

# Operational Decision Record

Publication Date 17/06/2022	Decision Reference Number 4651
<b>Decision Title</b>	
Recruitment of Interim Team Leader – Technical Accounting	
<b>Decision Value</b>	
Up to £82,500	
<b>Revenue or Capital Spend?</b>	
Revenue	
<b>Department</b>	
Finance	
<b>Contact Officer (Name, job title, and contact details)</b>	
Debbie Middleton – Interim Director of Finance (deputy s151 officer) Debbie.middleton@nottinghamcity.gov.uk	
<b>Decision Taken</b>	
To recruit an interim Team Leader – Technical Accounting which is a business critical role pending permanent recruitment.	
<b>Reasons for Decision and Background Information</b>	
<p>The postholder of the permanent position of Finance Team Leader – Technical Accounting is due to retire on 30 June 2022. No steps have been taken to recruit this post on a permanent basis pending a restructure of the Finance Division within the Council, which I as interim Director have been tasked to work on as a priority over coming months by the Corporate Director of Finance &amp; Resources (s151 Officer)</p> <p>The Technical Accounting team covers the functions of:</p> <ul style="list-style-type: none"><li>- external financial reporting and liaison with external audit</li><li>- capital programme management, monitoring and forecasting</li><li>- capital accounting and financing</li><li>- treasury management</li><li>- HRA accounting</li></ul> <p>The Team leader role is critical to ensuring that these key financial management activities are undertaken efficiently and effectively. Given the current circumstances within the Council in relation to its overall financial position, levels of capital expenditure and financing, its treasury activities and the work required to establish robust HRA accounting and financial management arrangements, it is essential that this post is filled as soon as possible. The post holder is also the lead on day to day liaison with the Council's external auditor and is key to</p>	

progressing the work on the audit of the outstanding 2019/20 accounts through to the preparation and audit of the 2021/22 accounts

### **Other Options Considered and why these were rejected**

Options:

**Do nothing** – leave the post vacant pending permanent recruitment. This is rejected due to the risks and issues outlined above. This is a business critical role and needs to be filled with suitably qualified staff in order to ensure the effective operation of a number of the Council's corporate financial management activities.

**Offer internal secondment or acting up arrangement to existing staff.** This is rejected as it is considered that there are no staff within the Council's finance team with the suitable relevant knowledge and experience to act into this role. The Finance team is already carrying over 22 vacancies for permanent roles within the wider team and there is no depth of capacity to meet this need.

**Fill on an interim basis up to 22 weeks** pending outcome of the permanent recruitment process. Estimated cost c£750 per day inclusive of agency margin, exclusive of VAT. Estimated total cost for 22 weeks = £82,500.

There is currently a forecast underspend on the Finance budget for the 22/23 financial year of £123,500. Of this sum, up to £60,000 is proposed to meet the cost of an interim Treasury Manager (subject to approval) leaving £63,500 available. Therefore, this decision will require approval of additional resources of £19,000. It is proposed that this cost be met from the Financial Resilience Reserve subject to s151 Officer approval.

It is intended to utilise the LGRP framework in order to source suitable candidates from specialist agencies for this business requirement. Advice has been sought from both HR and Procurement colleagues in relation to the approach.

### **Reasons why this decision is classified as operational**

This decision is classed as operational as it is necessary to appropriately resource the day to day operations of the Council's Treasury Management Function. The value of the decision is below £150,000.

### **Additional Information**

You should consider:

- obtaining and recording advice if necessary from legal, finance or other colleagues
- informing relevant ward councillors if a decision particularly affects their ward
- whether an EIA, DPIA, Carbon Impact assessment or consultation exercise is required for this decision
- for capital spend, confirmation that the decision has been through the appropriate capital approval processes
- referring to any related previous decisions
- risks of the decision and any mitigation of those risks

- if the decision is approving capital spend, please include confirmation that the Chief Finance Officer has agreed to it.

**Decision Maker (Name and Job Title)**

Clive Heaphy – Interim Corporate Director of Finance & Resources (s151 Officer)

**Scheme of Delegation Reference Number**

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**Date Decision Taken**

09/06/2022