

## Report to Council

27 April 2022

By the Head of HR & Organisational Development

**DECISION REQUIRED**

Not Exempt



**Horsham  
District  
Council**

### **Appointment of an Interim Director of Corporate Resources & Chief Finance Officer**

#### **Executive Summary**

The purpose of this report is to seek approval for the appointment of an Interim Director of Corporate Resources and to the statutory position of Chief Finance Officer (CFO), under Section 114 of the Local Government Finance Act 1988 and under Section 151 of the Local Government Act 1972 ("s.151 Officer"), for Horsham District Council.

#### **Recommendations**

Council is recommended to:

- i) note the Employment Committee nomination of Dominic Bradley as the Interim Director of Corporate Resources and s.151 Officer;
- ii) agree the appointment of Dominic Bradley to the position of Interim Director of Corporate Resources with effect from 28 April 2022, at a salary of £94,270 p.a. (subject to national cost of living award);
- iii) agree the designation of Dominic Bradley as Chief Finance Officer, s.151 Officer, of Horsham District Council with effect from 28 April 2022.
- iv) agree the duration of the interim post to be six months, in which to start the appointment process to the substantive role, and as necessary until such date as a substantive appointment is made and the appointee commences their duties.

#### **Reasons for Recommendations**

- i) To comply with the legal requirements set out above, to appoint a person responsible for the Council's financial affairs ("s.151 Officer").
- ii) To ensure a timely and smooth transition to the Director of Corporate Resources and s.151 Officer role, following the appointment of the previous postholder Jane Eaton as Chief Executive on 16 April 2022, until a permanent appointment can be made.

**Background Papers:** None.

**Wards affected:** All.

**Contact:** Robert Laban, Head of Human Resources and Organisational Development, 01403 215406

## **Background Information**

### **1 Introduction and Background**

- 1.1 Following the appointment of Jane Eaton as Chief Executive with effect from 16 April 2022, the role of Director of Corporate Resources is vacant. That role also incorporates the council's statutory s.151 Officer duties.
- 1.2 The council must appoint a s.151 Officer, and until such time that a full recruitment process can commence and conclude, the council must make suitable interim arrangements.

### **2 Details**

- 2.1 Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of their financial affairs and requires one officer to be nominated to take responsibility for the administration of those affairs.
- 2.2 The s.151 Officer must be a qualified accountant belonging to one of the recognised chartered accountancy bodies.
- 2.3 The s.151 Officer has a number of statutory duties, including the duty to report any unlawful financial activity involving the authority (past, present or proposed) or failure to set or keep to a balanced budget.
- 2.4 The s.151 Officer also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.
- 2.5 The Employment Committee that was established for the Chief Executive appointment discussed interim arrangements to ensure a timely and smooth transition, until such time that a substantive appointment is made, and the appointee takes up that post.
- 2.6 The Employment Committee decided to advertise the role of Director of Corporate Resources and s.151 Officer within six months of the commencement of interim arrangements, to allow good time for the recruitment process, as well as internal continuity.
- 2.7 Subject to Council's agreement, the interim role has been offered to Dominic Bradley, Head of Finance and Performance, who is a chartered accountant and has held the Deputy s.151 Officer role at Horsham District Council for six years.
- 2.8 A conditional offer of the interim position was made to Dominic Bradley and accepted.
- 2.9 A summary of Dominic Bradley's career history is attached as Appendix 1.

### **3 Views of the Policy Development Advisory Group and Outcome of Consultations**

3.1 Not applicable.

### **4 Other Courses of Action Considered but Rejected**

4.1 Not applicable.

### **5 Resource Consequences**

5.1 There are no additional resource consequences.

### **6 Legal Considerations and Implications**

6.1 Legal requirements have been complied with, as listed in section 2, above.

### **7 Risk Assessment**

7.1 Not applicable.

### **8 Procurement Implications**

8.1 There are no procurement issues, as this is an internal process.

### **9 Equalities and Human Rights implications / Public Sector Equality Duty**

9.1 As this is a process of appointing the internal Deputy s.151 Officer on an interim basis as Director of Corporate Resources and s.151 Officer, a full external recruitment process will be undertaken in due course, taking all relevant equality legislation into account.

9.2 An Equalities Impact Assessment is not applicable.

### **10 Environmental Implications**

10.1 Not applicable.

### **11 Other Considerations**

11.1 GDPR/ Data Protection does not apply in respect of salary details, as salaries of senior staff are subject to being published under the open data, transparency and accountability agenda; there are no other considerations.

## APPENDIX 1

### Summary of Dominic Bradley's career history:

#### **Dominic Bradley, BA, CPFA**

BA (hons) History, Durham University  
Chartered Member of the Chartered Institute of Public Finance & Accountancy

#### **EMPLOYMENT**

##### **2020 to date: Horsham District Council**

Head of Finance and Performance  
Deputy s.151 Officer

##### **2015 - 2020: Horsham District Council**

Head of Finance  
Deputy s.151 Officer

##### **2012 - 2015 Grant Thornton UK LLP**

Senior Manager, Public Sector Assurance

##### **2001 - 2012: Audit Commission**

Manager, Public Sector Assurance