



A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held as a **REMOTE MEETING VIA MICROSOFT TEAMS** on **WEDNESDAY, 17 JUNE 2020 (ON THE RISING OF THE MEETING OF THE CABINET)** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **1. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any Agenda item. See Notes below.

### **2. EXECUTIVE LEADER'S UPDATE**

The Executive Leader, Councillor R Fuller to address the Council.

**Time Allocation: 45 Minutes.**

### **3. APPOINTMENT OF CHIEF FINANCE OFFICER AND SECTION 151 OFFICER (Pages 3 - 6)**

To consider a report by the Managing Director regarding the appointment of a permanent Chief Finance Officer / Section 151 Officer.

**Time Allocation: 5 Minutes.**

9<sup>th</sup> day of June 2020

A handwritten signature in black ink, appearing to read "Jane Bruster", enclosed within a thin black rectangular border.

Head of Paid Service

### **Disclosable Pecuniary Interests and Non-Statutory Disclosable Interests**

Further information on [Disclosable Pecuniary Interests and Non - Statutory Disclosable Interests is available in the Council's Constitution](#)

### **Filming, Photography and Recording at Council Meetings**

The District Council permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking

and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings.

Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

**Please contact Mrs Lisa Jablonska, Elections and Democratic Services Manager, Tel No. 07810 637503 /e-mail Lisa.Jablonska@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Council.**

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

#### **Emergency Procedure**

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** **Appointment of Chief Finance Officer and Section 151 Officer**

**Meeting/Date:** Council –

**Executive Portfolio:** Executive Leader – Councillor R Fuller

**Report by:** Managing Director.

**Ward(s) affected:** All

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### **Executive Summary:**

Local Authorities have a duty under Section 151 of the Local Government Act to 'make arrangements for the proper administration of their financial affairs and shall ensure that one of their Officers has responsibility for the administration of those affairs'.

Following the departure of the Council's Head of Resources in October 2019, the functions of the Chief Finance Officer have been undertaken by the Council's Finance Manager on an interim basis. It is now appropriate to formalise a more permanent arrangement for these duties to be undertaken.

**It is therefore**

### **RECOMMENDED**

- a) that Claire Edwards, Finance Manager be appointed permanently as the Council's Chief Finance Officer / Section 151 Officer; and
- b) that the Council's Constitution be updated to reflect the changes that result from this appointment.

## **1. INTRODUCTION**

- 1.1 Local Authorities have a duty under Section 151 of the Local Government Act to 'make arrangements for the proper administration of their financial affairs and shall ensure that one of their Officers has responsibility for the administration of those affairs'.
- 1.2 Article 12 of the Council's Constitution describes the functions of the Chief Finance Officer / Section 151 Officer.

## **2. WHY IS THIS REPORT NECESSARY?**

- 2.1 The Council is required to designate one of its officers as the Chief Finance Officer under Section 151 of the Local Government Act 1972. This appointment must be made by full Council.
- 2.2 Following the departure of the Council's former Head of Resources, the Council at their meeting on 9 October 2019 agreed that the functions of the Chief Finance Officer / Section 151 Officer be undertaken on an interim basis by the Council's Finance Manager for a period not to exceed 12 months. This period expires on 14 October 2020.
- 2.3 It is a legal requirement that the Council has a Section 151 Officer in place and Section 113 of the Local Government Finance Act 1988 requires the Chief Financial Officer to be a member of one of the six chartered accountancy bodies in Great Britain and Ireland.
- 2.4 The Council had previously designated the post of Head of Resources as Chief Finance Officer and Section 151 Officer, but following the senior management restructure the reorganisation of the functions previously held by the post of Head of Resources now fall under the Assistant Director, Corporate Services. As the newly appointed Assistant Director, Corporate Services is not a member of one of these accountancy bodies, it is necessary to give consideration for a more permanent arrangement for these duties to be undertaken.
- 2.5 It is therefore recommended that the Council's Finance Manager, Claire Edwards, should continue to perform the duties of the Council's Chief Finance Officer / Section 151 Officer on a permanent basis.
- 2.6 Subject to approval of this proposal, the necessary changes will be made to the District Council's Constitution.

## **3. REASONS FOR THE RECOMMENDED DECISIONS**

- 3.1 This proposal enables the Council to fulfil its duty to appoint an Officer who is responsible for the Council's financial affairs and ensure that the necessary governance arrangements are in place for Huntingdonshire District Council.

#### **4. BACKGROUND PAPERS**

The District Council's Constitution

#### **CONTACT OFFICER**

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