

Special Council Meeting

**Council Chamber, Town Hall, High Street,
Colchester, CO1 1PJ
Thursday, 23 March 2023 at 19:00**

**or at the conclusion of the earlier Special
Council Meeting, whichever is later.**

Information for Members of the Public

Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda (the list of items to be discussed at a meeting), which is usually published five working days before the meeting, and minutes once they are published.

Dates of the meetings are available here:

<https://colchester.cmis.uk.com/colchester/MeetingCalendar.aspx>.

Most meetings take place in public. This only changes when certain issues, for instance, commercially sensitive information or details concerning an individual are considered. At this point you will be told whether there are any issues to be discussed in private, if so, you will be asked to leave the meeting.

Have Your Say!

The Council welcomes contributions and representations from members of the public at most public meetings. If you would like to speak at a meeting and need to find out more, please refer to the Have Your Say! arrangements here:

<https://colchester.cmis.uk.com/colchester/HaveYourSay.aspx>.

Audio Recording, Mobile phones and other devices

The Council streams public meetings for live broadcast over the internet and the recordings are available to listen to afterwards on the Council's YouTube channel. Audio recording, photography and filming of meetings by members of the public is also welcomed. Phones, tablets, laptops, cameras and other devices can be used at all meetings of the Council so long as this doesn't cause a disturbance. It is not permitted to use voice or camera flash functions and devices must be set to silent. Councillors can use devices to receive messages, to access meeting papers and information via the internet. Looking at or posting on social media by Committee members is at the discretion of the Mayor who may choose to require all devices to be switched off at any time.

Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms.

Facilities

Toilets, are on each floor of the Town Hall. A water dispenser is available on the first floor.

Evacuation Procedures

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until the Town Hall staff advise you that it is safe to do so.

Colchester City Council

telephone (01206) 282222 or textphone 18001 followed by the full number you wish to call

e-mail: democratic.services@colchester.gov.uk

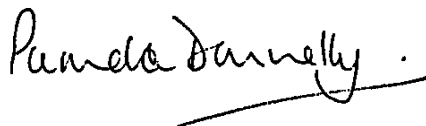
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COLCHESTER CITY COUNCIL
Council
Thursday, 23 March 2023 at 19:00

TO ALL MEMBERS OF THE COUNCIL

Published 15/03/2023

You are hereby summoned to attend a Special Meeting of the Council to be held on Thursday, 23 March 2023 at 19:00 for the transaction of the business stated below only.



Chief Executive

AGENDA
THE LIST OF ITEMS TO BE DISCUSSED AT THE MEETING
(Part A - open to the public)

Please note that the business will be subject to short breaks at approximately 90 minute intervals.

Live Broadcast

A live audio stream of the meeting will be broadcast on the Council's website.

Apologies

Apologies have been received from Councillors Arnold, Barber, Jay, Lissimore and Tate.

1 Welcome and Announcements (Council)

The Mayor will welcome members of the public and Councillors will explain the procedures to be followed at the meeting including a reminder to everyone to use microphones at all times when they are speaking.

2 Declarations of Interest

Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other registerable interest or non-registerable interest.

3 Have Your Say! (Council)

Members of the public may make representations to the meeting on the item on the agenda only. Members of the public may register their wish to address the Council by e-mailing democratic.services@colchester.gov.uk by 12.00 noon on the working day before the meeting. However, advance registration is not mandatory and members of the public may register to speak in person immediately before the meeting.

4 Designation of Interim Section 151 Officer

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Motion that the recommended decision in the Chief Operating Officer's report be approved and adopted.

5 Exclusion of the Public (not Scrutiny or Executive)

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

23 March 2023

Report of	Chief Operating Officer	Author	Richard Block
Title	Designation of Interim Section 151 Officer		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report requests Full Council to agree to designate Andrew Small as the Council's Interim Section 151 Officer (Chief Finance Officer) in advance of future permanent arrangements being agreed.

2. Recommended Decision

- 2.1 That the Council designates Andrew Small as Interim Section 151 Officer, as required by legislation, with effect from 1 April 2023.

3. Reasons for Decision

- 3.1 The Council is obliged by the Local Government Act 1972 to designate an officer as the Section 151 Officer (Chief Finance Officer). This is a statutory requirement and comprises one of the three statutory officer posts which every local authority is required to appoint (the others being the Head of Paid Service and Monitoring Officer).

4. Supporting Information

- 4.1 The designation of this post is a non-executive function and as such it is the Council's responsibility to designate an officer.
- 4.2 The section 151 Officer (chief finance officer) is the officer responsible for ensuring the proper administration of the Council's financial affairs.
- 4.3 The previous section 151 Officer Paul Cook, is due to retire and will leave the Council's employment on 31 March 2023. This means the Council needs to appoint a replacement.
- 4.4 As reported to Cabinet in March, North Essex Councils have agreed to work closely together and explore opportunities to share services where appropriate. This has the benefit of providing greater efficiency and to fill professional roles that can be difficult to recruit to.
- 4.5 This Council has been developing a closer working relationship to consider shared services with Braintree District Council and Epping Forest District Council. This has resulted in this Council and Epping recently appointing a shared ICT and Transformation Service Director.
- 4.6 This relationship has allowed consideration of the vacancy created by our current Section 151 officer retiring in that Epping have an very experienced and high calibre Strategic Director and Section 151 officer, Andrew Small. Epping have agreed that Andrew could be shared to also perform the role of S151 officer for this Council. If appointed, Andrew Small will also be supported by his deputy S151 officer at Epping and

the existing finance management team from this Council.

- 4.7 This arrangement will facilitate the sharing of best practice across both Councils as well as providing Colchester with enhanced strategic finance capacity which was a recommendation of the Local Government Association Peer Challenge. It will also allow further opportunities for shared services to be explored as Andrew will have a view across both organisations.
- 4.8 If Andrew Small is appointed, the arrangement will initially be on an interim basis for 6 months to allow it to be trialled for both Councils.

5. Standard References

- 5.1 There are no standard references.