



OFFICER DECISION RECORD

This form should be used to record Executive decisions taken by Officers

Decision Maker:	Graham Farrant, Chief Executive		
Service Area:		Date:	28 September 2023
Contact Name:	Graham Farrant	Tel No:	01202 127976
E-mail:	graham.farrant@bcpcouncil.gov.uk		
Subject:	Appointment of Interim Monitoring Officer		
Decision taken: This ODR is to confirm the appointment of Richard Jones as the Interim Monitoring Officer with effect from 19 October 2023 in accordance with statutory requirements.			
Options considered: The options considered were either to:- <ul style="list-style-type: none">• to appoint Richard Jones as Interim Monitoring Officer; - this is the recommended option; or• to appoint another Officer of the Council – this is not recommended as there are limited officers with the required experience.• to make an external interim appointment – this is not recommended for the interim appointment as they would lack local knowledge and would take time to get to know the Council and how it works.			
Reasons for the decision: Under Section 5 of the Local Government & Housing Act 1989 (as amended), the Council has a duty to designate the role of Monitoring Officer to an officer of the authority.			
Background: The existing designated Monitoring Officer, and Director for Law and Governance, will be retiring from the Council on 18 October 2023. There will be a period from this date until a permanent appointment is made when it will be necessary for the Council to appoint an Interim Monitoring Officer. Under Section 5 of the Local Government & Housing Act 1989 (as amended), the Council has a duty to designate the role of Monitoring Officer to an officer of the authority. Neither the Head of Paid Service nor the Chief Finance Officer (Section 151) may be designated as the Council's Monitoring Officer. There is no statutory requirement for the position to be held by a legally qualified officer, although the Council would want to be assured that the officer appointed has the relevant skills and experience. The Monitoring Officer has several statutory duties and responsibilities relating to the Council's Constitution and our arrangements for effective governance. These duties include maintaining the Constitution, ensuring that no decision or omission of the Council is likely to give rise to illegality or maladministration and promoting high standards of conduct. A full list			

of the Monitoring Officer's responsibilities and delegated powers is included within the Council's Constitution.

It is therefore proposed to designate Richard Jones (Head of Democratic Services) as Interim Monitoring Officer from 25 October 2023. Richard Jones has over 37 years of local government experience working in the governance environment and was formerly appointed as Monitoring Officer for Christchurch Borough Council and East Dorset District Council.

Reason for urgency:

The Council needs to have a Monitoring Officer in post until a permanent appointment is made. The appointment under this decision is proposed until 7 November when the Council will be recommended to approve an extension of the temporary arrangement until a permanent appointment is made to the role.

Consultations undertaken:

The decision to designate the Council's current Deputy Monitoring Officer as interim Monitoring Officer has been discussed and agreed with the Leader of the Council and the Leader of the Opposition, in consultation with the Director for Finance and both the current Monitoring Officer and the proposed Interim Monitoring Officer.

Finance and Resourcing Implications:

The Interim Monitoring Officer will be paid an honorarium of £2,041.33 per month for the duration of their appointment. This amount reflects the additional tasks and duties which the person will have responsibility for in addition to their existing role. This amount is less than the salary currently budgeted for the Director Law & Governance (Monitoring Officer).

Name: Adam Richens

Date: 28/09/2023

Signature (of Chief Finance Officer):

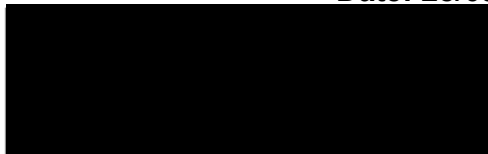


Legal Implications:

This decision is taken in accordance with Part 3 (Responsibility for Functions), Delegations to Chief Officers, line 68, in the revised Constitution. This decision will be reported to Council at the next available meeting.

Name: Ingrid Brown

Date: 28/09/2023



Signature Deputy Monitoring Officer:

Risk Assessment:

This decision will reduce risk in ensuring the role of Monitoring Officer is filled on an interim basis complying with statutory requirements. There are risks relating to capacity, however, these are to be carefully monitored by the Director for Resources.

Impact Assessments: None			
Information for publication			
Background papers: None			
Any declaration of interest by the Officer responsible for the decision		Nature of Interest	
No			
Note: No Officer having a personal financial interest in any matter should take a decision on that matter. Other interests of a non-disqualifying matter should be recorded here.			
Any conflict of interest declared by a Cabinet Member who is consulted by the Officer taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
No			
Decision taken by: (print name and designation) Graham Farrant, Chief Executive			
Signature: <div style="background-color: black; width: 200px; height: 40px; margin-top: 10px;"></div>			
Date of Decision: 28/09/2023			
Date Decision Effective:			
Date of Publication of record of Major Operational decision: As shown on web site			
Note: A record of this decision should be kept by the Service Area within which the decision falls.			

