



## Bournemouth, Christchurch and Poole Shadow Authority

6

Report Subject	<b>Designation of Interim Statutory Officers</b>
Meeting date	6 June 2018
Report Author	Saskia DeVries, Head of HR, Bournemouth & Poole
Contributors	Members of the Governance Task and Finish Group – Cllrs Nicola Greene (Chair), Haines, Flagg, Broadhead and Walton, Cllrs Potter and Crawford substituted at various points.
Status	Public
Classification	For decision
Executive summary	The report sets out the recommendations of the Joint Committee regarding designation of interim statutory officers as required by the Structural Changes Order.
Recommendations	<b>1. The Shadow Authority designates the following officers as interim statutory officers of the Shadow Authority:</b>  <b>Interim Head of Paid Service – Jane Portman</b>  <b>Interim Monitoring Officer – Tanya Coulter</b>  <b>Interim Chief Finance Officer/Section 151 Officer – Adam Richens</b>

	<p><b>2. The Shadow Authority designates the interim head of paid service to be the returning officer pursuant Paragraph 13(8) of the Structural Changes Order.</b></p> <p><b>3. The Shadow Authority shall designate its main office for the purposes of the legal requirement to do so as the main office of the interim head of paid service.</b></p> <p><b>4. The Shadow Authority designates its interim Monitoring Officer to be its Data Protection Officer pursuant to the General Data Protection Regulations.</b></p>
Reason for Recommendations	<p>To ensure the Shadow Authority is properly constituted in accordance with the provisions of the Structural Changes Order and the local government legal framework and can undertake the functions for which it will be legally responsible.</p> <p>The Structural Changes Order provides that the Shadow Authority must designate an officer of the existing borough councils to undertake each of the roles set out in the recommendation above. These officers will undertake the statutory responsibilities until the Authority appoints permanent officers to take on these statutory roles.</p>

### **Background detail**

1. The Structural Changes Order requires the Shadow Authority to designate on an interim basis an officer of one of the existing councils to be the Shadow Authority's Head of Paid Service; Chief Finance Officer (section 151 officer) and Monitoring Officer. These designations continue until such time as there are permanent appointments to such statutory roles by the Shadow Authority or new Council.
2. In light of the need to undertake this work in such a short time, the Head of HR for Bournemouth and Poole councils, following consultation with the Programme Board, asked each of the existing statutory officers in each council for expressions of interest in the designated roles.
3. Following this process, expressions of interest were submitted. There are no other expressions of interest and the recommendation to the Shadow Authority is that it designates the officers as set out above.

4. There is a requirement to designate a returning officer for the Shadow Authority. Although this is not required at its first meeting, it seems appropriate that this be undertaken now and that this role be designated to the interim head of paid service. This will ensure that during preparation for the elections in 2019 the Authority has a statutorily designated post, albeit on an interim basis pending permanent appointment in due course.
5. A “main office” for the Shadow Authority will need to be identified for the purposes of formal publication of notices of meetings in accordance with legal requirements. It is recommended that the main office is that occupied by the interim designated Head of Paid Service for the Shadow Authority. Publication of notices would still take place at the other offices of the councils, and on-line, however there is a requirement to identify in law a main office for the Authority.
6. The General Data Protection Regulations require organisations to appoint a Data Protection Officer, and to ensure immediate compliance with the Regulations in this respect it is recommended that the designated interim Monitoring Officer assume this role on an interim basis.