

Agenda Item No:	12	
Committee:	Council	
Date:	30 September 2021	
Report Title:	Appointment of Acting Monitoring Officer and Notification of Acting Deputy Monitoring Officer	

1 Purpose / Summary

- To approve the appointment of Amy Brown, Head of Legal and Governance as the Council's Acting Monitoring Officer to cover a period of maternity leave for the existing Monitoring Officer.
- To note the appointment of Kathy Woodward, Internal Audit Manager, as Acting Deputy Monitoring Officer for the Council, during the period in which Amy Brown is Acting Monitoring Officer.

2 Key issues

- The Monitoring Officer is a statutory appointment pursuant to Section 5 of the Local Government and Housing Act 1989. The officer may not be the Head of Paid Service or the Chief Finance Officer.
- In general terms, the duties of the Monitoring Officer are to report to the authority any proposal, decision or omission by the authority which have given rise to or is likely to give rise to contravention of any law, any code of practice or of any maladministration or injustice.
- Carol Pilson, Corporate Director is the Council's Monitoring Officer and will be commencing a period of maternity leave from November/December 2021. To ensure adequate coverage for the Monitoring Officer role it is suggested Amy Brown, Head of Legal and Governance fulfils the role of Acting Monitoring Officer during this period of maternity leave.
- Amy is currently Deputy Monitoring Officer for Fenland District Council, Peterborough City Council and Cambridgeshire County Council, and has performed the role of Monitoring Officer at Fenland District Council previously. Therefore, Amy has a wide range of knowledge and experience of governance, code of conduct and constitutional matters.
- Further to section 2.3 of Article 12 of the Constitution the Monitoring Officer may designate another officer to deputise in their absence. During the period, Amy Brown is the Council's Acting Monitoring Officer (if agreed); Carol Pilson has designated Kathy Woodward, Internal Audit Manager as Acting Deputy Monitoring Officer for the Council. Kathy is an experienced Audit Manager and regularly reviews governance matters in line with the Internal Audit Plan making her well suited to the role of Deputy Monitoring Officer.

3 Recommendations

- For Council to approve the appointment of Amy Brown, Head of Legal and Governance as the Acting Monitoring Officer for the Council to cover a period of

maternity leave. These arrangements will come into immediate effect from the date the maternity leave commences.

- For Council to note the appointment of Kathy Woodward, Internal Audit Manager as Acting Deputy Monitoring Officer for the Council during the period in which Amy Brown is Acting Monitoring Officer.

Wards Affected	ALL
Forward Plan Reference	N/A
Portfolio Holder	Cllr Chris Boden, Leader of the Council
Report Originator	Paul Medd, Chief Executive Carol Pilson, Corporate Director and Monitoring Officer
Contact Officers	Paul Medd, Chief Executive 01354 622202, paulmedd@fenland.gov.uk Carol Pilson, Corporate Director and Monitoring Officer 01354 622360, cpilson@fenland.gov.uk
Background Papers	Section 5 Local Government and Housing Act 1989 Functions and Responsibilities (Amendment) Regs 2001 Constitution