

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**CHIEF EXECUTIVE'S REPORT TO THE  
FULL COUNCIL**

**Date 21<sup>st</sup> November 2018**

1. **REPORT TITLE** APPOINTMENT OF ACTING S151 OFFICER

**Submitted by:** Acting Chief Executive – John Tradewell

**Portfolio:** Leader of the Council

**Ward(s) affected:** All

**Purpose of the Report**

To seek Council approval to the appointment of an acting s151 Officer.

**Recommendations**

**It is recommended that:**

- (1) Jan Willis be appointed as the Council's acting S151 Officer while the permanent post holder remains suspended**
- (2) That for the purposes of the Council's Financial Regulations, Jan Willis be authorised to take any decisions or actions or issue any authorisations that would normally be carried out by the Executive Director for Finance and Resources or that may normally only be undertaken by an employee of the Council.**

**Reasons**

- 1) The Council needs to appoint a s151 Officer
- 2) To make sure the acting s151 Officer is able to carry out the duties of the post in accordance with Financial Regulations.

1. **Update**

- 1.1 In light of the suspension of the Council's Executive Director for Finance and Resources the Council has appointed Jan Willis as its acting Executive Director for Finance and Resources. The purpose of this report is to ask the Council to designate Jan Willis as being the Council's officer for the purposes of section 151 of the Local Government Act 1972 and associated legislation ("Section 151 Officer") on an acting basis until the issues involving the Executive Director of Finance and Resources are resolved.

1.2 Every Council must have a section 151 Officer. Dave Roberts, the Head of Finance, is the Deputy s151 Officer and has been fulfilling the role since the Director's suspension.

1.3 Jan Willis has the CIPFA qualifications necessary to hold this post.

2. **Equality Impact Assessment**

2.1 No implications.

3. **Financial and Resource Implications**

3.1 None directly, but this will support the Council in managing its finances and preparing its Budget for next year.

4. **Risks**

4.1 The Council needs to ensure that it has sound arrangements in place for the management of its Finances.

5. **Sustainability and Climate Change Implications**

5.1 Nil

6. **Background Papers**

6.1 None