



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Executive Committee
DATE OF MEETING	16 September 2015
OFFICER	Jason Thelwell, Chief Fire Officer/Chief Executive
LEAD MEMBER	Councillor Roger Reed
SUBJECT OF THE REPORT	Appointment of Director Finance and Assets (Chief Finance Officer)
EXECUTIVE SUMMARY	<p>At the Executive Committee meeting on 18 March 2015 the Authority agreed that David Sutherland be designated as the Chief Finance Officer whilst a full review of the Finance and Assets function is undertaken.</p> <p>The review has been undertaken and this report proposes that a substantive Director of Finance and Assets is appointed in autumn 2015, to provide stability and lead the implementation of the recommended options.</p> <p>Annexe A includes a summary of options considered.</p> <p>Appointing a Director of Finance and Assets now, provides the required stability and leadership as the Authority embarks upon a number of key transformational projects arising from the Public Safety Plan 2015-20.</p> <p>These include the on-going systems integration programme which includes the procurement and implementation of a replacement finance system, and Milton Keynes area review. This option also supports existing collaborative work, along with providing the basis for progressing further opportunities in line with the Thames Valley collaboration MOU in respect of both finance and procurement functions and systems.</p> <p>The Authority's workforce and succession planning process retains the flexibility for fuller sharing of services from 2017.</p>
ACTION	Decision.
RECOMMENDATIONS	<p>It is recommended that Members:</p> <ol style="list-style-type: none"> 1) agree the substantive appointment of a Director of Finance and Assets from autumn 2015; 2) agree the proposed recruitment process as outlined in Appendix 1.

<p>RISK MANAGEMENT</p>	<p>The recommended arrangements ensure all appropriate statutory provisions are in place.</p> <p>Whilst further changes may be possible in 2017 onwards it is considered the recommended approach is best suited to provide stability and resilience during a significant period of transformation in the Authority.</p>
<p>FINANCIAL IMPLICATIONS</p>	<p>There are no additional finance implications with the recommended option as it is already budgeted for in the MTFP.</p>
<p>LEGAL IMPLICATIONS</p>	<p>Section 112 of the Local Government Finance Act 1988 ('the 1988 Act') requires the Authority to make arrangements for the proper administration of its financial affairs and shall secure that one of its officers (known as a "Chief Finance Officer" by reference to section 114 of the 1988 Act) has responsibility for the administration of those affairs.</p> <p>The requirement was considered by the High Court in <i>Pinfold North Ltd v Humberside Fire Authority</i> [2010] EWHC 2944 (QB) which held that the Chief Finance Officer need not be an employee of a combined fire authority. The Chief Finance Officer must be a member of one of the accountancy bodies specified in section 113 of the 1988 Act, which includes CIPFA.</p> <p>The Executive Committee is delegated the decision of "appointment of a statutory finance officer" on behalf of the Authority by its Terms of Reference.</p>
<p>CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION</p>	<p>The Authority has committed to a default position of collaboration with Thames Valley FRAs unless a clear business case favours an alternative collaborative option. Annexe A considers relevant collaboration opportunities.</p>
<p>HEALTH AND SAFETY</p>	<p>There are no health and safety implications.</p>
<p>EQUALITY AND DIVERSITY</p>	<p>There are no equality and diversity issues. The appointment process set out in Appendix 1 will follow the Authority's recruitment and selection procedures which have been equality impact assessed.</p>
<p>USE OF RESOURCES</p>	<p>The arrangements for setting, reviewing and implementing strategic and operational objectives; performance monitoring, including budget monitoring; achievement of strategic objectives and best value performance indicators.</p> <p>The Chief Finance Officer role plays a key part in ensuring the proper financial arrangements are in place and monitored.</p> <p>Communication with stakeholders;</p>

	<p>Normal communication mechanisms will be used to confirm the Authority's statutory arrangements and for the recruitment process.</p> <p>The system of internal control;</p> <p>The post holder is responsible for the overall development and coordination of the Authority's financial management arrangements, including developing efficiency plans and monitoring their effectiveness.</p> <p>The post holder will also be expected to plan and execute the annual audit programme.</p> <p>The medium term financial strategy;</p> <p>The post holder is responsible for the Authority's corporate financial planning and financial planning frameworks, including corporate financial performance reports.</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Executive Committee 18 March 2015 Designation of Chief Finance Officer http://bucksfire.gov.uk/files/3014/2564/4052/ITEM_9_Designation_of_Chief_Finance_Officer_draft_Exec_18_032015.pdf</p>
<p>APPENDICES</p>	<p>Annexe A: Review of Senior Finance and Assets Structure August 2015.</p> <p>Appendix 1: Proposed Recruitment process for Director of Finance and Assets post (Exempt)</p>
<p>TIME REQUIRED</p>	<p>15 minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Lynne Swift, Director of People & Organisational Development lswift@bucksfire.gov.uk 01296 744679</p>