

Portfolio Holder decision record sheet

Name of decision maker:

Graeme Elliot

Portfolio:

Finance and Resources

Date of Portfolio Holder decision:

Title of decision:

To approve an exemption to comply with the Council's commissioning & procurement standing orders for the appointment of a Financial Accountant

Decision made and reasons:

To retrospectively approve the suspension of the Council's commissioning & procurement standing orders to enable the direct appointment of a Financial Accountant for the production of the Councils Statement of Accounts without undertaking a tendering process.

The Council's commissioning & procurement standing orders permits the suspension and states that the special circumstances justifying the exception must be noted and recorded in a PH decision record.

Reason:

The reason for the suspension is that the Council urgently need to appoint a suitably qualified and experienced Financial Accountant to deliver the Councils Statement of Accounts in the statutory timeframe and oversee the audit of the Accounts.

The reason that this approval is retrospective is that the Council unsuccessfully attempted to recruit to the posts of Financial Accountant and also Team Leader (Financial Accounting) in the months running up to year end. The statutory timeframes for the accounts meant that it would not be possible to attempt another recruitment exercise and meet the statutory deadlines.

Due to the urgency with this requirement the Assistant Director (Finance and Resources) and Group Manager (Financial Services) contacted a number of Agencies and undertook a series of interviews with candidates to award a contract.

Reports considered: (here reference can be made to specific documents)

None

Officers/Councillors/Ward Councillors/Stakeholders consulted:

Corporate Director (Finance and Operations)

Assistant Director (Finance and Resources)

Group Manager (Financial Services)

Group Manager Commissioning, Procurement & Compliance

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Monitoring Officer comments:

This appointment requires an exemption to procurement standing orders to be granted from the Portfolio Holder responsible for the service in accordance with paragraph 20 of the Commissioning and Procurement Standing Orders. The special circumstances requiring the suspension are noted in the body of the report.

Deputy Chief Financial Officer comments: The contracted amounts can be met from approved staffing budgets and will be met from vacant posts held elsewhere within the Finance service.

Implications: Should the Council not approve this exemption to the commissioning & procurement standing orders then the Council will need to undertake a tendering process. Based upon the expected value of this contract this will further delay the appointment by up to 12 weeks.

Risk: The risk to the Council in not having someone with the technical expertise to oversee the statement of accounts could lead to the council failing to meet its statutory requirements, and/or materially misstating its annual accounts.

Value for money: The cost of the Agencies were very similar, however it was the calibre and the availability of the candidates that was of paramount importance during the interview process.

Options considered and reasons for rejection:

The option of undertaking a further tendering process has been rejected due to the timescales and the impact that this is likely to have on the production of the accounts.

Portfolio Holder's signature:

Date:

Details of any interests declared and any dispensations given by the Standards Committee:

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Date decision record sheet received from portfolio holder:

Date decision published:

Decision no:

Date of expiry of call-in period:

Date any call-in received or decision implemented: