

Appointment of Section 151 Officer

REPORT TO FULL COUNCIL



DATE	30/07/2020
PORTFOLIO	Leader
REPORT AUTHOR	Vicky White, Strategic HR Manager
TEL NO	01282 477124
EMAIL	vwhite@burnley.gov.uk

PURPOSE

1. To seek approval of the recommendation from the Appointments Committee regarding the appointment of the Head of Finance and Property (Section 151 Officer) following the recruitment and selection process undertaken.

RECOMMENDATION

2. That the Council be asked to:
 - (i) Approve the appointment of Howard Hamilton-Smith to the position of Head of Finance and Property and Section 151 Officer as recommended by the Appointments Committee, such appointment to be remunerated in accordance with the Council's approved salary level of £61,515 per annum.
 - (ii) That delegated authority be given to the Leader in conjunction with the Chief Operating Officer to finalise the arrangements and agree the start date for the Head of Finance and Property.

REASONS FOR RECOMMENDATION

3. The reasons for the recommendations outlined within this report are as follows:
 - (i) To ensure the Council complies with the requirements of part 5.12 of the Council's Constitution.
 - (ii) To ensure the Council complies with Section 151 of the Local Government Act 1972 which requires every Council to "make arrangements for the proper administration of their Finance affairs and shall secure that one of their Officers has responsibility for the administration of those affairs"

SUMMARY OF KEY POINTS

4. The post of Head of Finance and Property was advertised externally through relevant media. A total of 7 applications were received for the position and the Appointments Committee agreed on 3rd July 2020 that 3 should be longlisted for the financial technical assessment which formed the first stage of the recruitment and selection process on 9th July 2020.
5. Two candidates undertook the financial technical assessment (1 candidate withdrew from the process) and the Appointments Committee received feedback from the assessment at a meeting on 10th July 2020 and agreed that both candidates be shortlisted to progress to interview.
6. Interviews were held on 17th July 2020 and candidates were interviewed by the Appointments Committee. Each candidate was also required to give a presentation on a relevant topic prior to their interview. The Committee were supported by the Strategic HR Manager.
7. Following the conclusion of the interview process the Appointments Committee considered the candidates and it was agreed that Howard Hamilton-Smith should be recommended for appointment on the agreed salary of £61,515.
8. The Section 151 role is categorised under the Local Government Act 2000 as a non-executive function and the Chief Finance Officer is designated as a "Statutory Chief Officer". This means that his/her appointment is the responsibility of the Council. The Council has designated the Head of Finance and Property as the Chief Finance Officer.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION
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9. The salary applicable to this position is within the budgeted salary range and therefore there are no additional financial implications.

POLICY IMPLICATIONS

10. Under the Council's Constitution (Part 5.12 – Protocol for the Section 151 Officer) the full Council will approve the appointment of the Chief Finance Officer (who the Council has designated as the Head of Finance and Property) following the recommendation of the appointment by the Appointments Committee.

DETAILS OF CONSULTATION

11. Executive Members and Group Leaders have been provided with the opportunity to raise any objection to the proposed appointment.

BACKGROUND PAPERS

FURTHER INFORMATION

PLEASE CONTACT:

**Vicky White, Strategic HR Manager,
Tel 01282 477124**

ALSO:

**Lukman Patel, Chief Operating Officer,
Tel 01282 477140**