

REPORT TO:	COUNCIL 31 January 2022
SUBJECT:	APPOINTMENT OF CORPORATE DIRECTOR OF RESOURCES AND CHIEF FINANCE OFFICER (S151)
LEAD OFFICER:	Katherine Kerswell Chief Executive
WARDS:	ALL

1. RECOMMENDATIONS

Council is recommended to:

- 1.1 Note the decision of the Appointments Committee on 17 January 2022 to permanently appoint to the role of Corporate Director of Resources; and
- 1.2 Agree the appointment of Jane West as the Council's Chief Finance Officer and Section 151 officer under the Local Government Act 1972.
- 1.3 Agree the above recommendations subject to the receipt of satisfactory pre-employment clearances.

2. EXECUTIVE SUMMARY

- 2.1 The role of Corporate Director of Resources includes the statutory responsibility to act as the Council's Chief Finance Officer and section 151 Officer.
- 2.2 Councillors are asked to note the permanent appointment of Jane West as the Council's Corporate Director of Resources following the unanimous decision of the Appointments Committee on 17 January 2022.
- 2.3 Councillors are also asked to agree the appointment of Jane West as the Council's statutory Chief Finance Officer and Section 151 Officer.
- 2.4 The appointment is subject to the receipt of satisfactory pre-employment checks.

3. APPOINTMENT OF SECTION 151 OFFICER, CORPORATE DIRECTOR RESOURCES

- 3.1 Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a S151 Officer, also known as a Chief Finance Officer, to have responsibility for those arrangements.

- 3.2 As such, the Chief Finance Officer must lead on a local authority's financial functions and ensure they are fit for purpose. Chief Finance Officers must be professionally qualified and suitably experienced. They cannot also hold the position of Monitoring Officer and their full duties are detailed in Article 12 of the Constitution.
- 3.3 In accordance with the Local Government Finance Act 1988 the Chief Finance Officer must be a member of one of the following bodies in order to qualify as a responsible officer:
- (a) the Institute of Chartered Accountants in England and Wales;
 - (b) the Institute of Chartered Accountants of Scotland;
 - (c) the Chartered Association of Certified Accountants;
 - (d) the Chartered Institute of Public Finance and Accountancy;
 - (e) the Institute of Chartered Accountants in Ireland;
 - (f) the Chartered Institute of Management Accountants; and
 - (g) any other body of accountants established in the United Kingdom and for the time being approved by the Secretary of State for the purposes of this section.
- 3.4 Following a recruitment process involving Members of both political groups, and in accordance with powers set out in Part 3 of the Constitution Responsibility for Functions paragraph 2.1 and paragraph 3.3(1) of Part 4J of the Constitution, the Appointments Committee unanimously agreed the permanent appointment of Jane West as the Corporate Director Resources and recommended her appointment also as the Council's Chief Finance Officer and Section 151 Officer subject to pre-employment clearances.

4. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 4.1 There are no new financial implications arising from the recommendations in the report.

Approved by Richard Ennis, Interim Corporate Director of Resources (Section 151)

5. LEGAL CONSIDERATIONS

- 5.1 The Council may generally appoint such staff as it considers necessary for the proper discharge of its functions, as the Council thinks fit. However, there are certain statutory appointments to which the Council has a duty to designate one of its officers. One such role is the Chief Finance Officer and Section 151 Officer (S151).
- 5.2 In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, matters relating to the appointment of a Chief Finance Officer and Section 151 Officer are reserved to full Council.

- 5.2 Separately the Council's Constitution provides in the Staff Employment Procedure Rules at part 4J the procedures to be followed for the appointment of Chief Officers (which includes the Corporate Director Resources, Section 151 Officer), the declaration which must be made by candidates and a notification process to ensure that the Leader and any other Cabinet Members have no objections to the offer of appointment.
- 5.3 This report is designed to ensure compliance with the statutory responsibilities placed upon the Council regarding such an appointment.

Approved by Sandra Herbert on behalf of the Interim Director of Legal Services & Deputy Monitoring Officer

6. HUMAN RESOURCES IMPACT

- 6.1 There are no Human Resources implications beyond those detailed in the body of the report.

Approved by: Dean Shoesmith, Interim Chief People Officer

7. EQUALITIES IMPACT

- 7.1 The appointment processes for both roles set out in this report have been undertaken in accordance with the Council's agreed processes.

Approved by: Gavin Handford, Director of Policy, Programmes and Performance

CONTACT OFFICER: Katherine Kerswell, Chief Executive

BACKGROUND DOCUMENTS: There are no unpublished documents which have been relied on in the production of this report.