

Report to Council
16 March 2021
Report of Chief executive officer
Subject Appointment of Section 151 officer

Item

8

Purpose

To seek approval for the appointment of the council's S151 officer

Recommendation

To endorse the decision of the member appointment panel to appoint Annabel Scholes as the council's S151 officer from 1 April 2021

Corporate and service priorities

The report helps to meet all the corporate priorities.

Financial implications

None – funding is within existing resources

Ward/s: All Wards

Cabinet member: Councillor Waters - Leader

Contact officers

Stephen Evans, chief executive officer

Dawn Bradshaw, head of HR and learning

01603 987524

Background documents

None

Report

1. Section 151 of the Local Government Act 1972 requires that every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. This role is commonly referred to as the Section 151 officer.
2. Section 113 of the Local Government Finance Act 1988 requires that the officer appointed as Section 151 Officer shall be a member of a specific accountancy body.
3. Appendix 9 of the council's constitution states that proper officers are appointed by full Council.
4. Council agreed the appointment of Annabel Scholes as interim chief finance officer and S151 officer at a meeting on 22 September 2020, pending a review of the senior management structure.
5. The review of the structure has concluded, and the new senior management structure will be implemented before the end of April 2021. The proper officer in the case of Norwich City Council, is the newly created post of executive director of corporate and commercial services.
6. In accordance with the constitution, the selection and appointment to the new roles was made by a panel of elected members, nominated by the Leader of the Council and the leaders of the other political groups.
7. Following a rigorous recruitment process Annabel Scholes has been offered the role as executive director of corporate and commercial services.
8. This report seeks authority to appoint Annabel Scholes as the Section 151 officer on a permanent basis with effect from 1 April 2021.
9. Annabel Scholes is a qualified member of CIPFA. She has substantial experience in director level finance roles in local government; including with city and county councils and London boroughs, and has previously held S151 and deputy S151 positions.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report
Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

| | |
|-----------------------------------|-----------------------------|
| Committee: | Council |
| Committee date: | 16 March 2021 |
| Director / Head of service | Dawn Bradshaw |
| Report subject: | Appointment of S151 officer |
| Date assessed: | 12 February 2021 |

| | Impact | | | |
|--|--------------------------|--------------------------|--------------------------|-----------------|
| Economic (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Finance (value for money) | X | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other departments and services e.g. office facilities, customer contact | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| ICT services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Economic development | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Financial inclusion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| | | | | |
| Social (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Safeguarding children and adults | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| <u>S17 crime and disorder act 1998</u> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Human Rights Act 1998 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Health and well being | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| | | | | |

| | Impact | | | |
|--|--------------------------|--------------------------|--------------------------|---|
| Equality and diversity (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Relations between groups (cohesion) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Eliminating discrimination & harassment | X | <input type="checkbox"/> | <input type="checkbox"/> | Appointment followed a rigorous recruitment and selection process |
| Advancing equality of opportunity | X | <input type="checkbox"/> | <input type="checkbox"/> | Appointment followed a rigorous recruitment and selection process |
| | | | | |
| Environmental (please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |
| Transportation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Natural and built environment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Waste minimisation & resource use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Pollution | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Sustainable procurement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| Energy and climate change | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not applicable |
| | | | | |
| (Please add an 'x' as appropriate) | Neutral | Positive | Negative | Comments |

| | Impact | | | |
|------------------------|--------------------------|---|--------------------------|--|
| Risk management | <input type="checkbox"/> | X | <input type="checkbox"/> | Suitably qualified and experienced candidate appointed to statutory role |

Recommendations from impact assessment

Positive

Negative

Neutral

Issues