



Personnel Sub-Committee
19 March 2018
Assistant Finance Manager

Purpose of report

To present a proposal for a new post to support the financial activity of the Council.

1.0 Background

- 1.1 This report seeks approval for an Assistant Finance Manager to support the delivery of the increasing workload placed on the Finance Manager around the day to day operational financial functions of the Council.
- 1.2 The Assistant Finance Manager role will, under the direction of the Finance Manager, support the council's budgeting process, which is currently under-resourced and is reflected by the significant work pressures on current staff, even with support from an interim contractor. This workload is only going to increase over the coming years as the Medium Term Financial Plan (MTFP) and associated work streams are driven forward in conjunction with the recently approved Commercialisation Strategy.

2.0 Current Situation

- 2.1 As well as the key financial duties required to support the MTFP and delivery of the Corporate Plan, the post will also support other strategic finance functions including risk management, procurement and audit processes, which can take up significant resource due to various levels of involvement that are necessary to provide assurance around key risks to the Council.
- 2.2 It is also recognised that there a number of impending challenges which will place additional pressure on the Finance Manager to support the Executive Director (Resources & Commercial) in the delivery of these, including:
- Further work to support delivering Corporate Plan priorities
 - Assessing the implications for the Council of the government's planned move to Business Rates Retention as the means of funding local government, and ensuring that the Council is best placed to take advantage of growth
 - Preparing / evaluating the business case for the planned Enterprise Hub
 - Supporting Commercial & Economic Development in become more commercial (business cases and financial evaluation)
 - Carrying out due diligence to provide assurance around risk and financial returns on investment decisions
 - Assessing the financial implications of contracts associated with significant government funding streams, for example the Housing Infrastructure Fund
 - Developing policy and strategy around new legislation requirements such as Capital Strategy
- 2.3 This role will also assist the External Funding Manager in developing business cases for external funding bids which require detailed or technical financial support.

3.0 Financial and Resource implications

- 3.1 The total annual cost of the post will be approximately £45k subject to confirmation via the job evaluation process. The funding of the new post is currently included in the base budget for 2018/19 and is subject to approval of this sub-committee. An update

to the outcome of the job evaluation can be provided at the next meeting. If the post is not approved then the funds will be paid back to reserves and removed from the budget going forward.

4.0 Legal implications

4.1 There are no legal implications arising from this paper.

5.0 Risk implications

5.1 If the post is not approved then the risk is that the Finance Manager will not be able to adequately support significant projects across the Council, thereby exposing the Council to financial risk. This would include carrying out detailed evaluation or due diligence on procurement or investment projects.

6.0 Equality and Diversity implications

6.1 There are no equalities and diversity implications arising from this report.

7.0 Constitutional Implications

7.1 There are no constitutional implications arising from this report.

8.0 Implications for our customers

8.1 This request for the new proposed roles will have a positive impact on Customers in terms of providing resources to improve the quality of service delivery.

9.0 Corporate Outcomes

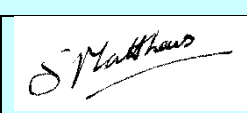
- 9.1
- Good Value for Money – Supporting the effective delivery of the MTFP ensuring that appropriate resource is applied to council initiatives to ensure value for money
 - High Quality Service Delivery – Increasing the resources to improve service quality and resilience.

10.0 Recommendations

10.1 The Sub-Committee is asked to resolve to recommend:

- (1) Approve the new post of the Assistant Finance Manager to be funded from the base budget for 2018/19 and provide delegated authority to the Executive Director (Resources & Commercial) in consultation with the Chairman of PSC to agree recruitment of the role once the job evaluation process has concluded.

(Reason – To ensure Council has appropriate resource to support delivery of Corporate Plan and medium term financial plan)

Legal	Power:				
	Other considerations:				
Background Papers: None					
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Date: 08 March 2018					
CFO		MO 9/3/18		CX	