

12. APPOINTMENT OF INTERIM CHIEF FINANCIAL OFFICER (S151 OFFICER)

1. Purpose of the report

To ensure the Authority operates within legislative requirements and has good governance by appointing an interim Chief Financial Officer (S151 Officer) following the resignation of the current Chief Financial Officer and pending the appointment of a new, permanent Finance Manager who will also be the Chief Financial Officer, as agreed as part of the recent organisational changes.

Key Issues

- **The Authority's existing Chief Financial Officer (CFO) is also the Finance Manager who is leaving the Authority on 2nd February 2024.**
- **The CFO is a statutory role which the Authority must appoint to as the person responsible for the Authority's financial affairs.**
- **Part 4 of Standing Orders reserves the appointment of the CFO to a meeting of the Authority.**

2. Recommendations

- 1. To appoint the interim Finance Manager as interim Chief Financial Officer (Section 151 Officer) from 2nd February 2024 until the first day of service of a permanent Finance Manager.**
- 2. To delegate the appointment of the Chief Finance Officer (Section 151 Officer) to the Chief Executive, in conjunction with the Chair of the Authority, as part of the appointment process for the permanent Finance Manager.**

How does this contribute to our policies and legal obligations?

- 3. The Authority is required by the Local Government Act 1972 Section 151 to have an Officer responsible for the proper administration of the Authority's financial affairs and by the Local Government Finance Act 1988 to have a Chief Finance Officer**

Background Information

- 4. As part of the recent organisational changes, agreed by the Authority in July 2023 (Minute No 74/23), a new post of Finance Manager was created and delegation was given to the Chief Executive to appoint the CFO as part of the recruitment for the Finance Manager in consultation with the Chair of the Authority. The Finance Manager was appointed from existing staff and duly appointed as CFO, however the Finance Manager has now resigned her post and is leaving the Authority. Whilst recruitment to fill the resulting vacancy takes place an interim Finance Manager has been appointed and appointment of an interim CFO is also required.**
- 5. The role and responsibilities of the CFO are described in Appendix 1 and are set out in the Authority's Standing Orders. The CFO role attracts a special responsibility payment of £467.46 per month.**

Proposals

- 6. To appoint the interim Finance Manager as the interim CFO (S151 Officer) until the first day of service of a permanent Finance Manager and to delegate appointment of the CFO**

to the Chief Executive, in consultation with the Chair of the Authority, as part of the appointment process for the permanent Finance Manager.

Are there any corporate implications members should be concerned about?

Financial:

7. The special responsibility allowance paid to the CFO is covered within existing budgets.

Risk Management:

8. The Authority needs to have robust CFO arrangements in place as part of its corporate governance framework. The CFO is a key statutory role which plays a significant part in managing corporate risk. The proposals identified within this report aim to minimise the risks associated with the transition to a new CFO appointment

Sustainability:

9. No issues.

Equality, Diversity and Inclusion:

10. No issues.

11. Climate Change

No issues.

12. Background papers (not previously published)

None.

13. Appendices

Appendix 1 - Role and Responsibilities of the Chief Financial Officer.

Report Author, Job Title and Publication Date

Phil Mulligan, Chief Executive, 24 January 2024