

Report to Council



Date of Meeting	20 th March 2024
Portfolio	Cabinet Member for Corporate and Finance
Report Author	Director of Corporate Services
Public/Private Document	Public

Appointment of Monitoring Officer and Temporary Arrangements

Executive Summary

1. The current Monitoring Officer will be leaving the Council on 19th May 2024 to take up a position in another Local Authority. The Council is required to appoint a Council Officer to discharge the statutory function. A recruitment process to identify a successor will take place in the coming months. Due to the time needed to recruit there will need to be interim arrangements put in place to cover the statutory function. This report requests that Council delegate the responsibility to the Director of Corporate Services in consultation with the Leader of the Council, the Deputy Leaders of the Council and the Leader of the Opposition to appoint to the temporary role.

Recommendation

2. That Council approve the delegation to the Director of Corporate Services in consultation with the Leader of the Council, the Deputy Leaders of the Council and the Leader of the Opposition to appoint a temporary Council' Monitoring Officer in accordance with the Local Government & Housing Act 1989 with effect from 20th May 2024 to cover an interim period before the next permanent incumbent is appointed.

Reason for Recommendation

3. The Council must act in a timely manner and take appropriate steps to designate a Monitoring Officer in compliance with Section 5 of the Local Government & Housing Act 1989.

Key Points for Consideration

4. Samantha Lawton, the current Monitoring Officer has resigned from the post and after a period of notice will be leaving the Council on 19th May to take up a position in another Local Authority.

5. Under Section 5 of the Local Government & Housing Act 1989 as amended by paragraph 24 of Schedule 5 Local Government Act 2000 ('the Act'), there is a duty on the Council to designate one of its officers as the Monitoring Officer to discharge the functions set out in the Act.
6. A recruitment process will be undertaken during April and May, involving Leadership Team, elected members and stakeholders. Following completion of that process it is anticipated that a candidate will be identified as the preferred candidate for appointment to the post of the Assistant Director (Legal, Governance & Coroners) which incorporates the role of Monitoring Officer.
7. It is highly likely (due to the time taken to recruit and the requirement of the successful candidate to give notice) that there will be a need to put in place temporary arrangements to cover the statutory role for a period of approximately three months depending on a number of factors.
8. The Director of Corporate Services is considering a number of options to meet this need should it arise and Council are asked to approve the delegation to Julie Murphy as Director to appoint an interim officer to meet this requirement in consultation with the Leader of the Council, the Deputy Leaders of the Council and the Leader of the Opposition

Costs and Budget Summary

7. Salary costs will be funded from within the existing approved staffing budget.

Risk and Policy Implications

8. The appointment of a Monitoring Officer is a statutory requirement.

Consultation

9. Consultation will be carried out with the Leader of the Council, the Deputy Leaders of the council and the Leader of the Opposition as well as the Portfolio Holder for Corporate and Finance and Shadow Portfolio Holder

Background Papers	Place of Inspection
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10. None.

For Further Information Contact:	Rosemary.Barker@rochdale.gov.uk
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