

Cheltenham Borough Council

Council - 15 December 2025

Appointment of Interim Section 151 Officer

Accountable member:

Councillor Rowena Hay, Leader of the Council

Accountable officer:

Gareth Edmundson, Chief Executive

Ward(s) affected:

n/a

Key Decision: No

Executive summary:

Under Section 151 Local Government Act 1972, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.

This report seeks Council approval to appoint Adele Taylor as Interim Section 151 Officer with effect from January 2026.

Recommendations:

That Council formally appoints Adele Taylor as Interim Section 151 Officer with effect from January 2026

1. Implications

1.1 Financial, Property and Asset implications

The cost associated with this proposal will be incorporated within the Budget proposals to be presented to Council in February 2026. No additional funding is required at this stage, as the expenditure will be managed through the forthcoming budget-setting process

Signed off by: Jon Whitlock, Deputy S151 Officer jon.whitlock@cheltenham.gov.uk

1.2 Legal implications

Section 151 of the Local Government Act 1972 requires the Council to appoint an appropriately qualified officer to have responsibility for the proper administration of its financial affairs. The post is commonly referred to as the Chief Finance Officer/ Section 151 Officer. As required by the Council's Constitution, the appointment of this officer (interim or permanent) is to be made by Council. The functions of the Chief Finance Officer/Section 151 Officer are also detailed in the [Council's Constitution](#).

Signed off by: Claire Hughes, Monitoring Officer claire.hughes@cheltenham.gov.uk

1.3 Environmental and climate change implications

N/A

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan Priorities:

- Taking care of your money

1.5 Equality, Diversity and Inclusion Implications

N/A

1.6 Performance management – monitoring and review

N/A

2 Background

2.1 Under Section 151 Local Government Act 1972, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.

2.2 Following the death of Paul Jones, it is necessary for the Council to appoint an officer as Section 151 Officer.

2.3 Following an interview process conducted by the Chief Executive and Leader of the Council, it is recommended that Adele Taylor is appointed as Interim Section 151 Officer from January 2026.

3 Key risks

3.1 The Council must appoint a Section 151 Officer to ensure that it is compliant with the legal

requirements. Failure to do so creates a risk to the council in terms of its financial decision making.

Report author:

Claire Hughes, Monitoring Officer

claire.hughes@cheltenham.gov.uk