

BROMSGROVE DISTRICT COUNCIL

RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES

Subject: Appointment of an acting Section 151 Officer for Bromsgrove District Council.

Brief Statement of Subject Matter:

The position of Section 151 Officer is a statutory officer post. As such, the Council is required to nominate an officer under Section 151 of the Local Government Act 1972 to be responsible for the proper administration of its financial affairs. The relevant wording states that: -“Without prejudice to section 111 above, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.” Section 113 of the Local Government Finance Act 1988 requires that the officer appointed as the Chief Finance Officer (CFO) must be a member of a specified accountancy body.

The Council appointed a Section 151 Officer at a Council meeting held on 22nd January 2025. The Officer who was appointed to this position has subsequently tendered his resignation and will cease to be an employee of Bromsgrove District Council on 1st November 2025. There is therefore a need to replace him as Section 151 Officer.

It is a legal requirement that the appointment of the Section 151 Officer, as a statutory officer, is made by full Council. This is set out in the relevant regulations (The Local Authorities (Standing Orders) Regulations 2001 (as amended) Schedule I Part II) which are reproduced in the Officer Employment Rules at Part 17 of the Constitution. Unfortunately, there are not due to be any Council meetings prior to 1st November 2025. This would also not provide sufficient time to follow the structured appointments process to employ a new permanent Section 151 Officer, involving the work of the Joint Appointments Committee.

In this context, it is proposed that a temporary arrangement should be made, whereby the existing Deputy Section 151 Officer, Debra Goodall, should be appointed as the acting Section 151 Officer for the Council. This will ensure both that the Council complies with statutory requirements and will ensure service continuity.

Bromsgrove District Council is the employing authority for the position of Section 151 Officer. However, Redditch Borough Council is the employing authority for Debra Goodall. Therefore, as part of their urgent decision, they will need to be asked to agree to make Mrs Debra Goodall available under the shared services arrangements to perform such duties as are required by the Section 151 Officer post for Bromsgrove District Council.

Members are asked to note that the temporary post will be evaluated in line with the Council's job evaluation scheme to take into account the additional responsibilities that will be covered by Debra Goodall. Any financial costs arising will be met from existing budgets.

It is proposed that this temporary appointment will continue until such time as a replacement Section 151 Officer commences employment with Bromsgrove District Council.

Decision: To consider and agree the temporary appointment of an acting Section 151 Officer for the Council.

Date: 31st October 2025

RESOLVED:

Subject to the prior approval by Redditch Borough Council as her employing authority, to approve the temporary appointment of Debra Goodall as acting Section 151 Officer until such time as a replacement Section 151 Officer commences employment with Bromsgrove District Council, to fulfil the purposes of Section 151 of the Local Government 1972.

Grounds for Urgency:

The Section 151 Officer appointed by the Council at a meeting held in January 2025 has given notice of his resignation from Bromsgrove District Council and his contract is due to expire at the end of October 2025. To ensure that the Council can fulfil the legal obligation to have a Section 151 Officer from 1st November 2025 onwards, there is a need for a decision to be taken urgently to appoint Debra Goodall as acting Section 151 Officer on a temporary basis. The appointment of a Section 151 Officer is a Council function and no Council meetings are due to take place prior to the end of the month. Therefore, an urgent decision is needed in respect of this temporary appointment.

DECISION APPROVED BY:

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Chief Executive

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Dated

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Monitoring Officer

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Dated

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Leader

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Dated

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Chairman, Overview & Scrutiny Board

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Dated

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Chairman

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Dated