


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Temporary appointment of a Deputy Monitoring Officer for up to three (3) months.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/101/2025 (MW)	Constitution 5F MONITORING OFFICER PROTOCOL 5F.4 WORKING ARRANGEMENTS m) the Monitoring Officer will appoint a Deputy and keep him/her briefed on emerging issues.
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
13 th May 2025	 Monitoring Officer (Assistant Director – Democracy & Governance)
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>Appointment of a Deputy Monitoring Officer from 13th May until 12th August 2025 at the earliest, due to role being vacant from Tuesday 6th May 2025 as previous Deputy Monitoring Officer left the Council.</p> <p>b) The Decision</p> <p>To appoint the Democratic Services Team Leader as the Deputy Monitoring Officer for a period up to three months (ending 12th August 2025) until replacement appointed and starts for the Election and Democratic Services Manager (recruitment ongoing).</p>	
<u>REASON FOR THE DECISION</u>	
To ensure resilience in the absence of the Monitoring Officer.	

<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>1. Not appointing a deputy Monitoring Officer. Reason for rejection: this would put the Council in breach of its obligations where the appointed Monitoring Officer and nominated deputy are unable to act.</p> <p>2. Appointment of a temporary agency Deputy Monitoring Officer. Reason for rejection: Likely to have costed more than budget available. Furthermore, as this is a temporary appointment for a period up to three months, having an existing internal officer is more advantageous as the officer is already away of systems, processes, employees, elected members and the culture of the Council.</p> <p>3. Enter into a section 113 Local Government Act 1972 agreement with another local authority for the provision of a Deputy Monitoring Officer. Reason for rejection: As this is a temporary appointment for a period up to three months, having an existing internal officer is more advantageous as the officer is already away of systems, processes, employees, elected members and the culture of the Council.</p>
<p><u>WARD RELEVANCE</u></p> <p>No direct Ward implications.</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>Remuneration accounted in budget.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>Statutory Officers: Head of Paid Service (Chief Executive), Section 151 Officer (Strategic Director – Corporate Resources). Human Resources Business Partner</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>Not applicable.</p>
<p><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>Not applicable.</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>Not applicable.</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>An additional duty on the Democratic Services team Leader but due to substantive role the officer is already undertakes, the Deputy Monitoring Officer role should have little impact unless the Monitoring Officer is on leave or sick. In which case, support may then be required but this isn't likely.</p>

<p><u>FINANCIAL IMPLICATIONS</u></p> <p>Remuneration accounted in budget.</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>Not applicable.</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>Not applicable.</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>Failing to appoint a Deputy Monitoring Officer presents a resilience risk for the Council but also as per the options section above, not appointing a Deputy Monitoring Officer would put the Council in breach of its obligations where the appointed Monitoring Officer and nominated deputy are unable to act.</p>
<p><u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u></p> <p>Not applicable.</p>
<p><u>ENVIRONMENTAL IMPLICATIONS</u></p> <p>Not applicable</p>
<p><u>LEGAL IMPLICATIONS</u></p> <p>It will not be necessary for the Council to approve the appointment of a new Deputy Monitoring Officer, because the relevant legislation provides for this to be done by the Monitoring Officer.</p> <p>Section 5(7) of the Local Government and Housing Act 1989 states that: "The duties of a relevant authority's monitoring officer under this section shall be performed by him personally or, where he is unable to act owing to absence or illness, personally by such member of his staff as he has for the time being nominated as his deputy for the purposes of this section."</p>
<p><u>ANY OTHER COMMENTS</u></p> <p>End date 12th August 2025 subject to recruitment of the Election and Democratic Services Manager.</p>

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER