

**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 an additional Deputy Monitoring Officer from 1 September 2026 to 31 December 2026.	
<u>DECISION REFERENCE</u> DO/35/2026 (MW)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. 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. Note – - The appointment is intended to supplement, and not replace, the existing Deputy Monitoring Officer arrangements during the period of increased workload associated with Local Government Reorganisation and planned leave; and - Existing budget for the 2026/2027 Financial Year includes provision for a second Deputy Monitoring Allowance. Cabinet and Full Council February 2026.
<u>DATE OF DECISION</u> 28th August 2026	<u>DECISION MAKER (Name and Job Title)</u>  Matt Wallbank Monitoring Officer (Assistant Director – Democracy & Governance)

RECORD OF THE DECISION

a) The issue

Noting Local Government Reorganisation (LGR) and continued additional work associated to this, it was proposed that an additional Deputy Monitoring Officer allowance was built into the 2026/2027 Financial Year budget to aid as support. That was approved at Cabinet and Council in February 2026.

Following the Government's decision in relation to Local Government Reorganisation and the resulting increase in work associated with the programme and upcoming leave, the Monitoring Officer believes it is necessary from a capacity and risk perspective to exercise the option of appointing a second Deputy Monitoring Officer for the period 1st September 2026 – 31st December 2026.

The existing Monitoring Officer is currently partaking in two LGR workstreams (Legal and Governance and the Contracts and Commercial workstream). This is adding additional pressure on top of delivering the Monitoring Officer role for the Council.

Therefore, the temporary appointment of an additional Deputy Monitoring Officer will provide resilience and additional capacity to support both the Council's ongoing statutory governance responsibilities and work associated with the Local Government Reorganisation programme.

b) The Decision

To designate the Democratic and Executive Support Team Leader as an additional Deputy Monitoring Officer for the period 1 September 2026 to 31 December 2026.

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.

Results in a key capacity risk which in the view of the Statutory Officers reduces capacity to support the LGR programme and ensure sufficient statutory officer capacity at NBBC.

2. Appointment of a temporary agency Deputy Monitoring Officer.

Reason for rejection: Likely to exceed the budget provision available for this purpose.. Furthermore, as this is a temporary appointment for a period up to four months, having an existing internal officer is more advantageous as the officer is already aware of the Council's systems, processes, policies, employees, elected members and organisational culture.

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 4 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.

WARD RELEVANCE

No direct Ward implications.

FINANCIAL AND BUDGET IMPLICATIONS

Provision for an additional Deputy Monitoring Officer allowance was included within the approved 2026/27 budget. Sufficient budget provision exists to accommodate this temporary appointment..

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Statutory Officers.

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

The appointment will introduce an additional responsibility for the Democratic and Executive Support Team Leader. However, given the governance responsibilities already undertaken within the substantive role, it is anticipated that the impact will be limited and largely confined to periods when the Monitoring Officer is unavailable due to absence or leave.

FINANCIAL IMPLICATIONS

Remuneration has been accounted for within the approved budget. However, as the appointment is for a four-month period, the allowance will be payable on a pro rata basis and the full annual allowance will therefore not be required.

HEALTH EQUALITIES IMPLICATIONS

Not applicable.

SECTION 17 CRIME & DISORDER IMPLICATIONS

Not applicable.

RISK MANAGEMENT IMPLICATIONS

The appointment mitigates capacity and resilience risks associated with delivery of the Local Government Reorganisation programme and the Council's ongoing statutory governance responsibilities. It provides additional business continuity arrangements and support for the Monitoring Officer function during periods of absence, annual leave or increased workload.

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."

Whilst no formal Council approval is required, this record has been prepared and published in the interests of openness, transparency and good governance.

ANY OTHER COMMENTS

Not applicable.

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