



Full Council	Tuesday, 16 April 2024	Matter for Information and Decision
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Report Title: **Appointment of Chief Finance Officer / Section 151 Officer**

Report Author(s): **Anne Court (Chief Executive / Head of Paid Service)**

Purpose of Report:	To obtain approval for the appointment of a Chief Finance Officer / Section 151 Officer.
Report Summary:	The Council is required to appoint formally the statutory position of Section 151 Officer under Section 151 of the Local Government Act 1972. Subject to approval, the Constitution will be updated to reflect the powers delegated to the new Chief Finance Officer.
Recommendation(s):	<p>A. That the appointment of Colleen Warren as the Council's Chief Finance Officer / Section 151 Officer be confirmed with effect from 1 July 2024; and</p> <p>B. That the Head of Law & Democracy / Monitoring Officer arrange for the Constitution to be reviewed and amended as appropriate.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2681 Anne.court1@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p>
Strategic Objectives:	Not applicable.
Vision and Values:	Not applicable.
Report Implications:-	
Legal:	The appointment of a Section 151 Officer is a statutory requirement under Section 151 of the Local Government Act 1972.
Financial:	The Section 151 Officer is responsible for the sound administration of the Council's financial affairs.
Corporate Risk Management:	Regulatory Governance (CR6) Decreasing Financial Resources / Increasing Financial Pressures (CR1) Organisational / Transformational Change (CR8)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.

Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.
Consultees:	None.
Background Papers:	The Council's Constitution
Appendices:	None.

1. Background

- 1.1 In accordance with the Local Government Act 1972, there is a requirement on the Authority to designate three Statutory Officers: Head of Paid Service, Monitoring Officer and Section 151 Officer / Chief Finance Officer.
- 1.2 The latter is required to be a suitably qualified individual. The Section 151 Officer, along with the Head of Paid Service and the Monitoring Officer combine to form the Council's Statutory Officer functions. These roles are key to ensuring lawfulness, fairness, probity and general good governance that support the Council in achieving its aims. It is important that they work effectively together yet maintain appropriate independence.
- 1.3 The newly created post of Chief Finance Officer / Section 151 Officer replaces the Head of Finance / Acting Section 151 Officer role. Since the departure of the Head of Finance in March this year, the Section 151 Officer role has been performed by the Interim Strategic Director.
- 1.4 On Thursday 14 March 2024, an Appointments Panel was convened. As a result of this process, Colleen Warren was successfully appointed to the Chief Finance Officer/Section 151 Officer role and is due to commence employment with the authority on 1 July 2024.
- 1.5 It is a requirement under the Council's Constitution that the appointment to the three statutory posts (Head of Paid Service, Section 151 Officer and Monitoring Officer) are confirmed by the relevant committee.
- 1.6 Colleen Warren possesses the necessary experience, expertise and professional qualifications to undertake the statutory role of Section 151 Officer and it is recommended that Council formally confirms her appointment.

2. The Role and Duties of the Section 151 Officer

- 2.1 According to the Chartered Institute of Public Finance and Accountancy (CIPFA) there are five key areas critical to the achievement of a Chief Finance Officer's statutory responsibilities:
 - maintaining strong financial management underpinned by effective financial controls;
 - contributing to corporate management and leadership;
 - supporting and advising democratically elected representatives;
 - supporting and advising Officers in their operational roles; and

- leading and managing an effective and responsive financial service.

3 Other Implications

- 3.1 Once approved the Council's Constitution will be reviewed by the Monitoring Officer and amended as appropriate to ensure the power to deal with financial matters that are the statutory responsibility of the Section 151 Officer are accurately referred to in the Constitution.