

**EAST STAFFORDSHIRE BOROUGH COUNCIL**

**REPORT COVER SHEET**

<b>Title of Report:</b>	Appointment of interim s151 Officer (May 2023 – September 2023)	To be marked with an 'X' by Democratic Services after report has been presented
<b>Meeting of:</b>	Corporate Management Team – electronic	
	Leader and Cabinet Members – consultation with group leaders before and after the election	
	Council 26 May 2023	

<b>Is this an Executive Decision:</b>	NO	<b>Is this a Key Decision:</b>	NO
<b>Is this in the Forward Plan:</b>	NO	<b>Is the Report Confidential:</b>  <b>If so, please state relevant paragraph from Schedule 12A LGA 1972:</b>	NO

**Essential Signatories:**

**ALL REPORTS MUST BE IN THE NAME OF A HEAD OF SERVICE**

Monitoring Officer: **John Teasdale**

Date ..... Signature .....

Chief Finance Officer: **Sal Khan**

Date ..... Signature .....

# EAST STAFFORDSHIRE BOROUGH COUNCIL

Report to Council

Date: 26 May 2023

<b>TITLE:</b>	Appointment of interim s151 Officer/ chief financial officer (May 2023 – September 2023)
<b>PORTFOLIO:</b>	Council
<b>HEAD OF SERVICE:</b>	Chief Executive
<b>CONTACT OFFICER:</b>	Andy O'Brien
<b>WARD(S) AFFECTED:</b>	All

## 1. **Purpose of the Report**

- 1.1 The purpose of the report is to seek approval from Full Council for the appointment of an interim s151 Officer with effect from 26<sup>th</sup> May 2023 until 25<sup>th</sup> September. It also places in context the interim and re-designated arrangements for chief officers following the departure of Sal Khan as Chief Officer/ S151 officer.

## 2. **Background**

- 2.1 The s151 Officer position is a statutory appointment pursuant to Section 151 of the Local Government Act 1972.

## 3. **Contribution to Corporate Priorities**

- 3.1 There is no Corporate Plan target relating to the subject of this report. However, good governance arrangements are fundamental to the well-being of the Council.

## 4. **Appointment of s151 Officer**

- 4.1 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 Financial Officer (CFO), to have responsibility for those arrangements.
- 4.2 As such, the CFO must lead on a local authority's financial functions and ensure they are fit for purpose. CFOs must be professionally qualified and suitably experienced. In correspondence with the Local Government Finance Act 1988 the CFO 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 (CPFA);
- (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.

- 4.3 Following on from discussions with group leaders at ESBC before and after the local elections, it is recommended that Lisa Turner CPFA be appointed as interim s151 officer/CFO for East Staffordshire Borough Council, with effect from 26<sup>th</sup> May 2023 through to 25<sup>th</sup> September 2023.
- 4.4 Lisa Turner CPFA has been deputy s151 officer since 2015 and qualifies as responsible officer by virtue of being a member of CPFA. She will also take on responsibility for management of the Revenues and Benefits Service.
- 4.5 Between May 2023 and September 2023 the council will look to put in place permanent arrangements for the role of s151 officer/ CFO.
- 4.6 The departure of Sal Khan as a chief officer brings with it the consequence of having to reallocate management responsibilities for service delivery. But it also allows myself as Chief Executive to put in place delivery arrangements on behalf of members, to implement new commitments following the recent borough council elections. Ready to deliver a new corporate plan in due course.
- 4.7 The following list outlines the new interim and re-designated chief officer responsibilities incorporating a reallocation of duties from previous roles, as mentioned (these do not require Full Council approval as such):-

**John Teasdale (re-designated statutory officer as Head of Legal and Regulatory Services and Monitoring Officer)**

- Legal Services (including Assets and Estates)
- Environmental Health
- Licensing and Enforcement

*The combination of these Regulatory Services with Legal Services will, amongst other things, allow a whole service focus on enforcement from beginning through to end, including necessary and effective legal action. This will help deliver manifesto and new Corporate Plan commitments around 'Envirocrime'.*

### **Lisa Turner (Interim Chief Financial s151 Officer)**

- Financial Services
- Revenues and Benefits team

*As mentioned elsewhere in this report.*

### **Tom Deery (Interim Head of Regeneration and Development)**

- Enterprise/Regeneration team
- Planning Services
- Cultural Services (Brewhouse, Arts Development, Town Hall, Strategic Tourism etc.)
- Housing Options service

*The interim Head of Regeneration has completed one year in office and throughout this time the council has focussed its efforts on joining up regeneration activity with cultural services including tourism and marketing. This has also been confirmed in the Labour Administration's manifesto. This combination of services should improve synergy alongside planning services which also requires collaboration with regeneration. The combination with Housing Options will also strengthen the focus on affordable housing. The postholder will continue to act in an interim capacity between May 2023 and September 2023 while the council will look to put in place permanent arrangements for this role.*

### **Mark Rizk (re-designated Head of Corporate and Environment Services)**

- Programmes and Transformation team
- ICT
- Environment Services
- Communities and Open Spaces

*This combination of services brings together Environment and Open Spaces services mirroring the new Cabinet member role of Environment and Climate Change.*

4.8 Please see attached a management structure diagram at Appendix A.

## **5. Financial Considerations**

*This section has been approved by the following member of Financial Management Unit:  
Sal Khan*

5.1 The existing staffing budget covers the cost of the interim s151 officer role as well as the re-designation of the Head of Legal and Regulatory Services post.

## **6. Risk Assessment and Management**

6.1 The main risks to this Report and the Council achieving its objectives are as follows.

6.2 Positive (Opportunities/Benefits):

6.2.1 The appointment of a s151 Officer is a statutory requirement and the recommendations fulfil this obligation.

6.3 Negative (Threats)

6.3.1 None.

## **7. Legal Considerations**

*This section has been approved by the following member of the Legal Team: John Teasdale.*

7.1 There are no other significant legal issues arising from this Report. The relevant statutory requirements are set out above.

## **8. Equality and Health**

8.1 **Equality impacts:** The subject of this Report is not a policy, strategy, function or service that is new or being revised. An equality and health impact assessment is not required.

8.2 **Health impacts:** The outcome of the health screening question does not require a full Health Impact Assessment to be completed. An equality and health impact assessment is not required.

## **9. Human Rights**

9.1 There are no Human Rights issues arising from this Report.

## **10. Sustainability (including climate change & change adaptation measures)**

10.1 Does the proposal result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures) N/A

10.2 Please detail any positive/negative aspects:

Positive (Opportunities/Benefits)

10.2.1 None

Negative (threats)

10.2.2 None

## **11. Recommendations**

11.1 To appoint Lisa Turner CIPFA as s151 officer of the Council pursuant to the Local Government Act 1972, with effect from May 2023 through to September 2023.

**12. Background papers**

12.1 None.

**13. Appendices**

13.1 Appendix A - management structure diagram