

<b>Report to</b>	<b>BRECON BEACONS NATIONAL PARK AUTHORITY</b>
<b>Date</b>	<b>20 July 2022</b>
<b>By</b>	<b>Chief Executive</b>
<b>Title of Report</b>	<b>Appointment of S151 Officer</b>
<b>Item 8</b>	<b>For Decision</b>

**Recommended decision:** The appointment of Mrs Josephine Williams as the Authority's S151 Officer with immediate effect.

## 1. Introduction

- 1.1. The Authority must make arrangements for the proper administration of its financial affairs and should therefore ensure that one of their officers has responsibility for the administration of those affairs, under s151 of the Local Government Act 1972
- 1.2. Following the previous S151 Officer's retirement, an interim Finance Manager was appointed with the S151 Officer of Pembrokeshire National Park Authority acting as the Authority's S151 Officer under a standing arrangement.
- 1.3. Following a recruitment exercise Mrs Williams has now been appointed as permanent Finance Manager. Mrs Williams became an ACCA member in 1991 and joined the local government sector the following year as a Group Accountant with Rhymney Valley D.C., followed by a similar role in Rhondda Cynon Taf CBC after Local Government Re-organisation in Wales. She has held other senior local government finance roles mainly in South Wales, with over ten years' experience in total in the sector.
- 1.4. Her other experience includes senior roles with the Welsh Development Agency and Department for Transport Shared Services, followed by a Finance and Resources Director position in social housing. Most recently she has been engaged with Cardiff Business School in the delivery of accounting and finance degree courses.

## 2. Role of section 151 officer

2.1. The rules governing the authority's financial administration are set out in the Authority's Standing Orders, Contracts Procedure Rules, and Financial Regulations. These require, amongst other things, that the s151 Officer be responsible for many of the Authority's obligations. The S151 officer is responsible to the Authority for keeping the principal accounting records of the Authority, supervising, and controlling all accounting systems and records. The S151 Officer shall ensure that, in so far as is practicable, the Authority's accounting records and statements comply with professional and statutory requirements and codes of practice

## 3. There are also other statutory requirements for the s151 Officer under:

- s113 of the Local Government Finance Act 1988; the s151 officer must be a member of one of several specified accountancy bodies. Mrs Williams is a full member of one of these specified bodies, the Association of Chartered Certified Accountants (ACCA).
- s114 of the 1988 Act in that the s151 Officer must make a public report in specified cases of actual or anticipated financial misconduct.
- s2(1) of the Local Government and Housing Act 1989, the effect of which is to make the s151 Officer a statutory Chief officer and, therefore, a politically restricted post.
- s5 of the Local Government and Housing Act 1989 whereby the post of Monitoring Officer cannot also be held by the s151 Officer.

4. Mrs Williams commenced her role with the Authority on 15 June 2022. Mrs Williams' appointment as the s151 Officer, if approved, will be added to the list of Chief Officer functions and responsibilities, set out in the Authority's Standing Orders, Scheme of Delegations, Contract Procedure Rules, Financial Regulations, and other regulatory documents.

## 5. Financial implications

5.1. Salary costs will be funded from within the existing approved staffing budget.

## 6. Legal and Governance Considerations

6.1. These are set out in paragraph 1, 3 and 5 of the report.

## 7. Risk and Policy Considerations

7.1. The appointment of a S151 officer is a statutory requirement