


**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 – 13 th August – 14 th September 2025.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.
DO/15/2025 (MW)	<p>Constitution 5F MONITORING OFFICER PROTOCOL 5F.4 WORKING ARRANGEMENTS</p> <p>m) the Monitoring Officer will appoint a Deputy and keep him/her briefed on emerging issues.</p> <p>Please also note Delegated Authority decision dated 13th May 2025 (reference: DO/101/2025 (MW)).</p>
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
22 nd July 2025	 <p>Monitoring Officer (Assistant Director – Democracy & Governance)</p>
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>The current delegation expires 12th August 2025 following a previous delegated decision (dated 13th May 2025 reference: DO/101/2025 (MW)). The successful appoint of the new Democratic and Election Services Manager doesn't officially start until 15th September 2025.</p> <p>This therefore leaves a gap for a Deputy Monitoring Officer between 12th August 2025 and 15th September 2025.</p> <p>b) The Decision</p> <p>To extend the Deputy Monitoring Officer appointment following (DO/101/2025 (MW)) to the Democratic Services Team Leader until 14th September 2025 at the earliest.</p>	

REASON FOR THE DECISION

To ensure resilience in the absence of the Monitoring Officer and supports compliance with Section 5 of the Local Government and Housing Act 1989.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

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.

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.

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 circa 1 month, 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.

WARD RELEVANCE

No direct Ward implications.

FINANCIAL AND BUDGET IMPLICATIONS

Remuneration accounted in budget.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Human Resources.

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

Not applicable.

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

Not applicable.

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

Not applicable.

HUMAN RESOURCES IMPLICATIONS

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.

FINANCIAL IMPLICATIONS

Remuneration accounted in budget.

HEALTH EQUALITIES IMPLICATIONS

Not applicable.

SECTION 17 CRIME & DISORDER IMPLICATIONS

Not applicable.

RISK MANAGEMENT IMPLICATIONS

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.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

Not applicable.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

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.

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."

ANY OTHER COMMENTS

Not applicable.

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