

**DELEGATED POWERS REPORT NO.****SUBJECT:****Control sheet**

**All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to the Governance Service for publishing**

<b>All reports</b>		
1. Governance Service receive draft report	Name of GSO Date	Jeremy Williams 16/05/2012
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Jeremy Williams 30/05/2012
(i) Finance clearance obtained ( <i>report author to complete</i> )	Name of Fin. officer Date	Jayne Fitzgerald 16/05/2012
3. Staff and other resources issues clearance obtained ( <i>report author to complete</i> )	Name of Res. officer Date	Cynthia Scott-Carnegie 16/05/2012
4. Strategic Procurement clearance obtained ( <i>report author to complete</i> )	Name of SPO Date	Lesley Meeks 20/05/2012
5. Legal clearance obtained from ( <i>report author to complete</i> )	Name of Legal officer Date	SAL 30/05/2012
6. Policy & Partnerships clearance obtained ( <i>report author to complete</i> )	Name of P&P officer Date	Andrew Nathan 17/05/2012
7. Equalities & Diversity clearance obtained ( <i>report author to complete</i> )	Name of officer Date	J Pal 17/05/2012
8. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	John Hooton 15/06/2012
9. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Name of GSO Date	Paul Frost 02/07/12
10. Report published by Governance Service to website	Name of GSO Date	Paul Frost 18/07/12
11. Head of Service informed report is published	Name of GSO Date	Paul Frost 18/07/12
12. Expiry of call-in period	Date	N/A
13. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	N/A

**ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)**

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<b>Subject</b>	<b>Appointment of Interim Senior Management Accountant</b>
<b>Officer taking decision</b>	Deputy Chief Executive and Chief Finance Officer
<b>Date of decision</b>	15 June 2012

Summary	To retrospectively approve the extension of the appointment within Financial Services of an Interim Senior Management Accountant from Morgan Law
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Officer Contributors	Maria Christofi – Assistant Director of Finance, Financial Services, Finance Directorate  Catherine Peters – Head of Finance (SAP Systems and Compliance, Closing & Monitoring), Financial Services, Finance Directorate
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Status (public or exempt)	Public
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Wards affected	Not applicable
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Enclosures	None
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Contact for further information: Catherine Peters, Head of Finance, 020 8359 7142

Serial No. 1734
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## **1. RELEVANT PREVIOUS DECISIONS**

- 1.1 The Deputy Chief Executive and Chief Finance Officer approved on 20 August 2010 by delegated powers (DPR 1132) the new structure and restructure of the Finance Service.
- 1.2 DPR 1478 - To retrospectively approve the appointment of an Interim Senior Management Accountant from Morgan Law to the vacant role in the SAP Systems and Compliance team within Financial Services for a period from 15th July 2011 until 31<sup>st</sup> March 2012

## **2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 2.1 This supports the Council's priority in the Corporate Plan 2012-2013 of 'Better services with less money' as it allows the service to "... continue to drive costs out of the council through transforming our internal organisation, reducing the costs of providing services and giving better value for money."

## **3. RISK MANAGEMENT ISSUES**

- 3.1 Failure to retain the current Interim Senior Management Accountant will have a substantial negative effect on service delivery to the rest of the Council and the delivery of key projects, such as the Publication of the Expenditure report, for which this post is a key contributor and closing of accounts.
- 3.2 I do not consider the issues involved are likely to raise significant levels of public concern or give rise to policy considerations.

## **4. EQUALITIES AND DIVERSITY ISSUES**

- 4.1 Under the Equality Act 2010, the council and all other organisations exercising public functions on its behalf must have due regard to *the need* to:
  - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
  - b) advance equality of opportunity between those with a protected characteristic and those without;
  - c) promote good relations between those with a protected characteristic and those without. The relevant protected characteristics referred to in s149 are:
    - age;
    - disability;
    - gender reassignment;
    - pregnancy and maternity;
    - race;
    - religion or belief;
    - sex
    - sexual orientation.

It also covers marriage and civil partnership with regard to eliminating discrimination

- 4.2 There are no specific adverse equalities and diversity issues directly generated by the selection of an Interim Senior Management Accountant from Morgan Law. Morgan Law is an equal Opportunities employer and all candidates complete an Equal Opportunities Monitoring and Data Protection questionnaire. This information is held by Morgan Law and stored in confidential files. The council's equalities policy and procedures in recruitment and selection have been adhered to.

## **5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)**

- 5.1 There are no ICT or property implications.
- 5.2 The fee payable is comparable with other interim roles at this level. The rate negotiated is competitive for a role of this nature.
- 5.3 This post is funded from a pre-established reserve budget.

## **6. LEGAL ISSUES**

- 6.1 The Interim Senior Management Accountant is an agency member of staff. As such the 'employment' relationship is between the Interim Senior Management Accountant and the Agency concerned. From the council's point of view, there will need to be compliance with The Agency Workers Regulations 2011 which recently, come into force.

## **7. CONSTITUTIONAL POWERS**

- 7.1 The Council's constitution in Part 3, Responsibility for Functions, paragraph 6.1 states that Chief Officers can take decisions in all matters where they have managerial or professional authority.
- 7.2 The Council's constitution in Part 3, Responsibility for Functions, paragraph 6.2 states that Chief Officers may use whatever means they consider appropriate to discharge the functions allocated to them including engaging and deploying staff.

## **8. BACKGROUND INFORMATION**

- 8.1 DPR 1478 approved the appointment of an Interim Senior Management Accountant from Morgan Law to the vacant role in the SAP Systems and Compliance team within Financial Services. It has become necessary to extend the appointment to complete the closing the accounts tasks associated with the team. In addition, following budget savings made in the SAP Systems and Compliance team, it is essential to retain the services of the interim to ensure that there is business continuity during the transfer of all the relevant tasks to other areas in Finance.

The current post holder has the knowledge and experience to enable the business to continue, particularly with the production of the Expenditure Report for local spend over £500. The total value of the appointment is approximately £70,000

**9. LIST OF BACKGROUND PAPERS**

9.1 None

**10. OFFICER'S DECISION**

**I authorise the following action**

**10.1 To extend the appointment of the Interim Senior Management Accountant with Morgan Law until the tasks outlined above have been completed.**

**Signed**            Deputy Chief Executive and Chief Finance Officer

**Date**             19 April 2012