There is a document which is signed by each budget holder after the training is completed that confirms that they have had training and understand their responsibilities.

Q4. Information not held

Q5. As Q1

Q6. As Q1

Q7. As Q1

Q8. As Q1.

In respect of those requests that were answered in full or partially and the total refused please take this as notice under FOIA, that we:

a) Consider the information as exempt from disclosure under the Act:

b) Claim exempt under sections of the Act:

Section 21 of the Freedom of Information Act 2000

c) State why the exemption applies:

The information requested is accessible to you via other means at: [Constitution | East Cambridgeshire District Council](#)

Section 21 states the following:

- 1) Information which is reasonably accessible to the applicant otherwise than under Section 1 is exempt information.
- 2) For the purposes of subsection (1) –
 - a. Information may be reasonably accessible to the applicant even though it is accessible only on payment, and
 - b. Information is to be taken to be reasonably accessible to the applicant if it is information which the public authority or any other person is obliged by or under any enactment to communicate (otherwise than by making the information available for inspection) to members of the public on request, whether free of charge or on payment.

Therefore, as the Council publish this information, the information is exempt from disclosure under Section 21 of the Act.

This concludes your request FOI/EIR 25/26-062.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach foi@eastcambs.gov.uk and request a review. A request for review must be made in no more than 40 working days from the date of this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.

