

**Report to** Council  
22 September 2020  
**Report of** Chief Executive  
**Subject** Appointment of an interim chief finance officer and section 151 officer

**Item**

**6**

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### **Purpose**

To consider the appointment of an interim chief finance officer and section 151 officer. The S151 officer is one of three statutory roles that the council must have in place.

### **Recommendation**

To confirm the appointment of Annabel Scholes as interim chief finance officer and section 151 officer.

### **Corporate and service priorities**

The report helps to meet the corporate priority a healthy organisation

### **Financial implications**

The estimated costs for the appointment to the end of March 2020<sup>1</sup> are £115,000. Of this cost, £55,000 will be met from the existing 2020/21 salary budget for the role, and £23,000 (equivalent to 1 day a week) will be recharged to the existing project budget for the joint venture insourcing (funded overall from the council's invest to save reserve). The remaining additional cost of £37,000 will be funded from the general fund contingency allocation. As with all corporate services, a proportion of the costs will be recharged to the housing revenue account at the year-end.

**Ward/s:** All Wards

**Cabinet member:** Councillor Kendrick - Resources

### **Contact officers**

Stephen Evans, chief executive

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### **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 officer in the case of Norwich City Council is the chief finance officer (CFO).
2. Appendix 9a, Paragraph 1 of the constitution states that proper officers are appointed by full Council. The chief finance officer is a proper officer.
3. The chief finance officer and S151 officer was provided by Cambridgeshire County Council up to 31 March 2020, under a delegation of function agreement. Interim arrangements have been in place since December 2019 following the resignation of the previous post holder and pending the function returning to the City Council from 1 April 2020. Those interim arrangements have now come to an end.
4. A meeting of Cabinet on 9 September 2020 gave support to the chief executive to commence consultation on proposed changes to the senior management structure. The proposals impact on the role of chief finance officer and S151 officer and it is therefore not appropriate to recruit to the role on a permanent basis until that process has concluded.
5. This report seeks authority to appoint Annabel Scholes as interim chief finance officer and S151 officer with immediate effect and pending the conclusion of the senior management review.
6. 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

### Report author to complete

<b>Committee:</b>	Council
<b>Committee date:</b>	22 September 2020
<b>Director / Head of service</b>	Anton Bull
<b>Report subject:</b>	Appointment of an interim chief finance officer and section 151 officer
<b>Date assessed:</b>	14 September 2020

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The section 151 officer has statutory responsibility for the proper administration of the council's finances and has a critical role in ensuring value for money services
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The section 151 officer has statutory responsibility for the proper administration of the council's finances and part of that role is ensuring that financial risks are identified, assessed and managed

<b>Recommendations from impact assessment</b>	
<b>Positive</b>	
<b>Negative</b>	
<b>Neutral</b>	
<b>Issues</b>	