

This report will be made public on 25 March 2025



Report number **A/24/24**

To: Council
Date: 2 April 2025
Status: Non- Executive Decision
Head of Service: Susan Priest, Chief Executive

SUBJECT: APPOINTMENT OF CHIEF FINANCE OFFICER (S151 OFFICER)

SUMMARY: This report sets out recommendations on the appointment of a Chief Finance officer (Section 151 Officer).

REASONS FOR RECOMMENDATIONS:

The Council has a statutory duty under section 151 of the Local Government Act 1972 to have a Chief Finance Officer, otherwise known as a Section 151 Officer. Alan Mitchell has been appointed as Director of Finance with effect from 17 March 2025, and will take on the role of S151 Officer from Lydia Morrison.

RECOMMENDATIONS:

1. To receive and note report A/24/24.
2. To appoint Alan Mitchell as Chief Finance Officer (s151 Officer) with effect from 3 April 2025 pursuant to s151 Local Government Act 1972.

1. BACKGROUND

1.1 Chief Finance Officer (s151 Officer)

1.1.1 Alan Mitchell has been appointed as the Director of Finance. It is intended that from 3 April 2025, he will take on the role of S151 Officer from Lydia Morrison who was appointed s151 Officer on an interim basis by council until such time we recruited a permanent officer. It should be noted that Alan Mitchell has the required qualifications and experience to fulfil this role.

1.1.2 The Council must have a Chief Finance Officer in place as one of its statutory officers. The Council's Constitution requires full Council to approve the designation of the Chief Finance Officer (Section 151 Officer).

2. RISK MANAGEMENT ISSUES

2.1 The Council must appoint a Section 151 Officer to act as Chief Finance Officer. The role of the Chief Finance Officer is to:

- Be responsible for the proper administration of the Council's financial affairs;
- Advise on the corporate financial position and on the key financial controls;
- Prepare the budget and capital programme;
- Treasury management; and
- Advise the Council on prudent levels of reserves.

2.2 The only risk identified is a failure to appoint to this role. The Council would be in breach then of its statutory obligations.

3. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

3.1 Legal officer's comments

All relevant legal matters have been addressed in the main body of the report.

3.2 Finance officer's comments

As set out in the report, approval of this appointment enables the Council's statutory and constitutional requirements to be met.

3.3 Diversities and equalities implications (AS)

There are no specific diversities and equalities implications arising from this report.

4. CONTACT OFFICER AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

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Chief Executive
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The following background documents have been relied upon in the preparation of this report:

None