

COUNCIL - MONDAY, 15 JANUARY 2024

Report of the Chief Executive

Part A

APPOINTMENT OF MONITORING OFFICER AND DEPUTY ELECTORAL REGISTRATION OFFICER

Purpose of Report

This report requests approval to designate a Monitoring Officer, Deputy Monitoring Officer and a Deputy Electoral Registration Officer.

Recommendations

That Karen Widdowson, AMInstLM, DMS (Head of Democracy) be designated as the Council's Monitoring Officer with immediate effect.

That Nicola Ford, LLB (Head of Legal and Elections) be designated as the Council's Deputy Monitoring Officer with immediate effect, and also be appointed as a Deputy Electoral Registration Officer with the full powers of the Electoral Registration Officer in his absence, or for the purposes of the administration of Voter Identification Certificates.

Reason

Under section 5 of the Local Government & Housing 1989 the Council is required to designate a Monitoring Officer, and it is also necessary for resilience and practical purposes that Deputy Electoral Registration Officers be appointed.

Policy Justification and Previous Decisions

It is a statutory requirement for the Council to designate a Monitoring Officer, whose responsibilities include:

- Oversight of the Council's decision making processes and the Constitution,
- Reporting any instances of unlawfulness or maladministration,
- Administering the process for dealing with allegations of breaches of the relevant Member Codes of Conduct by Borough, Town and Parish councillors, and
- Maintaining and publishing of registers of interests for Borough, Town and Parish councillors.

The Monitoring Officer must nominate one or more members of staff to act as their deputy in the event of their absence or illness. For completeness this appointment is included in this report.

For resilience and practical purposes it is also necessary to appoint Deputy Electoral Registration Officers. The Chief Executive is the Electoral Registration Officer (ERO), and the Elections & Land Charges Manager is the other Deputy ERO.

Implementation Timetable including Future Decisions

If approved the appointments will come into effect as set out in the recommendation.

Report Implications

Financial Implications

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

Risk Management

No risks have been identified in relation to this decision.

Equality and Diversity

None identified.

Climate Change and Carbon Impact

None identified.

Crime and Disorder

None identified.

Wards Affected

None.

Publicity Arrangements

Not applicable.

Consultations

Not applicable.

Links to the Corporate Strategy

Caring for the Environment	No
Healthy Communities	No
A Thriving Economy	No
Your Council	Yes

Key Decision: No

Background Papers: None

Officers to Contact: Rob Mitchell – Chief Executive
Tel: (01509) 634600

rob.mitchell@charnwood.gov.uk

Simon Jackson – Director of Finance, Governance
& Contracts

Tel: (01509) 634699

simon.jackson@charnwood.gov.uk

Part B

Background

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 has been undertaken during November and December, involving the Senior Leadership Team, a Monitoring Officer from a neighbouring Council and elected members. Following completion of that process Karen Widdowson has been identified as the preferred candidate for appointment to the post of the Head of Democracy which incorporates the role of Monitoring Officer and Nicola Ford was the preferred candidate for the appointment of Head of Legal and Elections which incorporates the role of Deputy Electoral Registration Officer.