
Meeting: General Purposes Committee

Date: 24 August 2010

Subject: Designation of Monitoring Officer

Report of: Director of Customer & Shared Services

Summary: This report provides Members with information regarding a restructure of senior roles within the Customer & Shared Services Directorate, and specifically, regarding the designation of the Authority's Monitoring Officer.

Advising Officer:

Contact Officer: Gordon McFarlane – Acting Assistant Director (People)

Public/Exempt: Public

Wards Affected: n/a

Function of: Council

Key Decision

Reason for urgency/
exemption from call-in
(if appropriate) n/a

CORPORATE IMPLICATIONS

Council Priorities:

The statutory officers contribute to the delivery of all the Council's objectives by the provision of professional support.

Financial:

There will be a small cost associated with any appointment of the Monitoring Officer at Head of Service level, but this will be met within existing budgets, and will be offset by the proposed deletion of the post of Assistant Director (Governance).

Legal:

The Council is required to designate a post to fulfil the role of Monitoring Officer, to ensure lawfulness and fairness of Council decision making under Section 5 of the Local Government and Housing Act 1989

Risk Management:

These arrangements are being put in place to ensure that the Council has continuity in relation to its Monitoring Officer arrangements.

Staffing (including Trades Unions):

The proposed arrangements are contained within a wider restructuring proposal for senior posts within the Customer & Shared Services Directorate.

Equalities/Human Rights:

Will be taken into account during the Member selection process for the post of Monitoring Officer.

Community Safety:

None specifically

Sustainability:

None specifically

Summary of Overview and Scrutiny Comments:

- Report not considered by Overview & Scrutiny

RECOMMENDATION(S):**1. that the Committee**

- (a)** Note the proposal to create a post of Head of Legal & Democratic Services which will be designated as Monitoring Officer, reporting directly to the Director of Customer & Shared Services.
- (b)** Note that as per the Constitution, appointment to this post will be made by the Appointments Sub-Committee.

Reason for Recommendation(s): To ensure that General Purposes Committee are appraised of the revised structure, including the level that the role of Monitoring Officer will be employed at.

Background

1. At its meeting on 10 February 2010, the General Purposes Committee considered proposals for the appointment of all posts below Director level to be the responsibility of Directors, with the exception of the Section 151 Officer and the Monitoring Officer, both of which would remain as Member appointments.
2. At that time, the revised senior management structures were being finalised, and it was proposed that both statutory posts would be at Assistant Director level.
3. The Appointments Sub-Committee met on 13 May 2010 to consider applications for both posts. They took a decision not to appoint to the post of Assistant Director (Governance) / Monitoring Officer. Following this, the Director of Customer & Shared Services has undertaken a further structural review.

Proposal

4. The conclusion of this review is to propose to delete the post of Assistant Director (Governance) / Monitoring Officer, and to review and reconfigure the Head of Service roles in that area.
5. It is therefore proposed that the role of Monitoring Officer be carried out at Head of Service level, but reporting directly to the Director of Customer & Shared Services. A post of Head of Legal & Democratic Services will be created, which will encompass the Monitoring Officer responsibilities. A high level organisational chart is attached at Appendix 1.
6. As this is a statutory post, appointment to it will be made by the Appointments Sub Committee as per the amended Constitution, following the General Purposes paper in February 2010. No further amendments are required to the Constitution, but the designation of the post of Monitoring Officer will be one that will need to be made by full Council.

Background Papers: (open to public inspection)
None

Location of papers:
N/A